

**PHOENIX FIRE DEPARTMENT**  
**VOLUME 1 – Operations Manual**  
**REEMPLOYMENT POLICY**  
**MP105.10 11/08 – R**

Former Phoenix Fire Department members applying for reemployment with the Department may request to be placed on a reinstatement eligibility list. Placement on the reinstatement eligibility list can be considered under the following criteria:

1. Placement on the reinstatement eligibility list must occur within twenty-four (24) months of the date of termination.
2. The member's final grading must "meet standards" in the class to which reinstatement is requested.

Placement on the reinstatement eligibility list is requested by the former employee through the City of Phoenix Personnel Department.

Individuals on the reinstatement eligibility list will be considered for reemployment according to the following rules:

1. There must be a vacant position to which the applicant may be assigned.
2. The applicant must have been a member in good standing at the time of termination.
3. An applicant who is rehired within 90 days of resignation must repay all funds withdrawn from the pension system, plus any interest due within six months following return to employment.
4. The applicant must be capable of performing the essential functions of the position prior to the reemployment date.
5. The applicant must meet all background requirements of the position prior to the reemployment date.
6. Any sworn employee who has once been reinstated after separation of employment will not be considered for reinstatement after a second separation of employment.

If all listed criteria are satisfied, the applicant may be considered for reemployment. This does not assure approval of the reemployment request.

**THE DECISION OF THE FIRE CHIEF IS FINAL** on all applications for reemployment. When an applicant is reemployed, he/she will also be reinstated to any promotional lists, which have not yet expired.

In accordance with City of Phoenix Personnel Rules, employment separation cancels all previous seniority credits as applied to vacation selection and work assignments. A member reinstated must also serve a one-year probation from the date of rehire.