



King County
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Human Resources Bulletin

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SUBJECT: Rehire of Former King County Employees

Purpose: To establish a uniform procedure which applies to former employees seeking reemployment.

Overview: *Rehire* is distinguished from *Reinstatement*.

Reinstatement is the restoration of an employee to a previously held position or equivalent position based upon an agreement or settlement; e.g., grievance, arbitration, lawsuit, etc. There is no provision in Title 3 or the Personnel Guidelines for reinstatement. This policy does not apply to employees who are reinstated.

Rehire is the reemployment of a former employee who was terminated for non-disciplinary medical reasons, who voluntarily resigned or who was laid off and not recalled within the prescribed time. (*Ref Personnel Guidelines, Definitions*)

Guidance: The following procedure will be utilized when a former King County employee applies for re-hire. The procedure applies to all positions including career service, temporary and career service exempt positions.

The hiring authority will:

1. Review the former employee's King County personnel file;
2. Obtain King County employment references including previous supervisory staff; and
3. If the applicant has been separated for cause as defined in King County Code 3.12.270 or an applicable collective bargaining agreement, the Human Resources Director or designee shall be consulted prior to an offer of employment being extended.

Refer also to HR Bulletin 06-PSP-05, King County Employment Applications for additional information.