

## **3-02/130.00 - Reinstatement/Restoration**

It shall be the policy of this Department, in conformance with Civil Service Rule #17, that personnel whose absence from County service exceeds two years shall not be eligible for reinstatement.

Former County employees requesting reinstatement to the Department can only return to a position equal or lower in level at the time they left County service.

If the reinstated position is not one previously held, the individual must meet minimum requirements of that position.

In general, reinstatement within the two-year period require(s) the approval of the captain/director of Personnel Administration Bureau. Reinstatements to positions at the salary schedule level of Operations Assistant III, Sheriff or higher require the Sheriff's approval.

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