

# ***CITY PERSONNEL POLICY***

## **EVALUATION OF FORMER EMPLOYEES REQUESTING REHIRE**

Policy # 13-00

*Approved by Personnel Board: 8/26/99*

*Michele Frost, Personnel Director*

*Approved by City Council: 4/4/00*

*Council President Paul Koneck*

Pursuant to the Omaha Municipal Code, Section 23-65, the following is declared to be the policy of the City of Omaha. Please check the City's e-mail system in the Public Folders under Personnel Department for the latest amendments to this policy.

Section 23-197 of the Omaha Municipal Code provides a process by which the Personnel Director may reject the application of a person for admission to examinations or decline to examine an applicant. Section 23-197 also permits re-employment of former employees. The purpose of this policy is to provide a procedure by which the hiring department and/or the Personnel Department may make such decisions.

When any employee (classified or unclassified) leaves City employment, the employee's supervisor must recommend whether the person should or should not be rehired by checking the appropriate box on the P19 form. If the supervisor recommends that the employee not be rehired, the supervisor is expected to document the reasons therefore on forms provided by the Personnel Department.

Such form shall be reviewed by the Personnel Director if the former employee applies for re-employment under Section 23-302 or submits an application for employment with the City. In making a determination whether the person should be disqualified under 23-197 and 23-223 or re-employed, the Personnel Director shall consider all relevant factors to determine whether or not the person should be considered for City employment. In such consideration, the following factors (among any other relevant factors) shall be considered:

1. The length of time that has passed from the initial disqualification until the applicant's request for rehire or to be allowed to compete in a competitive examination.
2. The applicant's employment history after the initial disqualification - work records, references, etc.
3. Whether or not the applicant has taken positive steps to deal with the problem(s) which initially disqualified the applicant.

4. Unless otherwise approved by the Personnel Director, if the person has failed a drug or alcohol test, such person should be disqualified from City employment for a period of six (6) months. Additionally, such person shall be required to submit to the Personnel Director, upon application for re-employment or admission to a competitive examination, a statement from a professional drug/alcohol counselor that such person has successfully completed some type of counseling. Additionally, any applicant must provide to the City, at his or her own expense, a recent drug screen from the City contracted testing agent which shows a negative test result for all tested drugs. Each situation will be evaluated on a case-by-case basis.
5. Information from any other person knowledgeable of the recent history of the applicant.
6. Unless otherwise approved by the Personnel Director, if the reason for disqualification was the results of a criminal records check, such person should be disqualified from re-employment or admission to any examination for a period of at least six (6) months, if there is a relationship between the conviction(s) and the requirements of the job for which the applicant is applying. Each situation will be evaluated on a case-by-case basis.
7. Unless otherwise approved by the Personnel Director, if a person has been terminated by the City, or if he/she has resigned in lieu of termination, he/she will not be eligible for rehire by the City for a period of six (6) months. Each situation will be evaluated on a case-by-case basis.
8. After the expiration of the time periods above, the Personnel Director shall still evaluate each situation on a case-by-case basis using the criteria identified in this policy.