

	City of Cedar Park Human Resources Policy Manual			
	Reemployment			
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1.0 Policy

In appropriate circumstances, the City may count a returning employee’s prior City service towards certain benefits.

2.0 Procedure/Rule

- 2.1 An applicant reemployed shall complete an on-line application, meet current minimum qualifications for the position and complete the normal employment process required of a new hire, including appropriate background investigations.
- 2.2 A reemployed person shall receive a new date of hire.
- 2.3 Restoration of Sick Leave Balance. A person reemployed by the City shall have 10% of his/her sick leave balance at the time of his/her resignation restored, unless the City bought back unused sick leave at the time of separation. This benefit is available if the employee is reemployed within one year of the date of his/her separation of employment. Accrual of leave benefits shall be based the new hire date, and leave benefits shall be available for use immediately from date of rehire.
- 2.4 Bridging Service. After an employee has completed five years of service following reemployment, all City service time shall be counted towards determining the employee’s longevity benefit, calculation of vacation accrual and service award.