

a

AM-213-1 Part II

m ***Subsequent Employment after Voluntary Separation
from City Service***

SCOPE

Subsequent employment pertains to employees who resign after the effective date of this policy and return to City government employment in a different classification than they previously held, within one (1) year of their voluntary termination. This category is different from reinstatement because the individual is not returning to the same job classification. An employee returning to the same classification is covered under AM-213-1, Part I, Reinstatement.

For the subsequent employment category, the employee's entry date will be adjusted to reflect the period of absence. Any unpaid sick leave will be adjusted and restored. Vacation leave accrual rates will be based on the adjusted entry date and the Memorandum of Understanding for the employee's representation in the new job classification.

If more than one (1) year has transpired, the individual will be considered a new hire without an adjusted entry date. Benefits are not restored. This policy, however, does not apply to the calculation of Employees' Retirement System service that is defined in Article 22 of the Baltimore City Code.

This Policy does not apply to City or Baltimore Police Department employees seeking reinstatement with the Baltimore Police Department

SUBSEQUENT EMPLOYMENT PROCESS

An individual may be considered for the benefits of subsequent employment with City government provided that the person is hired to a different classification than previously held and not more than one (1) year has transpired since the employee's voluntary resignation from the City. For the purposes of hiring, the employee must follow the normal rules for applying for City government employment.

To resolve questions concerning adjusted entry date, leave accrual and sick leave balance, the hiring agency's human resources/personnel officer is asked to oversee the completion of AM-213-1-1, a form to document this information for the employee and agency. Employees are requested to complete the top portion of the form at the time of reentry and return it to the human resources/personnel office of the hiring agency. The human resources/personnel office inserts the reentry date and forwards the form to the Central Payroll Division for completion. The form is returned to the hiring agency where it is reviewed and signed by the human resources/personnel officer. The human resources/personnel officer forwards a copy of the completed form to the Retirement Systems, gives a copy to the employee and the original becomes part of the employee's personnel record. Discrepancies should be resolved in a reasonable time frame; however, the employee has 18 months in which to place a claim to the hiring agency for prior creditable service.

a

AM-213-1 Part II

*m Subsequent Employment after Voluntary Separation
from City Service*

SALARY DETERMINATION

An employee who is hired to a position within one (1) year from the date of separation will be hired at the entry level grade of the class unless approved for higher salary by the Director of Human Resources in accordance with AM 205-1. For eligible employees, longevity increments based on years of service will be restored according to the adjusted entry date and the representative organization of the current job classification. Employees must observe a full eighteen (18) month period before moving to the next level.

PROBATIONARY PERIOD

The employee will be required to serve a probationary period if selected to fill a vacant position in the Classified Civil Service. The probationary period of six (6) months is required to assess the employee's competency to fulfill the duties of the position. The employee may not use earned vacation leave until the probationary period is satisfactorily completed. With the concurrence of the supervisor, sick leave or personal leave may be used during the probationary period.

BENEFITS

Entry Date

The original entry date of an employee who is subsequently employed shall be restored and then adjusted for the period transpired between separation and reentry, as long as the period is no longer than one (1) year. The adjusted entry date will be the basis for determining vacation leave accrual rates and longevity-based salary increments, as outlined in the new job classification.

Sick Leave

An individual who is subsequently employed will be credited with 50% of sick leave balance, which was not converted to cash at the time of termination. (See AM 205-7).

Upon re-entry, a former employee who voluntarily separated may not repurchase sick leave for which he/she was paid.

Health Care

The Employees' Benefits Section of the Department of Human Resources must be contacted for information on the health care benefits available for subsequent employment.

Retirement Systems

The Employees' Retirement Systems must be contacted for information on Retirement System service credit for the employee in the subsequent employment category.

a

AM-213-1 Part II

m ***Subsequent Employment after Voluntary Separation
from City Service***

DRUG/ALCOHOL TESTING AND PHYSICAL EXAM REQUIREMENT

In the subsequent employment category, all individuals are required to take pre-placement drug and alcohol screenings at the City of Baltimore Occupational Medical Services (Mercy Clinic) at 323 N. Calvert Street. The agency human resources/personnel office or designee must schedule an appointment for the testing by FAX: 410-332-0614. When reporting for the scheduled appointment, the individual must bring photo identification, along with the completed Management/HR Administration Drug/Alcohol

Testing Order, (form # 28-1608-5156).

Only those individuals being considered for subsequent employment in the following categories will be required to undergo physicals:

- All Commercial Drivers License (CDL) holders
- All employees who are required to frequently lift over 40 lbs.
- All health care workers
- All employees with potential exposure to hazardous materials, (ex. Chemicals, rodenticides, herbicides, lead, asbestos)
- All employees with exposure to noise in excess of 85 decibels
- All employees who are candidates for vaccination, (ex. hepatitis B, rabies)
- All employees who wear respirators

The agency human resources/personnel office or designee must schedule an appointment for the physical by FAX: 410-332-0614. For the scheduled appointment, the individual must bring photo identification, along with the completed Request for Services form (form #28-1608-5153) and the Management/HR Administration Drug/Alcohol Testing Order, (form # 28-1608-5156).

RELATED DOCUMENTS

[AM-204-12](#) LENGTH OF SERVICE

AM-204-30 Part I DETERMINATION OF BENEFITS AM-204-

31 Part II DETERMINATION OF BENEFITS [AM-205-1](#)

SALARY

AM-205-7 SEPARATION AND PAYMENT AT TERMINATION AM-205-

13 LONGEVITY INCREMENT

[AM-213-1, Part I](#) REINSTATEMENT

a

AM-213-1 Part II

*m Subsequent Employment after Voluntary Separation
from City Service*

[AM-213-1-1](#) REINSTATEMENT/SUBSEQUENT EMPLOYMENT RECORD

AM-231-1 HIRING AND TRANSFERS

AM-236-1 PROBATIONARY PERIOD