

City of Red Bluff  
Administrative Policies & Procedures – Personnel Manual

<b>Subject:</b>  Reinstatement		<b>Number:</b> 22-24
		<b>Effective Date:</b> 10/17/2023
<b>Departments Affected:</b> All		<b>Supersedes (Number/Date):</b>
<b>Authority:</b>  Section 2.82-A. Red Bluff City Code	<b>File References:</b>	
	<b>Approved:</b> Approved by City Council on: 10/17/2023	

**Overview:** A former City of Red Bluff full time regular, or probationary employee, who voluntarily resigned in good standing, may request reinstatement in the same classification, by submitting a new application for employment, within two (2) years of the date of separation.

Part-time/Seasonal employees are eligible for reinstatement to the same or similar classification within the same department, within one (1) year of the date of separation without having to re-apply or re-complete the hiring process.

**Applicable to:** All employees

**Guidelines:** A full-time regular or probationary employee who voluntarily resigned in good standing, may be eligible for reinstatement in the same classification upon approval by the City Manager. Reinstatement may occur upon the former employee, by submitting a new application for employment, within two (2) years of the date of separation.

**Compensation**

Upon approval for re-appointment by the City Manager, a reinstating employee will have compensation and benefits restored to the same salary range and step held prior to separation. In addition, any remaining sick leave balances at the time of resignation will be restored.

**Probationary Period**

An employee who reinstates into the same classification in the same department, regardless of the department division, shall not be subject to a new probationary period. If the employee who reinstates was a probationary employee at the time of separation, they would need to complete the remainder of the original probationary period. Employees who reinstates into the same classification in a different department will be required to serve a new probationary period.

**Continuous Service Credit (Seniority)**

Employees who voluntarily separate from City employment and return within two (2) years of the date of separation, to the same classification the employee held prior to

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the separation, regardless of department, shall have their service credit prior to separation count towards an employee's continuous service credit. The employee's salary anniversary date and date of hire will be extended in accordance with the number of months in the gap of employment.

**Reinstatement After Layoff**

Employees displaced as the result of layoff should reference AP&P 22-25: Layoff for information on re-employment after a layoff.

**Reinstatement From Part-time/Seasonal to Full Time**

An employee who attained regular status in a classification, and subsequently voluntarily transitioned from full time to part-time/seasonal, may reinstate to full time, providing there is a vacancy in the classification. If there is no break in service during the part-time/seasonal assignment, the employee will be placed at the same pay range previously held when in full time status. (Time period for reinstatement is not limited to two years).