

5.4 Reemployment Lists (2000, 2009, 2017, 2023)

Employees separated from the service due to a layoff may at their request be placed on a layoff reemployment list by filing a written request at the time of separation with the Police/Fire Chief and Secretary to the Civil Service Commission. The relative ranking of individuals on the list shall be determined in inverse order of layoff by appropriate rank as determined in Rule 10.1. Such individuals, when reinstated from layoff, shall retain the rank held when separated.

Regular employees who resign their positions may request to be placed on a resignation reemployment list by filing a written request, at the time of separation with the Police/Fire Chief and Secretary to the Civil Service Commission. It is within the sole discretion of the Police/Fire Chief as to whether they will grant the employee's request. If the Police/Fire Chief grants the employee's request, the employee's name will remain on a resignation reemployment list for a period of three (3) years from the effective date of such resignation in the case of Police employees and a period of five (5) years from the effective date of such resignation in the case of Fire employees. This list shall be maintained separately from the reemployment list for individuals separated due to a layoff. The Police/Fire Chief will have sole discretion to determine who will be hired from the resignation reemployment list. Such individuals, when reinstated, shall retain the rank held at the time of resignation, except that in no case shall an individual be reinstated at a rank higher than Police Officer I or Firefighter I.

The City will comply with any state and federal requirements concerning leave-of-absence and job reentry.

Any employee selected under section 5.4 must be able to perform the duties of the position upon rehire, meet minimum qualifications for that rank and must successfully pass background screening in accordance with the Department's procedures.