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**DOUGLAS COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 200.22  
**EFFECTIVE DATE:** 09/02/93  
**REVISED:** 12/19/02,  
06/05/03, 12/20/18  
**AUTHORITY:** BOC  
**COUNTY MANAGER:**   
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**SUBJECT: ELIGIBILITY FOR REHIRE**

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- I. PURPOSE:** To establish policy and procedures regarding rehires.
- II. POLICY:**
- a. Employees terminated from employment for disciplinary reasons are ineligible for rehire in accordance with Douglas County Code 2.02.090(c).
  - b. Employees who resign their employment with written notice of less than 2 weeks are also ineligible for rehire.
    - i. This rehire status can be reversed after 3 years (or less if approved by the County Manager/Elected Official) so that an employee is eligible for rehire if the employee subsequently provides proof of suitable employment elsewhere including 2 references that can validate the dependability and performance of the employee.
  - c. Employees terminated for failure to pass the probationary period may be eligible for rehire in a different department. Employees who fail to pass probation due to actions or behavior which did or could have formed the basis for discipline in accordance with Douglas County Code 2.02.090(c) may be ineligible for rehire in any department as determined by the Human Resources Director.
- III. PROCEDURES:** Personnel records of former County employees should be reviewed prior to offering re-employment to ascertain the employee's eligibility for rehire.
- IV. RESPONSIBILITY FOR REVIEW :** The Human Resources Director shall review this policy as needed or at least once every 5 years.