
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 311
EFFECTIVE DATE: 09/16/08
REVISED: 01/20/09 | 08/03/10
08/04/15 | 10/17/17
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: REHIRE

I. Purpose:

To establish a standard policy regarding rehiring employees who previously left the organization and who may be considered for rehire.

II. Policy:

2.1 Consideration for Rehire.

Regular employees, including employees serving an orientation period following promotion, who subsequently terminate employment, may be considered for rehire:

- a. Without undergoing any further examination (not including probationary period) within 2 years of the effective date of their termination.
- b. The rehire must be to a position in the same class or a class comparable to the one in which the employee formerly served as a regular employee.
- c. The decision to rehire shall be at the complete discretion of the employer, and no former employee shall have any right to or expectation of such rehire.
- d. Upon rehire, the employee shall be required to successfully complete a probationary period.
- e. No credit for former employment may be granted in determining eligibility for leave or other benefits.
- f. Job classification seniority may be continued provided the employee is rehired into the same job classification. Following a voluntary interruption or break in service, seniority shall commence as of the date of last entrance into county service. The employee's new anniversary date shall be the date of rehire.
- g. Personnel records of former county employees should be reviewed prior to offering re-employment to ascertain the employee's eligibility for rehire.

NOTE: Limitations exist for rehiring retired public employees (NRS 286.523).

2.2 Eligibility for Rehire

Employees are ineligible for rehire with the county under certain circumstances that are outlined in this policy. Employees separating from county employment under these circumstances are ineligible unless the County Manager and the Administrative Officer and/or Personnel Director authorize re-employment.

- a. Employees separated from employment for reasons that are not cardinal or serious infractions, such as absenteeism, poor performance, or quitting without proper notice, etc., will not generally be eligible for rehire. They will have to demonstrate suitable employment elsewhere and provide at least two references, (education, work, or otherwise) that can validate the individual's dependability and performance.

III. RESPONSIBILITY FOR REVIEW: The County Administrative Officer and/or Personnel Director will review this policy every 5 years or sooner as necessary.