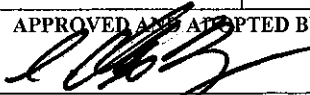
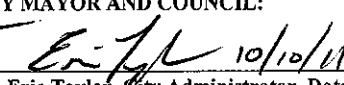
	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: REHIRE
	NUMBER: EMP 4-0	REVISIONS:	EFFECTIVE DATE: 10/03/2011
	SUPERCEDES:	APPROVED AND ADOPTED BY MAYOR AND COUNCIL:   A. Max Bacon, Mayor, Date Eric Taylor, City Administrator, Date	

PURPOSE: To establish guidelines with respect to rehiring former employees of the City of Smyrna.

STATEMENT OF POLICY

Former employees who have satisfactory work records with the City of Smyrna may seek reemployment. Except as may otherwise be required by law, employees terminated for cause are not eligible for reemployment with the City of Smyrna. Regular employees who voluntarily resign from employment with the City of Smyrna prior to the completion of one year of employment for reasons other than a reduction in force, shall not be eligible for reemployment with the City of Smyrna until a total time of one year has elapsed from the effective date of the resignation.

In all cases, as with all other hiring decisions, selection will be made on the basis of the position requirements and the qualifications of the applicants to perform the duties of the jobs. The employee must also possess any/all certifications required for the position for which rehired.

Retirees who are currently drawing a retirement benefit from one of the City's retirement plans are not eligible for rehire, in any capacity including temporary, without written authority from the City Administrator.

Employees rehired within 3 months of last separation from the City will be reinstated to the same seniority and leave accrual rate held at the time of separation.

Employees shall return to regular status (no working test) if rehired within 3 months to the same position as last held,

Participation in the City's retirement plan will be determined by the eligibility provisions stipulated in the related plan documents.

Rehire Procedures for Police and Fire

Former Police and Fire Department employees who meet eligibility requirements for re-employment will be required to complete the following, based on length of separation:

Required documents and/or tests:

- Separation less than 6 months: Employment Application, Updated Background Packet, Medical, Drug Screen and any/all certification* requirements for the position
- Separation 6 to 12 months: Employment Application, Updated Background Packet, Medical, Drug Screen, Psychological and any/all certification* requirements for the position
- Separation greater than one year: Employment Application, Background Packet, Physical Agility, Medical, Physical Test, Psychological, Drug Screen, and any/all certification* requirements for the position

*POST, EMT, Paramedic, etc