

## **Rehire Eligibility Policy**

### **Purpose:**

To establish clear guidelines for determining the eligibility of former employees for re-employment with the Town of Eatonville.

### **Policy Statement:**

The Town of Eatonville reserves the right to determine the rehire eligibility of former employees based on the circumstances of their prior separation. Re-employment is not guaranteed and is subject to departmental needs, qualifications, and prior employment history.

### **Eligibility Criteria:**

#### **1. Voluntary Resignation in Good Standing:**

Employees who resigned voluntarily and provided appropriate notice (typically at least two weeks) may be considered for rehire.

#### **2. Layoff:**

Employees separated due to layoff may be eligible for rehire without prejudice and may be given priority consideration depending on department needs.

#### **3. Termination Due to Unsatisfactory Performance or Conduct:**

Employees who were terminated for unsatisfactory performance or misconduct are generally not eligible for rehire. Exceptions may be made on a case-by-case basis with the joint approval of the Department Director, the Chief Administrative Officer, and the Personnel Officer, taking into account:

- The nature and severity of the performance or conduct issue.
- Time elapsed since separation.
- Demonstrated evidence of rehabilitation, retraining, or improved qualifications.

#### **4. Termination During Probationary Period:**

Individuals separated during their probationary period may be considered for rehire for other positions, provided the cause for termination does not involve misconduct or dishonesty.

#### **5. Documentation:**

All rehire decisions will be documented in the employee's personnel file with justification and approvals noted.

### **Administration:**

This policy shall be administered by the Personnel Officer and shall be applied in a manner consistent with all applicable laws, including Equal Employment Opportunity principles.