

**PEACE OFFICER MERIT COMMISSION POLICY AND PROCEDURE****REHIRE OF FORMER EMPLOYEES AND RETURN FROM LEAVE OF ABSENCE****PURPOSE**

To allow the Sheriff to rehire a former employee, without requiring the employee to be tested or certified from a current merit register.

**POLICY**

Employees who separate from the Sheriff's Office or UPD shall be eligible for rehire within the same job category or in any job category they previously held, within one year of the date of separation. Consideration and the decision to rehire or not to rehire a qualified individual is at the full discretion of the Sheriff. If a RIF register is in effect, the Sheriff shall rehire based upon the RIF register.

**DEFINITIONS**

**MERIT DATE:** The merit date is the anniversary of the merit employee's hire or rehire date.

**REHIRE:** The re-employment of a former Sheriff's Office or UPD merit employee at the option of the Sheriff within one year of the employee's separation.

**PROCEDURES****1.0 MINIMUM REQUIREMENTS TO BE ELIGIBLE FOR REHIRE CONSIDERATION**

In order to be eligible for rehire consideration, an individual must satisfy the following requirements:

**1.1 Rehire into an Entry-Level Rank**

- 1.1.1 Must meet the current category's job qualifications required for the entry position.
- 1.1.2 Must pass a background investigation, medical exam, and drug test, if required by the Sheriff.
- 1.1.3 Must have previously obtained merit status.
- 1.1.4 Can only be rehired within a one-year period beginning with the official date of separation.
- 1.1.5 Was not terminated for cause or did not resign while under investigation for misconduct or policy violations.

**2.0 PROCEDURE FOR REHIRE**

- 2.1 The applicant must submit a written request to the Sheriff or designee requesting rehire.

2.2 Upon approval of the Sheriff or designee, the Merit Commission staff shall be notified in writing, including verification that the candidate meets all qualifications and specifying a date for rehire.

### 3.0 GRADE AND SALARY UPON REHIRE

3.1 Employees who have not been promoted based on a competitive merit examination will be rehired in the grade appropriate to the job category at the step in the pay plan appropriate for qualifying service credit.

3.2 Employees who have been promoted via a competitive merit examination will forfeit that rank and be rehired at the highest qualifying grade of the entry-level category, at the step appropriate for qualifying service credit.

### 4.0 PROBATION

4.1 All rehired employees who have had a break in service must serve a new merit probationary period consistent with Merit Commission Policy and Procedures: Probation.

### 5.0 RETURN FROM LEAVE OF ABSENCE

5.1 Merit system officer may be granted a temporary leave of absence outside the department

5.1.1 Leave granted under subsection 5.1 is without pay and for a period not to exceed one year.

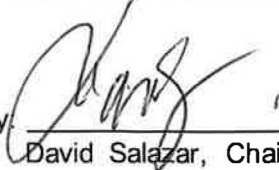
5.1.2 At the end of the leave the appointing authority may reappoint the officer without examination.

### 6.0 SERVICE AND MERIT DATE ADJUSTMENT

Merit system officers returning from an unpaid leave of absence exceeding 30 cumulative days, excluding approved medical or military leave, will have their service and merit date adjusted on a day-for-day basis for the period of the absence.

APPROVED AND PASSED THIS 20<sup>th</sup> DAY OF November, 2019.

SALT LAKE COUNTY  
PEACE OFFICER MERIT COMMISSION

By:   
David Salazar, Chair