



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 4/01/08

SECTION 404	SUBJECT REHIRED AND REINSTATED EMPLOYEES
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I. POLICIES

Except in certain cases of rehiring retirees of the City, employees who have terminated may be rehired only after the applicable recruitment and employment policies have been followed. (Refer to Sections 301, Recruiting and 307, Selection.) The salary offer to returning employees will be made in accordance with applicable salary administration policies for new employees. It is the policy of the City of Newport News not to rehire any employee who has been discharged for misconduct for at least twelve months following the discharge unless specifically authorized to by the City Manager or his designated representative.

II. EMPLOYEES REHIRED OR REINSTATED WITHIN TWELVE MONTHS

Regular full time employees rehired or reinstated after a break in service of twelve months or less are reinstated with no change in benefits eligibility, continuity, seniority or probationary status. Any accumulated, unused paid medical leave will be reinstated for the employee. No benefits accrue during the period of absence. The original employment date remains the same.

III. EMPLOYEES REHIRED OR REINSTATED AFTER A BREAK OF MORE THAN TWELVE MONTHS

An employee who is rehired after a break in service of more than twelve months will be considered a new employee for all status and benefits purposes except retirement.

IV. EFFECT ON RETIREMENT CREDIT

Employees who were vested in the retirement system prior to terminating their employment will retain credit for prior service regardless of the length of the absence from City employment. Non-vested regular full time employees returning from a break in service will not lose retirement benefits for prior service provided the length of the absence from City employment does not exceed the service credited for retirement eligibility.

V. OTHER

Retirees may be rehired in accordance with Section 315, Employment of Retired Employees.

For information pertaining to employees returning from an approved leave of absence, refer to Section 706, Leaves of Absence.

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AMENDS/SUPERSEDES SECTION 404, 10/01/91	REFERENCES	APPROVAL
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