



Re-Employment Policy

Policy Number:	HR-HC-012
Department:	Human Resources
Section:	Hiring at the City
Subject:	Re-Employment
Effective Date:	January 1, 2012
Revision Date:	July 15, 2024

PURPOSE STATEMENT

The City of Barrie desires to maintain and enhance public confidence in the integrity of its employees and operations. It will take the necessary steps to prevent real, potential, or apparent conflicts of interest, in accordance with the principles of neutrality, fairness, and accountability in the public sector.

SCOPE

1. This policy applies to all current and past employees of the City.

DEFINITIONS

Retirement Date – The day the employment relationship ends between the employee and the City of Barrie due to retirement (also known as the last day of employment).

Terminated for Cause – Termination of employment because of a breach of a term or condition of employment by the employee, including, but not limited to, failure to comply with the employer's rules and policies, or failure to perform the duties of the relevant position in a safe, reliable, and competent manner.

PROCEDURE

The purpose of this policy is to outline the City's directive surrounding the practice of eligibility for rehiring former City employees.



General Parameters

1. Employees who have been terminated from the City for cause are not eligible to be re-employed by the City, in any capacity, at any time after their departure from the City. Such former employees may not be retained on contract as consultants, nor hired on a temporary basis.
2. Employees who have accepted a monetary incentive with a Voluntary Early Departure Package, or employees who have been terminated for lack of work or budgetary constraints and who have received the required notice and severance payment, may not be employed again by the City, in any capacity, until the time period used in the calculation of the separation payment, has expired (e.g., If the employee has received a separation payment equal to 12 weeks pay, the former employee may not be rehired by the City until the expiration of 12 weeks following their last day of employment). Once this time has elapsed, these individuals are eligible to be considered for re-employment with no restrictions, provided they were in good standing as employees of the City.
3. For employees who are retiring, or have retired, from the City, to be considered a bona fide retirement for the purposes of the OMERS pension plan, and according to the Canada Revenue Agency, there can be no pre-arranged offer of employment beyond the employee's Retirement Date. At no time will a retiree be considered for, or offered, a future position at the City before their Retirement Date. In addition, there must be a break in service of at least thirteen (13) weeks in between the retiree's Retirement Date and new start date with the City.
4. Employees who previously resigned from the City but were in good standing as employees of the corporation, are eligible to be considered for re-employment with no restrictions.

RESPONSIBILITIES

Department Management

It is the responsibility of Department Management to:

- a. Understand and comply with the policy associated with Re-Employment.
- b. Consult with the Human Resources Department prior to re-employing former City employees.

Human Resources Department

It is the responsibility of the Human Resources staff to:

- a. Provide guidance and advice to the policy associated with Re-employment.
- b. Ensure that former employees left the City in good standing prior to any offers of re-employment.

REFERENCES AND RELATED DOCUMENTS

1. Hiring at the City Policy
2. Retirement Procedure
3. Resignation Procedure