3-02/130.05 - Reinstated Employees

All reinstated employees shall serve a new probationary period, commensurate with that required for their classification, beginning on the date of permanent reinstatement. A reinstated employee on probation is to be treated as though he were serving his first probationary period. The employee may be discharged or reduced in rank in accordance with the Civil Service Rules governing probationers.

Except for employees reinstated from a layoff list, a reinstated employee shall be placed on the first step of the salary range for the position to which he is reinstated as if he were entering the Department for the first time, and is considered a new employee in all respects with regard to service compensation and benefits.

When reinstatement is requested by a former deputy sheriff, the following shall apply:

- The completed reinstatement folder (background investigation) shall be forwarded to Personnel Administration Bureau;
- Personnel Administration Bureau shall request the undersheriff, or the assistant sheriffs, and the concerned division chief or division director to review the application and recommend a returning rank; and
- The final decision as to the returning rank shall be the prerogative of the Department.

When the final decision is made as to the returning rank of a former deputy sheriff, and such returning rank is below that of the deputy's previously held rank, the following shall also apply:

- Upon satisfactory completion of the probationary period, the deputy, if he or she so desires, may submit a request for restoration to his or her previously held classification; and
- In such cases, the procedure as outlined under the following subsection shall be adhered to.