



Re-employment Policy

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Full Council:	Next Review:	Uploaded:	

Re-employment Policy

This policy exists to explain the approach taken by Waverley to the re-employment of employees who have left the Council with a compensation payment e.g. redundancy.

1. Policy

- 1.1. Any employee who leaves Waverley on the basis of redundancy or early retirement or for some other reason and receives compensation will not normally be re-engaged in any capacity, including as consultants or agency staff, for a period of **two years** from their leaving date. Any re-employment within the two year period will be determined by the Executive Director, in partnership with the Strategic HR Manager, on an exceptional basis and must be approached following the procedure as outlined below.

2. Procedure

- 2.1. Any manager who wishes to employ a former employee, in any capacity, within the two year period must seek approval of the Executive Director who will consider the re-employment on a case-by-case basis, supported by Strategic HR, before making an offer of employment.
- 2.2. In cases where the manager wishes to re-employ an employee, who left within two years due to redundancy or early retirement with compensation, they must make a written application to the Executive Director outlining the full circumstances of the case including;
 - the benefits received by the employee from the Council on leaving the service; and,
 - the reason why the post cannot be filled by other means
- 2.3. When considering whether to re-employ, account must be taken of the financial commitment that has been made by the Council to that employee in the form of redundancy payments, compensation, and early payment of pension or level of on-going pension.

3. Re-employment

- 3.1. In the event that an individual is re-employed they will be treated as new starters and any previous service with the Council or other public authorities will not count towards entitlement to notice periods, sick leave, annual leave, maternity leave, probationary period etc.