

	<b>UNIFIED FIRE AUTHORITY ORGANIZATIONAL MANUAL</b>	
	Affiliation: Human Resources Policies	
	Title: <b>Re-employment of Former Employees</b>	
	Number: <b>900 - 060</b>	
	Approved: 6/11/2025	By: Fire Chief Dominic Burchett
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**REFERENCES:**

- [UFA Policy and Procedure – General Human Resources Definitions](#)
- [UFA Policy and Procedure – Filling of Job Vacancies](#)
- [UFA Policy and Procedure – New Hire Requirements and Process](#)
- [UFA Policy and Procedure – Merit Probation \(New Hire\)](#)
- [UFA Policy and Procedure – Reduction in Force and Reappointment Registers](#)
- [UFA Policy and Procedure – EMS Skills Evaluation and Remediation](#)
- [UFA Policy and Procedure – Promotional Probation](#)

**POLICY:**

Former employees are eligible to be re-employed if they left Unified Fire Authority (UFA) employment as employees in good standing. If an employee was terminated for cause, or resigned in lieu of termination, the employee is not eligible for rehire. Employees who left employment due to a reduction-in-force are eligible for reinstatement under the conditions of UFA Policy and Procedure – Reduction-In-Force and Reappointment Registers. The hiring of an individual from a reappointment register, developed in accordance with UFA Policy and Procedure – Reduction in Force and Reappointment Registers, will take precedence over re-employment as described in this policy.

Re-employed employees fall into two distinct categories addressed in this policy, employees who return within a three-year separation window and those who return outside of the three-year window.

**Re-employment within three years of the date of separation**

- 1.0 A former employee, who is interested in being re-employed within three years of the date of separation, is required to submit a written notice to the Fire Chief and the Human Resource Director of their desire to return.
  - 1.1 The Human Resource Director or designee will determine the individual's eligibility for re-employment by verifying that the individual meets the criteria outlined in paragraphs 2.1 through 2.4 of this policy. As part of the process, the Human Resource Director may also require the individual to submit an updated application, resume or transcripts. The Human Resource Director will notify the Fire Chief of the individual's eligibility for re-employment. The Fire Chief may choose to meet with the employee initially to discuss the process for returning.
- 2.0 In order to consider a request for re-employment, there must be a vacant allocation and the individual must satisfy all of the following requirements:

- 2.1. The employee must have been an employee in good standing previously employed by the Unified Fire Authority (UFA).
  - 2.1.1 Firefighters must have completed/graduated recruit academy to be considered for re-employment.
- 2.2 The employee must not have been terminated for cause.
- 2.3 The employee must meet the current minimum requirements and hold the necessary licensure and/or certifications required for the position.

### 3.0 Process for Firefighter employees

- 3.1 If being re-employed in a firefighter position, the individual must be certified by UFA's Fire Training Division and the EMS Division as eligible to pass the skills evaluation currently required of the position. The EMS Division will evaluate the individual in accordance with UFA Policy and Procedure - EMS Skills Evaluation and Remediation.
- 3.2 The individual will be required to interview with a panel of UFA Officers, similar to those that conduct interviews for an entry-level position or promotional process. A representative of Local 1696 may act as an observer for the interview. Participation is at the discretion of Local 1696. The interview panel will share their observations and recommendations with the Assistant Chief of Emergency Services.
- 3.3 Following the skills evaluations and the panel interview, the Assistant Chief of Emergency Services will make a recommendation to the Fire Chief to hire or not hire the former employee.
- 3.4 The Fire Chief will make the final determination, and the Human Resources Division will communicate the decision to the individual. If the decision is to re-employ the individual the Human Resources Division will prepare an offer letter that contains all of the specific provisions related to the return.
- 3.5 If re-employed, a firefighter employee will be eligible to return to the highest step on the Firefighter Pay Plan they held prior to separation, as either a Firefighter, Firefighter II Paramedic I or Paramedic II, depending on their current level of medical licensure and successful completion of the skills assessment in paragraph 3.1. A re-employed firefighter employee may not be returned to any other Specialist or Officer rank.
  - 3.5.1 A re-employed firefighter employee may compete for promotions to positions for which they either did or didn't previously encumber in accordance with UFA Policies and Procedures prior to completing a new merit probation period as described in paragraph 5.2, however the employee may not be promoted until after they complete the new merit probation period.
- 3.6 If re-employed, a firefighter employee will have his or her seniority date adjusted to reflect all previous merit employment with UFA in a firefighter classification.

