

Jefferson County
Compliance Office – Equity & Inclusion Division
Rehire Eligibility Guidelines



Date Established: June 3, 2019

Date of Last Revision: July 2, 2021

Jefferson County Commission is an Equal Opportunity Employer committed to ensuring equal access to employment for all individuals. In addition, it is the goal of Jefferson County Commission to consider rehiring former employees who were dismissed for cause, voluntarily resigned, or were laid off due to a business need. The following guidelines outline eligibility for re-employment with the Jefferson County Commission.

ELIGIBILITY FOR REHIRE

Employees who were part of an involuntary Reduction In Force (RIF), as well as those employees who voluntarily resigned and provided not less than a fourteen (14) calendar day notice, as set forth by the County Manager, will be eligible for rehire if they had a satisfactory work record while employed by Jefferson County Commission.

While the Personnel Board of Jefferson County (PBJC) Rule and Regulation 13.19 states not less than a fifteen (15) calendar day notice, it also states that the County Manager has the authority to make discretionary decisions related to the 15-calendar day notice. “

INELIGIBILITY FOR REHIRE

The following reasons shall determine a former employee's ineligible rehire status:

- Gross misconduct
- Any act that warrants immediate termination
- Accident, injury to another party due to negligence
- Violence or offensive behavior (threats to self and others)
- Fighting, bullying and/or harassment
- Failure to provide a fourteen (14) day notice or refusal to work the 14-day notice period
- Unsatisfactory completion of Performance Improvement Plan (PIP)
- Resigning in lieu of termination
- Weapons possession
- Breach of confidentiality
- Falsification of credentials, application, internal documents, etc.
- Felony conviction
- Conviction of any criminal offense involving moral turpitude
- Disorderly or immoral conduct on the job
- Abuse of leave policies
- Insubordination

- Reporting to or engaging in work while under the influence of alcohol or a controlled substance
- Neglect of duty/job abandonment
- Theft, negligence, or willful damage to public property or waste of public supplies or equipment
- Refusal to cooperate fully and truthfully in any internal investigation conducted by the PBJC or Jefferson County
- Any other legitimate and nondiscriminatory reason that constitutes good cause for disciplinary action

NOTE: The Chief Compliance Officer (CCO) reviews the established rehire eligibility of former employees who reapply with the Jefferson County Commission to make a final determination before a job offer is extended to candidates. The CCO is authorized to alter rehire eligibility determinations on a case-by-case basis for mitigating reasons outside those of the termination. The CCO may reconsider the ineligible rehire code of former employees based on the year's occurrence, extenuating circumstances, and other factors.