



## County of San Bernardino

# REEMPLOYMENT (REHIRE)

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Reemployment is the hiring of a former regular employee who previously attained regular status with the County.

### REFERENCES

All current County Memoranda of Understanding (MOU); Exempt Compensation Plan; Personnel Rules

### GENERAL INFORMATION

Reemployment may mean one of the following:

- ◆ A regular employee who has terminated County employment and is subsequently rehired in the same Job Code Title in a regular position within one (1) year may receive restoration of salary step, vacation accrual rate, sick leave balance (unless the employee has received payment for unused sick leave) and the Retirement Plan contribution rate (provided the employee complies with any requirements established by the San Bernardino County Employees' Retirement Association (SBCERA). Retirement contributions must not have been withdrawn, or must be repaid.) Restoration is subject to the approval and conditions established by the appointing authority and the Director of Human Resources (HR) or designee. Employees begin accruing vacation and sick leave and may utilize the same immediately. The employee shall be required to serve a new probationary period, unless waived by the Director of HR or designee. The employee shall be provided a new date of hire for purposes of County seniority.
- ◆ A regular employee who has terminated County employment and is subsequently rehired to a regular position in the same job family within one (1) year may receive restoration of vacation accrual rate, sick leave, and retirement contribution rate in the same manner as described above. Such employees begin accruing vacation and sick leave and may utilize the same immediately. The employee shall be required to serve a new probationary period, unless waived by the Director of HR or designee. The employee shall be provided a new date of hire for purposes of County seniority.
- ◆ A regular employee who has terminated County employment and is subsequently rehired to a regular position in another job family within a 90 calendar day period, must begin the first day of work within 90 calendar days may receive restoration of salary step (in the instance of rehire in a Job Code Title at the same pay range as the position originally held), vacation accrual rate, sick leave and retirement contribution rate in the same manner as described above. The employee shall be required to serve a new probationary period, unless waived by the Director of HR or designee. The employee shall be provided a new date of hire for purposes of County seniority.
- ◆ Reemployment from Layoff – A regular employee who has been laid off from County employment and is subsequently rehired to a regular position within one (1) year shall receive restoration of vacation accrual rate, and sick leave in the same manner as described above. Restoration of retirement contribution rate shall be in accordance with applicable state law and in compliance with any requirements established by SBCERA.

*Refer to New Hire procedure*

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## **PAYROLL SPECIALIST RESPONSIBILITIES**

- ◆ The employee must be scheduled for a physical if it has been more than 90 days since the employee worked. Contact the Center for Employee Health and Wellness for an appointment.
- ◆ Complete appropriate JAR packet
- ◆ Retain copies for department file
- ◆ Forward JAR packet to EMACS-HR (0030)
- ◆ Verify that EMACS has been updated to reflect the requested action

## **DEADLINES**

Refer to Master Calendar for EMACS Processing

## **RELATED FORMS/PROCEDURES**

Checklist for New Hire-Regular/Part-Time/Reemployment (Rehire)   
Dual Appointment  
Restoration of Benefits Request 