



ADMINISTRATIVE REGULATION

Re-Employment

FESSAM #7B.3

Effective: 01/01/2016

I. POLICY:

An individual who has voluntarily terminated employment with the Loveland Fire Rescue Authority (LFRA) will be afforded the following conditions upon rehire if the individual has been separated from the LFRA for 365 days or less:

- The re-hire date will be identified on the payroll system as "hire date"
- The "total service date" identified on the payroll system will be the re-hire date adjusted back to include the previous length of service with LFRA.
- The employees' vacation accrual rate will be based upon his/her "total service date"
- The incremental pension contributions made by LFRA and vesting will be based upon the "total service date"

If an individual has been separated from LFRA for more than 365 consecutive days, his/her previous length of service will not be adjusted back and his/her vacation accrual rate, pension contribution rate and vesting will revert to that of a new employee.

II. PROCEDURE:

When an individual is re-hired into a fully benefited position or moved into a fully benefited position from a limited benefit position the individual will have a total service date adjusted according to actual hours worked in one of two ways listed below.

If the employee worked more than an average of 20 hours per week, the adjusted date will be all actual dates worked added together and counted backwards from the re-hire date. (Example: employee hired 3-1-89, termination date of 6-1-89, re-hired date 3-1-90, total service date would include 3 months back of the last hire date of 3-1-90 making the total service date of 12-1-89.)

If the employee had not worked an average of 20 hours per week, the adjusted date will be determined by dividing the total hours worked by 87 (equivalent to a 20-hour position) and rounding up this number. This gives a total number of months worked at 20 hours. This month's calculation will be used to establish the total service date. (Example: hire date 1-1-89, hired benefited on 2-6-95, total hours worked are 948 divided by 87 equals 10.90 months, round to 11 months, making the total service date of 1-6-94.) If the total months counted back gives the employee a hire date earlier than the actual date, the original hire date will be used.



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Hours of service in a voluntary position will not be considered in the "total service date" calculations.

LFRA FIRE CHIEF SIGNATURE:

Mark Miller, Fire Chief