

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 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 (Except that retirees shall be eligible to be rehired within 18 months). 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 merit employee at the option of the Sheriff.

CADET: A deputy who is in the training academy and has not yet been POST certified.

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

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 Must be rehired within a one-year period beginning with the official date of separation, except a retiree may be rehired within an 18-month period beginning with the date of separation. (This clause will be applied to previously rehired retirees retroactively.)
- 1.1.5 Was not terminated for cause or did not resign while under investigation for misconduct or policy violations.

1.2 Rehire from Academy

A cadet whose employment is terminated due to failing any POST certification requirement may be placed on the following entry level register for the same category if:

1.2.1 The cadet's score on the written exam was within ten percent of passing; OR the cadet's score on the physical fitness test was within three percent of passing.

1.2.2 The existing register does not have enough candidates to fill all currently open allocations.

1.2.3 The cadet has not been rehired under this policy previously.

1.2.4 The cadet will receive the lowest ranking on the next register.

1.2.5 If there are multiple cadets rehired under this policy, they will be placed at the lowest ranking of the next register in the same rank order of the previous hiring register. If there are more eligible cadets than open allocations, ranking order on the previous register will determine those eligible for rehire.

1.2.6 Must pass a background investigation, medical exam, and drug test, if required by the Sheriff.

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 they were in at the time of termination.

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 same step as when they were terminated.

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.

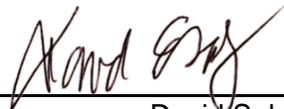
5.1.2 At the end of the leave the appointing authority may reappoint the officer without examination.

6.0 SERVICE AND MERIT DATE ADJUSTMENT

Merit system officers rehired or returning from an absence will have their service and merit date adjusted on a day-for-day basis for the period of the absence.

APPROVED AND PASSED THIS 17th DAY OF January, 2023.

SALT LAKE COUNTY
PEACE OFFICER MERIT COMMISSION

By: 

David Salazar, Chair