



REINSTATEMENT POLICY

Effective Date: March 1, 2014

Owner	Human Resources
Reviewer(s)	Human Resources
Approver(s)	County Manager
Applicable Policies	N/A
Applicable Documents	N/A
Storage Location	DCo Services Hub, DocTract
Last Review Date	07/01/2025
Next Review Date	07/01/2028
Review Cycle	Three Years

1. PURPOSE

Durham County provides guidelines for the reinstatement of former employees to county employment.

2. POLICY

This policy provides uniform guidelines for reinstatement to county employment for those individuals who successfully completed probation and who previously left Durham County employment in good standing.

3. APPLICABILITY

All County employees covered under the Personnel Ordinance, as well as those included under a Memorandum of Understanding, are subject to this policy.

4. DEFINITIONS

Employee – A person who performs services or labor for the County in return for some form of compensation, and who is treated as an employee for purposes of withholding social security and tax payments in accordance with Internal Revenue Service regulations.

Regular Status – The status given to an employee who is retained in a position after completion of a probationary period.

Reinstatement – The re-employment of a former regular status employee after a break in service within six (6) months from the separation date.

5. PROCEDURES

- Regular employees who separate from the County in good standing and return within six (6) months will be reinstated with no break-in service.
- A break-in-service occurs when an employee leaves County service for more than six (6) months from the separation date.



REINSTATEMENT POLICY

- An employee returning to County employment after more than six (6) months from the separation date is considered a new hire.
- If, during the separation period, a reinstated employee withdraws his/her retirement funds from Local Government Employees' Retirement System (LGERS), then this may impact his/her eligibility for Retiree Benefits.
- The leave accrual rate for the reinstated employee is based upon the service hours at the time of separation.
- The reinstated employee will move to the next leave accrual category once they have accumulated the required minimum number of service hours.
- The reinstated employee will not receive service hour credit for the separation period.

6. RESPONSIBILITY

- It is the responsibility of supervisors and managers to uniformly administer, communicate, and ensure compliance.
- It is the responsibility of the Human Resources Department to interpret, monitor, and update the policy content.
- It is all employees' responsibility to comply with policy guidelines.
- Any violation or policy misuse will result in disciplinary action up to and including dismissal.

REVISION HISTORY

Version ID	Revision Date	Author	Reason for Revision
v.1.0-2014	03-01-2014	Human Resources	Adopted
v.2.0-2025	07-01-2025	Human Resources	Reformat