



Town of Chapel Hill, NC

Reinstatement and Rehire of Former Employees Personnel Policy

Policy Number: PP 3-4

Effective Date: July 1, 2017

- I. [POLICY](#)
- II. [PURPOSE](#)
- III. [PROCEDURE](#)
- IV. [FORMS/INSTRUCTIONS](#)
- V. [ADDITIONAL CONTACTS](#)
- VI. [DEFINITIONS](#)
- VII. [RESPONSIBILITIES](#)
- VIII. [APPENDICES](#)
- IX. [FAQ](#)
- X. [SCOPE](#)
- XI. [RELATED INFORMATION](#)
- XII. [POLICY HISTORY](#)

Approved By:

Roger L. Stancil, Town Manager

Reinstatement and Rehire of Former Employees Policy

I. POLICY

Upon approval of the Town Manager, The Town’s [Code of Ordinances, Sections 14-48 and 14-49](#), provides for the reinstatement and rehire of former employees as follows:

[Town of Chapel Hill Ordinance Section 14-48](#)

“A former employee of the town who resigns while in good standing with sufficient notice, or an employee who is terminated due to a reduction in force desiring to return to work with the town may be reinstated to the former position, if available, provided that such reinstatement occurs within one (1) year of the date of separation.”

“Other than the terms of reinstatement described in [section 14-48](#), a town employee who separates from employment and is rehired by the town shall be regarded as a new employee, subject to all of the provisions of rules and regulations of this chapter.”

[Town of Chapel Hill Ordinance Section 14-49](#)

II. PURPOSE

In accordance with the Town value of Teamwork, the Town of Chapel Hill values the experience of former employees that resign in good standing.

Teamwork: We participate in a cooperative work environment in order to support each other in our service to the community. We encourage an environment that fosters innovation and creativity.

The Director of Human Resource Development is authorized to issue procedures consistent with this policy.

	Town of Chapel Hill, NC	Policy Number: PP 3-4	I. POLICY	Approved By:  Cliff Turner, Director Human Resource Development
	Reinstatement and Rehire of Former Employees Procedures	Effective Date: July 1, 2017	II. PURPOSE III. PROCEDURE IV. FORMS/INSTRUCTIONS V. ADDITIONAL CONTACTS VI. DEFINITIONS VII. RESPONSIBILITIES VIII. APPENDICES IX. FAQ X. SCOPE XI. RELATED INFORMATION XII. POLICY HISTORY	

III. Reinstatement of Former Employees Procedures

These procedures are issued by the Director of Human Resource Development to implement the Reinstatement and Rehire of Former Employees, PP 3-4 issued by the Chapel Hill Town Manager. These procedures may be periodically updated.

A. Reinstatement Eligibility:

1. All regular full and part time employees: All regular full and part time employees are eligible for reinstatement after they have passed their probationary period.
2. Resignation in Good Standing: An employee who resigns in good standing and provides the notice required by their department is eligible for reinstatement to their former position.
3. Employees Separated due to a Reduction in Force: Employees who are separated from Town employment due to a Reduction in Force as outlined in Town Personnel Policy 9-1 are eligible for reinstatement.

B. Reinstatement Conditions: *(Ref: Code of Ordinances, Section 14-48)*

1. Eligibility: “A former employee of the town who resigns while in good standing with sufficient notice, or an employee who is terminated due to a reduction in force desiring to return to work with the town may be reinstated to the former position if available provided that such reinstatement occurs within one (1) year of the date of separation.”
2. Pay: “In such cases the employee may be reinstated at the previous salary rate.”
3. Sick Leave: “The employee's accrued sick leave shall be restored to an employee who is reinstated within this time period.”

4. Health Care Benefits Upon Retirement: The Town will use the employee's new date of hire when determining eligibility for any retiree health benefits.
5. Service Date: Upon rehire, service dates will be adjusted for the time that was not worked.
6. Other Provisions: "The reinstated employee shall be subject to all pre-employment requirements, including, but not limited to, a probationary period, as a new employee in the position."

C. Rehire Eligibility and Conditions:

"Other than the terms of reinstatement described in [section 14-48](#), a town employee who separates from employment and is rehired by the town shall be regarded as a new employee, subject to all of the provisions of rules and regulations of this chapter." ([Code of Ordinances, Section 14-49](#))

1. Eligibility: Any employee who resigns in good standing with sufficient notice may be eligible for rehire.
2. Service Date: Upon rehire, service dates will be adjusted for the time that was not worked.
3. Pay: The Town is not required to re-hire an employee at their former rate of pay.
4. Sick Leave: An employee rehired by the Town within one year of the date of separation will have any remaining sick leave balance restored upon rehire.

IV. FORMS/INSTRUCTIONS: None

V. ADDITIONAL CONTACTS

Human Resource Development 919-968-2700 or HR@townofchapelhill.org
Ombuds office 919-265-0806 or Ombuds@townofchapelhill.org

VI. DEFINITIONS

- A. Reinstatement: With approval from the Town Manager, a former employee who resigns from Town service in good standing may be reinstated to their former position, if available, provided that such reinstatement occurs within one year of the date of separation.
- B. Rehire: An employee who resigns in good standing from Town service and is rehired into another Town Position at any time after separation.

VII. RESPONSIBILITIES

Human Resource Development staff members are expected to:

- a) Maintain accurate records about service dates
- b) Adjust service dates properly for reinstated and rehired employees
- c) Provide accurate salary information to departments that are reinstating employees
- d) Provide reinstated employees with accurate information.
- e) Require that Departments receive written approval from the Town Manager before reinstating any employee.

VIII. APPENDICES None

IX. FREQUENTLY ASKED QUESTIONS None

X. SCOPE:

This policy covers all regular full and part time employees who have completed their probationary period.

XI. RELATED INFORMATION

- A. [Town of Chapel Hill Ordinances, Section 14-48 and 14-49](#)
- B. [Coordination with Additional Policies](#): Depending on the circumstances of the employee's situation, the provisions of this policy may interact with other policies in the Medical Leave Cluster of personnel policies as well as benefits offered by the Town. Employees should consult with Human Resource Development for more information.

Family and Medical Leave Act
Sick Leave
Workers Compensation.
Leave of Absence
Medical Leave

Retiree Health Benefits
Reduction in Force
Leave Donation
Health Insurance

XII: POLICY HISTORY

Adopted December 1, 2012

Updated July 1, 2017 due to Personnel Ordinance Revision completed September 2014.

This policy replaces and supersedes any previous Town policies, departmental policies, handbooks, or unwritten policies or practices covering the same subject. Departmental policies in compliance with this policy are referenced in Section XI below, **Related Information**. In the event of any disparity between this policy and the Town's Code of Ordinances and/or applicable local, state, or federal laws, the Town's Ordinance and/or applicable laws shall prevail.