

**1) Do you have a policy regarding rehiring former employees?**

#	Answer	%	Count
1	Yes	57.14%	8
2	No	42.86%	6
	Total	100%	14

**2) Do you take previous employment with your city into account with regard to pay/vacation/sick days?**

#	Answer	%	Count
1	Yes	75.00%	6
2	No	25.00%	2
	Total	100%	8

**3) What are the requirements? (For example, less than a year away from the job, termination not due to less than satisfactory work, etc.)**

Full-time employees who leave employment with the City on good terms and then are rehired in the future will have their prior full-time service period counted for purposes of determining benefit eligibility for those benefit programs that have an eligibility waiting period. In addition, this prior full-time service period will be counted towards determining the employee's rate for vacation leave accrual as well as longevity bonuses.

Reinstatement within 180 days of separation - employee may be entitled to any unused sick leave accumulated.

Employees that voluntarily resigned must have given at least two weeks notice (4 for exempt employee) and their previous length of employment must have exceeded their break in service. If these are met they are eligible to accrue benefits at the same level as when they left service.

If an employee is rehired within 1 year they may receive up to 75% of their seniority date.

The City is pleased to consider applications for open positions from former employees who had satisfactory performance and attendance records, and left their employment with the City in good standing. A former employee that was terminated for cause is not eligible for rehire. Former employees will be subject to the same hiring guidelines as new employees, regardless of their length of separation from the City. With respect to benefits:

- Rehired employees will have to satisfy the same eligibility requirements as a new employee for the calculation of the service awards and vacation.
- However, if an employee returns within a one-year period and left his/her previous employment in good standing, they will be given credit for previous service with respect to

service awards and vacation. • If an employee returns within a five-year period, he/she will be given credit for previous service with respect to the City's Pension plan.

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If within 6 months then benefits are kept-vacation and comp time are always paid out at termination.