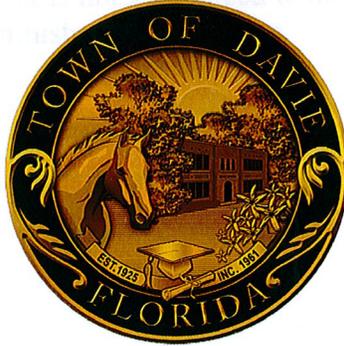


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**RE-EMPLOYMENT/REINSTATEMENT
SOP #21-014**

September 19, 2012

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

| Revision | Date | Responsible Department | Description of Change |
|----------|--------------------|------------------------|-----------------------|
| 1 | May 18, 2011 | Human Resources | Initial Release |
| 2 | September 19, 2012 | Human Resources | Revision |

APPROVALS:

Stacy H. S. Hays

Author

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Town Administrator

9/24/12

Date

9-24-12

Date

1-1. POLICY.

It is the policy of the Town of Davie to provide guidelines for the re-employment or reinstatement of individuals who have left the employment of the Town of Davie.

Re-employment/reinstatement is not guaranteed to any individual. It is granted at the sole discretion of the Town Administrator or designee.

1-2. SCOPE.

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service, as well as all Executive, and Part-Time employees.

1-3. PROCEDURE.

a. Re-employment

1. If the re-employment of an individual occurs within 30 days, there shall be no lapse in benefits (e.g. medical, dental, vision, life insurance, etc.).
 2. If the reinstatement occurs on the thirty-first (31st) day or later, he or she will be required to be re-fingerprinted and complete all background checks as if a new employee, including drug testing and/or polygraph requirements if required for the position.
 3. If an employee is re-employed within one (1) year, leave accrual rates will be reinstated, however, previous balances will not be restored. Benefits will commence the 1st of the month following thirty (30) days of re-employment.
 4. Retirement vesting will continue in accordance with the provisions of the applicable Town of Davie retirement plan.
 5. Employees who have received any pension payments or DROP payments and have separated from the Town of Davie for more than one year, shall not be eligible to return to a pension eligible position.
 6. Reinstatement
 - (i) At the discretion of the Department Director, a dismissed employee may return to his/her original position if that position is still vacant. The employee's last performance evaluation must be satisfactory and he/she must apply for the position under the same guidelines as all other outside applicants.
 - (ii) If an employee is reinstated into their old position within one year of his/her employment end date, his or her rate of pay may be returned to the same level it
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was when he or she ended employment with the Town of Davie. Leave accrual levels will also be reinstated, however, previous balances will not be restored.
