

CITY OF PLANO POLICIES AND PROCEDURES

215.000

Department Name: Human Resources Manual

Procedure: Reinstatement

Effective Date: 11/01/96

Revision Date(s): 01/01/03, 01/01/07, 01/01/10

I. Purpose

This procedure describes the City of Plano's policies concerning reinstatement and eligibility for re-employment.

II. Policies and Procedures

A. Laid-Off Employees

Any non-civil service employee who is laid off may request that his/her name be placed on a recall/reinstatement list by completing "Appendix-A" (Request for Recall/Reinstatement form) in HR policy 214 (Non-disciplinary Separation). Appendix-A must be completed and turned in to human resources within thirty (30) days after the effective day of the layoff. All laid off employees are eligible for rehire.

Civil service employees who are laid off may be recalled in accordance with state statute.

B. Veterans

Employees who left the City's service in good standing to enter active-duty or for active-duty training with the armed forces of the United States, shall be eligible for reinstatement in accordance with applicable state and federal laws.

C. Eligibility for Reemployment

Former employees not eligible for reinstatement under specific provisions of this procedure may be considered for employment as members of the general public.

III. Appendices

Appendix "A" Request for Recall/Reinstatement (see policy 214).