



County of San Bernardino

RESTORATION OF BENEFITS

Reemployment (Rehire)

Restoration of benefits may be requested to restore benefits (i.e. salary range/step, service hours, sick leave balance at time of termination) for a regular employee who has terminated County employment and who is subsequently rehired in a regular position.

REFERENCES

Current County Memoranda of Understanding (MOU); Compensation Plan

FORMS REQUIRED

Restoration of Benefits Request 

MANDATORY FIELDS

Employee ID; Last Name, First Name; Termination Date; Rehire Date; Job Code Title, Job Code; Benefits to be Restored; Reason for Restoration; Probation Period

GENERAL INFORMATION

Reasons for Restoration:

- ◆ A regular employee who has terminated County employment and is rehired into the same classification in a regular position within one (1) year
- ◆ A regular employee who has terminated County employment and is rehired into a regular position in the same job family within one (1) year
- ◆ A regular employee who has terminated County employment and is rehired into a regular position in another job family within a 90 calendar day period
- ◆ A regular employee who has been laid off from County employment and is rehired into a regular position within one (1) year

An employee's sick leave balance cannot be restored if payment has been made for unused time. *Refer to Leave Provisions article in the appropriate MOU.*

Note: Step hours will not be restored

Retirement Plan contribution rate may be restored provided the employee complies with any requirements established by the San Bernardino County Employees' Retirement Association (SBCERA).

The employee will be required to serve a new probationary period unless waived by the Director of Human Resources (HR) or designee.

The employee will be given a new date of hire for purposes of County seniority.

Refer to department guidelines for individual procedures

PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Complete Restoration of Benefits Request
- ◆ Obtain appointing authority/designee signature
- ◆ Forward to department Human Resources Officer (HRO) for approval
- ◆ Retain copy for department file
- ◆ Forward original to Employee Relations-HR (0440)
- ◆ 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 – Exempt

Checklist for New Hire - Regular/Part-Time/Reemployment (Rehire)