1.0 PURPOSE

The purpose of this policy is to establish guidelines and procedures for determining whether former employees are eligible for rehire subsequent to separation from CBOH employment.

2.0 AUTHORITY - The County Board of Health (CBOH) Rehiring Former Employees Policy is published under the authority of CBOH and in compliance with the following:

2.1 Rules of the State Personnel Board

2.2 Title VII of the Civil Rights Act of 1964, as amended

2.3 Fair Employment Practices Act, as amended

2.4 Americans with Disabilities Act

3.0 SCOPE

This policy applies to all former, current, and future employees of the CBOH who have left CBOH employment on a permanent basis.

4.0 POLICY

It is the policy of the CBOH to recognize that there are legitimate reasons for reemployment of former employees. CBOH does not discriminate on the basis of race, color, sex, national origin, genetics, pregnancy, gender, gender identity or expression, disability, age, or religious or political opinions or affiliations. This policy will not prohibit any former employee from applying to a CBOH position.

5.0 DEFINITIONS

5.1 CBOH or Department – County Board of Health

5.2 Supervisor – Individual who is responsible for reviewing the work of an employee and completing the annual employee review.
5.3 HR – Human Resources

5.4 DHD – District Health Director

5.5 Eligible for Rehire – Employees who leave employment at the CBOH in good standing are eligible for rehire.

5.6 Not Eligible for Rehire – Employees who leave employment at the CBOH and are not in good standing are not eligible for rehire.

6.0 RESPONSIBILITIES

6.1 HR is responsible for issuing and updating procedures to implement this policy.

6.2 Human Resources is responsible for ensuring compliance with this policy.

7.0 PROCEDURES

7.1 When employment at the CBOH ends, the supervisor of the former employee will be responsible for completing a final employee evaluation form (see attachment 1) and forwarding that document to Human Resources.

7.2 Human Resources will review the Final Employee Evaluation Form and all other employee evaluation documents including the employee Performance Management Form and Midpoint Review Form before determining an “Eligible for Rehire” or “Not Eligible for Rehire” decision. All eligibility decisions will be based on the Eligibility for Rehire Matrix (see attachment 2)

7.3 When determinations for rehire, eligibility cannot be made by Human Resources, the DHD will determine eligibility.

7.4 Rehire eligibility decisions will be stored a locked cabinet in the Human Resources office. These decisions will be stored separately from the employee file.

7.5 REHIRE ELIGIBILITY GUIDANCE

7.5.1 CBOH employees who are in good standing at the time their employment ends with CBOH are eligible for consideration from re-employment; however, a waiting period of at least six months (from end of effective employment date to rehire date) will apply.

7.5.2 To resign or retire in good standing, a CBOH employee should do all the following: offer appropriate notice; continue to perform satisfactorily for the duration of the notice period; meet the minimum standard of having worked in their current position for at least six months; and do not resign or retire in lieu of or in anticipation of an investigation, disciplinary action, or dismissal.
7.5.3 CBOH employees who have their employment terminated due solely to a time-limited ended or a layoff are also considered to have left the CBOH in good standing. To maintain the good standing presumption, CBOH employees must continue to perform their job duties to the best of their abilities, maintain appropriate attendance practices, and conduct themselves in an appropriate manner throughout the end of their employment period.

7.5.4 CBOH employees who leave the CBOH in any way other than in good standing will have restrictions for re-employment.

7.6 REHIRING OF ELIGIBLE EMPLOYEES GUIDANCE

7.6.1 Any former CBOH employee who is eligible for rehire and applies for re-employment will undergo the same robust and thorough review process as any other applicant.

7.6.2 Reference and background checks will be completed for all candidates for rehire. Hiring authorities will make no assumptions and draw no conclusions, positive or negative, about prior CBOH employees.

7.6.3 Rehire eligibility is no guarantee of future re-employment.

8.0 REVISIONS

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9.0 RELATED FORMS

CBOH Form GC-00901A  Final Employee Evaluation Form
CBOH Form GC-009015A  Eligibility for Rehire Matrix
Eligibility for Rehire Matrix

Reason for Separation from CBOH

Good Standing:

- Resignation in good standing
- Retirement in good standing
- Programmatic Funding Ends
- Staff Assignment Ends
- Time Limited Ending

Eligibility for Rehire

- Eligible

Not in Good Standing

- Loss of Required Credential for Performance or Behavior
- Attendance Violation
- Poor Performance
- Sleeping on the Job
- Unsafe Work Practices
- Job Abandonment (quit without notice) or ongoing
  Documented Attendance Issues that have been
  Addressed through the corrective action process to
  Include termination
- Orientation and Evaluation Period termination
- Resignation or Retirement in lieu of dismissal, Anticipated investigation, or disciplinary action
- Inappropriate behavior (see Rules of Conduct Policy)
- Criminal Charges or Conviction
- Failure of a test for controlled substances
- Negotiated Settlement
- Falsification of credentials or application information
- Theft
- Weapons Possession
- Acts of Workplace Violence
- Breach of Confidentiality
- Commission of Crime

- Not Eligible