

RETURN TO STATE SERVICE GUIDELINES

Status	Role	Pay Band	Salary	Probationary Period	State Hire Date	Next Anniv. Date	Rehire Type
Layoff-Recall (PSE003)	Same	Same	Normally will be brought back to pre-layoff salary, including any general increases, unless constrained by budget – then negotiable.	Adjusted for period on layoff leave.	Unchanged	Unchanged	II
Layoff-Blue Card (PSE003)	Same	Same	Determined according to the non-competitive Voluntary Transfer Practice.	Adjusted for period of layoff leave.	Unchanged	Unchanged	II
Layoff-Competitive (PSE003)	Any	Any	Determined by starting pay guidelines.	Adjusted for period of layoff leave.	Unchanged	Unchanged	III
Layoff-Separation (PSE302)	Any	Any	Determined by starting pay guidelines.	New Probationary Period established according to Policy.	Established from date of rehire	Prior state service, including up to 12 months of layoff is credited toward date.	I
TWFR-not working (PSE003)	Same	Same	Same	Adjusted for period of TWFR.	Unchanged	Unchanged	II
LWOP-Educational Medical Personal Workers' Compensation (PSE003)	Same/ similar	Same	Same unless there have been changes in employee qualifications or general salary increases - then negotiated accordingly.	Adjusted for period of LWOP greater than 14 calendar days.	Unchanged	Adjusted for period of LWOP greater than 14 calendar days.	IV if leave is less than 1 year or V if greater than 1 year
LWOP-Military (PSE003)	Same	Same	Same including any performance increases, general increases or changes that occurred to the Role. *	Adjusted for period of LWOP greater than 14 calendar days.	Unchanged	Unchanged	II
LWOP – Disciplinary Suspension Pending	Same	Same	Same	Adjusted for period of LWOP greater than 14 calendar days	Unchanged	Adjusted based on period of LWOP	IV
Suspension-SOC (PSE003)	Same	Same	Same	Not applicable	Unchanged	Adjusted based on period of LWOP	IV
LTD-(job held)	Same	Same	Same as prior to LTD unless	Adjusted for period of	Unchanged	Adjusted for period	I

RETURN TO STATE SERVICE GUIDELINES

Status	Role	Pay Band	Salary	Probationary Period	State Hire Date	Next Anniv. Date	Rehire Type
(PSE003)			there have been changes in employee qualifications or general salary increases.	LTD greater than 14 calendar days.		of LTD	
LTD-Separation- (PSE139 to separate) (PSE302)	Any	Any	Determined by Starting Pay guidelines.	Must serve a Probationary Period.	Established from date of rehire	Prior state service, (not to include period of LTD or LWOP, except Military, Layoff, and TWFR LWOP) is credited toward date	I
Resignations, Terminations, Separations, Retirements (PSE302)	Any	Any	Determined by Starting Pay guidelines.	Must serve a Probationary Period.	Established from date of rehire	Prior state service (not to include period of LTD or LWOP, except Military, Layoff, and TWFR LWOP) is credited toward date	I
<p>Note: Performance Increases are awarded based on guidelines provided through the annual Compensation memorandum and Policy 1.40, Performance Planning and Evaluation.</p> <p>See Policy 3.05, Compensation, for Starting Pay Practices. See Policy 1.45, Probationary Period, for impact on probationary date. All new hires and rehires must participate in VSDP.</p> <p>*If employees were activated before completion of the probationary period, it must be satisfactorily completed upon their return. If an increase is awarded upon satisfactory completion of the probationary period, that increase will be awarded retroactively to the pre-LWOP-military probationary period end date.</p>							