This date will be used when calculating seniority points for promotional examinations, for determining pay, for determining eligibility for promotional examinations or promotions, for bidding station assignments, when conducting vacation draws or for any other instances where the seniority date is used.

3.6.1 The employee will have a salary that is equal to the step in the Firefighter salary plan which reflects the adjusted seniority date and the appropriate rank that they are returning to. They will continue to move through the steps of the plan based on the adjusted seniority date.

3.7 If re-employed, a firefighter employee will have their service date adjusted to reflect all previous merit employment with UFA. This could include time employed as a civilian. This adjustment will also change the employee's anniversary date. The adjusted service date will be used to recognize broader UFA benefits associated with that date (vacation accrual, reductions-in-force, service awards, etc.).

#### 4.0 Process for non-Firefighter (civilian) employees

4.1 A non-firefighter employee is eligible for rehire, without competition, into any position for which they meet the current minimum qualifications as long as they meet the criteria outlined in paragraphs 2.1 through 2.4 of this policy.

4.2 The individual will be required to interview with the applicable Division or Section Chief/Manager and other panel members, similar to the process for hiring,

4.3 Following the panel interview, the applicable Section Chief/Manager will make a recommendation to the Fire Chief to hire or not hire the former employee.

4.4 The Fire Chief will make the final determination and the Human Resources Division will communicate the decision to the individual. If the decision is to re-employ the individual the Human Resources Division will prepare an offer letter that contains all the specific provisions related to the return.

4.5 If the re-employed non-firefighter employee was a merit employee, they will have their service date adjusted to reflect all previous merit employment with UFA. This adjustment will also change the employee's anniversary date. The adjusted service date will be used to recognize broader UFA benefits associated with that date (vacation accrual, reductions-in-force, service awards, etc.).

4.5.1. The employee will have a salary that is within the pay range of the position that they are being hired into. The re-employment date will become the new anniversary date for annual/step increases.

#### 5.0 The following provisions apply to all individuals re-employed within three years of their date of separation:

5.1 They will be required to complete all requirements as described in UFA Policy and Procedure – New Hire Requirements and Process.

5.2 They must serve a new merit probation period.

- 5.2.1 If an employee left employment during their initial probation period, the employee must serve a new twelve (12) month probation period.
- 5.2.2 If a merit employee separated employment after serving their twelve (12) month probation period, the merit probation period will be reduced to six months. This would be in addition to any training time determined necessary by the UFA's Fire Training Division and EMS Division after a skills assessment.
- 5.3 For those who retired under the provisions of Utah Retirement Systems prior to being re-employed, they are required to comply with all requirements of URS regarding re-employment.
- 5.4 They are subject to the UFA compensation and benefit programs in effect as of the date of their re-employment.

### **Re-employment AFTER three years of the date of separation**

- 6.0 Former employees who separated from UFA employment and apply for re-employment outside of three years may be hired again only if they compete through a hiring process conducted in accordance with UFA Policy and Procedure – Filling of Job Vacancies.
  - 6.1 If re-employed after three years through the competitive process, a firefighter employee will have a new seniority date that corresponds with the new anniversary date. This date will be used when calculating seniority points for promotional examinations, for determining eligibility for promotional examinations or promotions, for bidding station assignments, when conducting vacation draws or for any other instances where the seniority date is used.
    - 6.1.1 For the purpose of pay the employee will have a salary that is equal to the step in the Firefighter salary plan which reflects all previous merit employment with UFA (service time credit) in a firefighter classification and the appropriate rank that they are being hired into. They will continue to move through the steps of the plan based on this amount of service time credit.
  - 6.2 If re-employed, a firefighter or non-firefighter employee will have their service date adjusted in the same manner as described in paragraphs 3.7 or 4.5.
  - 6.3 If re-employed, a non-firefighter's re-employment date will become the new anniversary date for annual/step increases.

Replaces Policy dated May 16, 2024