POLICY ON REHIRING EMPLOYEES

I. GENERAL

It is the Borough's policy to determine whether an employee is eligible for rehire each time the employee terminates or is terminated from Borough employment, and to formalize the process for rehiring employees who are retired from the Public Employees' Retirement System (PERS).

II. PURPOSE

The purpose of this policy is to establish a uniform process for determining eligibility and conditions for rehire.

III. RESPONSIBILITY

A. Department directors shall ensure that their department staff follows the procedure set forth in this policy.

B. Compliance with this policy is the responsibility of all Borough employees.

C. Human Resources shall maintain this policy.

IV. POLICY

A. It is the policy of the Borough to determine if an employee who is terminating borough employment, whether voluntarily or involuntarily, is eligible for rehire and if any conditions are associated with the rehire eligibility process. Employees who retire under the Public Employees' Retirement System (PERS) are subject to specific rehire rules including a six (6) month waiting period and a prohibition against prearranged reemployment with the same employer.

V. PROCEDURE

A. The following categories and definitions shall be used to code re-hire eligibility.

B. N NO REHIRE EVER

Employees terminated for serious rule violations (e.g. theft, assault, dishonesty, fighting, intentional falsification of official records, possession or using prohibited narcotics or consumption of alcohol during duty hours, gross negligence or gross insubordination -- this is not an all-inclusive list) shall be marked as not eligible for rehire to any type of Borough employment.

C. Y YES REHIRE

Employees who leave the organization in good standing are eligible for rehire to any type of Borough employment.

D. Y3YR YES AFTER 3 YEARS
Employees who have been dismissed for disciplinary reasons other than major infractions shall be eligible to seek Borough employment three years after the date of termination. Employees who leave without giving reasonable notice under the circumstances shall be eligible to seek Borough employment three years after the date of termination. Employees who have documented performance deficiencies may be coded as eligible for rehire after three years or as YWC, depending upon the circumstances.

E. Y7yr YES AFTER 7 YEARS
Employees terminated for felony convictions that are related to job performance and/or job requirements shall be eligible to seek Borough employment seven years after the date of termination.

F. YWC YES WITH CONDITIONS - SEE EE FILE
Employees terminated (voluntary or involuntary) that have special rehire conditions shall be coded as “YWC”. Prior to being considered for potential future employment, the records regarding the employee must be reviewed to determine under what conditions this employee can reapply for Borough positions. Some examples of this category include employees dismissed due to a positive drug test, limitation on type of employment the individual can hold, required training, etc.

G. The Public Employees’ Retirement System requires a bona fide separation when an employee retires from public service, per the attached guidance from the State of Alaska, Department of Administration, Division or Retirement & Benefits.

VI. SUPPLEMENTAL INFORMATION

A. References –
   1. FNSB Code 2.32
   2. Borough Policy 65.06 – Substance Abuse Testing of Safety Sensitive Employees
   3. Division of Retirement & Benefits Website: http://doa.alaska.gov/drb/

B. Definitions – None

C. Attachments –
   1. Exit Processing Form
   2. Retiree Return to Work Policy from SOA, Division of Retirement & Benefits
   3. Retiree Return to Work FAQ (Bona Fide Separation of Employment) from SOA, Division of Retirement & Benefits

D. Revision History
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