RULE 12. REINSTATMENT

Section 12.0 A full-time confidential or management employee or a non-represented part time employee who terminates his/her employment in good standing may be reinstated to a vacant position in his/her former job class within three years of his/her termination date without requalifying for employment by competitive processes.

12.0.1 A full-time employee reinstated within thirty (30) days of his/her termination date shall be considered to have continuous service, shall not serve a new probationary period, and shall be credited with the amount of accumulated sick leave he/she had at the time of termination. He/she shall be placed in his/her former salary status step/range and shall retain his/her anniversary date for purposes of merit pay increases. If his/her anniversary date has occurred during the period of his/her absence, his/her new anniversary day shall be the first day of the next biweekly pay period following reinstatement.

12.0.2 A non-represented part time employee reinstated within thirty (30) days of his/her termination date shall be considered to have continuous service and shall not serve a new probationary period. He/she shall be placed in his/her former salary step and shall retain his/her record of step hours worked for purposes of merit pay increases.

12.0.3 A full-time confidential or management employee or a non-represented part time employee reinstated after thirty (30) days of his termination date shall serve a new probationary period and may be considered to have broken service for purposes of salary status, and shall be considered to have broken service for all other employee benefits.

Section 12.1 An employee may be reinstated under the provisions of the Vocational Rehabilitation Administrative Regulation to any vacant position for which he/she meets the minimum qualifications.

Section 12.2 The provisions of this RULE shall apply only to regular full-time confidential and management employees in the classified service.