

Policy Manual  
Employee Rehire Policy  
City of Weiser, Idaho



**Employee Rehire Policy**

The City of Weiser has established guidelines for the rehiring of former employees of the City. This policy is written to provide fairness, consistency, and efficiency in the rehiring process while aligning with the City's staffing needs and objectives.

The use of "employee" in this policy and the procedures refers to all individuals who were previously employed and governed in their employment with the City of Weiser.

If there is an issue it should be reported to the Human Resources Representative/City Clerk or the Mayor.

**Guidelines & Procedures**

**I. Purpose of Employee Rehire Policy**

The purpose of this Employee Rehire Policy is to establish clear guidelines and procedures for the rehiring of former employees who seek employment with the City after a period of separation of their employment with the City.

**A. Scope:** This policy applies to all former employees of the City who seek reemployment after separation from their previous position(s).

**B. Rehire Eligibility:** Past employees that are being considered for employment must meet the following eligibility criteria.

- **Good Standing:** Former employees who left in good standing that are seeking reemployment must have left the City's employment in good standing. This includes meeting job performance expectations, adhering to all policies and procedures, and not departing under adverse circumstances such as termination for cause.
- **Timeframes:** Former employees are eligible for rehire if the length of time between their last date of employment with the City of Weiser does not exceed 2 years.
  - Note: If the duration of the past employee's time between their last date of employment exceeds 2 years, their prior work history will be taken into consideration, but all salaries and benefits will be at the new hire level and the previous work history will not grandfather previous years of employment history.
- **Performance and Conduct:** Rehire decisions will take into account the former employee's previous performance and conduct while employed by the City. Those with a history of exemplary performance and their adherence to policies and procedures will be given preference.

**C. Rehire Process:** Previous employees who are being considered for rehire must follow the following steps to be considered.

- **Application:** Former employees interested in reemployment must submit an updated application for any vacant positions for which they are qualified. Applications will be reviewed by the Human Resources Representative/City Clerk and the Supervisor of the position.

- **Mayor's Decision:** Once a previous employee expresses interest in applying for a position and has completed the Application, the Mayor will be consulted. Note: If the rehire of a previous employee worked in the Police Department, the Chief of Police will be consulted.
- **Interview:** Rehire candidates may be required to participate in an interview process similar to all applicants to assess their qualifications, suitability for the position, and any changes since their previous employment.
- **Reference Check:** The City reserves the right to conduct reference checks on former employees to gather additional information about their performance and conduct during their previous employment.
- **Selection:** Rehiring decisions will be made based on the needs of the City, qualifications of the candidates, and performance history. Preference may be given to internal candidates, including former employees, if they meet the requirements of the position.

## II. Conditions of Reemployment

The following are the conditions of reemployment with the City.

- A. Salary & Benefits:** Rehired employees that return to employment within 2 years of their last departure will be compensated based on the City's current salary structure for the position. Benefits eligibility and accruals will be determined based on the City's policies, the employee's status (full-time, part-time, etc.) and the length of time the employee has been away from the position. In some cases, the employee may start at the beginning step and benefit eligibility.
- Note: To be competitive with other employers in the workplace, the City of Weiser has an obligation to apply all fair standards of equal employment and apply the policy equally. The City ensures that rehires for one department are not handled differently than another department when the job duties and work are similar. The noted exception is the police department.
- B. Orientation Period:** Rehired employees will be subject to the City's 90-Day Orientation Period policy, during which their performance and suitability for the position will be evaluated. At the end of the 90 Day Orientation, the employee will receive a Performance Review. Note: If the rehire is for the police department, the employee will be subject to the Police Department's Orientation Period.
- C. Training and Orientation:** Rehired employees may be required to undergo re-training to familiarize themselves with any changes in policies, procedures, or job duties since their previous employment.

## III. Exceptions

Exceptions to this policy may be made on a case-by-case basis with the approval of the Mayor and in the case of a law enforcement position, the Chief of Police.