

**CHANGES TO POSITIONS****1.3.7****G. REINSTATEMENT**

At the recommendation of the Department Head, and with the approval of the HR/Risk Management Director, employees who resigned, retired, or were laid off and were in good standing at the time of termination, may be reinstated within twelve (12) months to their former position, if vacant, or to a vacant position in the same classification without being subject to the application and selection process.

A reinstated employee shall serve a probationary period, unless otherwise approved by the City Manager. An individual requesting reinstatement shall be required to pass a medical and/or psychological examination and any other qualifying tests or procedures as in the case of a new employee. If reinstated, credit may be granted for prior service in terms of benefit accrual rates and seniority in the discretion of the HR/Risk Management Director and the Department Head; provided, however, that employee reinstated after layoff shall receive credit for prior service with the City.