

# POLICIES AND PROCEDURES

**SUBJECT:** REINSTATEMENT

**POLICY NO:** 709

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**PURPOSE:** To govern the discretionary reinstatement of employees.

**POLICY:** The Department of Health Services (DHS) shall use discretion in considering the reinstatement of competent employees. All Civil Service Rules and Salary Ordinance provisions shall be followed in making the appointments and establishing appropriate salaries. No commitment shall be made to a candidate prior to completing the selection and approval process.

Employees may be reinstated within two (2) years from the date of separation to any position held on an eligible basis prior to such separation, or to any position to which a transfer, reassignment or voluntary reduction from that position would be authorized.

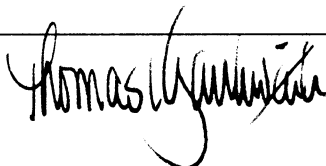
Within two (2) years of that date of separation, former permanent employees maybe reinstated to appropriate temporary or recurrent positions. Also within two (2) years of the date of separation, former recurrent employees may be reinstated to appropriate temporary positions.

A reinstated employee shall hold the same status as a first-time employee. The reinstatement date establishes a new continuous service date (CSD), layoff seniority date, entry level step per classification, benefits, etc. In addition, the employee is required to clear the pre-employment physical, fingerprinting (Live Scan), and Employment Eligibility Verification (I-9).

A reinstated employee may be required to serve a probationary period before permanent appointment. The employee must be notified of this requirement, in writing. In such cases the probationer shall be treated as though he/she is serving a first probationary period and may be discharged or reduced.

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**APPROVED BY:**



**EFFECTIVE DATE:** November 1, 2005

**SUPERSEDES:** November 24, 1975

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**DEPARTMENT OF HEALTH SERVICES  
COUNTY OF LOS ANGELES**

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A DHS facility/program with the intention to reinstate an employee (DHS or other County department) shall obtain a waiver signed by the candidate allowing DHS to review the candidate's County personnel records.

The DHS facility/program shall contact DHS Human Resources to request review of the candidate's County personnel records and/or time records.

DHS Human Resources shall follow internal procedures to direct and coordinate the processing of a reinstatement request.

**AUTHORITY:** Civil Service Rules 12.01, 17.01, 17.02  
County Salary Ordinance

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**EFFECTIVE DATE:** November 1, 2005

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