

Reemployment vs. Reinstatement

	Reemployment	Reinstatement
Eligibility	Any former state employee can be reemployed. It does not matter whether the employee previously had probationary or permanent status, or was temporary, part-time or full-time.	Only a former permanent executive branch state employee (who terminated for other than just cause and did not retire) can be reinstated. It is up to the hiring authority to decide whether they want to reemploy or reinstate an employee who meets these criteria.
Hiring	If hired into a merit-covered position, the employee must come off a BrassRing list.	The employee does not have to come off a BrassRing list, but the position must clear recall before the employee is hired.
Employee Status	An employee hired into a merit-covered position should have an employee status of "03 Probationary (Merit)" even if the employee had permanent status when they previously worked for the state.	The hiring authority can decide whether the employee will serve a 6 month probationary period, or will be reinstated with permanent status.
Vacation Anniversary	The vacation anniversary date should be set to the employee's date of reemployment.	The employee will accrue vacation at the same rate as when they separated from state employment. The previous vacation anniversary date will be restored, but adjusted for the length of time gone from state employment.

Other notes:

- Both reemployments and reinstatements must have an approved Special Pay/Appointment Action form (M40) in order to be hired above the minimum of the pay grade.