

Re-appointment

1. The Purpose

This policy sets out the rights and responsibilities of former civil servants who wish to apply to be considered for re-appointment with the Forestry Commission (FC).

2. The Principles

The principles of this policy are to:

- provide former civil servants with the opportunity to apply for re-appointment;
- comply with the FC's policy and procedures on recruitment & selection, probation, annual leave and pay;
- treat applications for re-appointment compassionately where an individual left the Civil Service to bring up a family or for another domestic reason; and
- ensure that all actions are objective, non-discriminatory and in line with the Forestry Commission's commitment to equal opportunities.

3. The Policy

If you leave the Forestry Commission or the Civil Service you may later apply to be considered for re-appointment. To be eligible for re-appointment you must have:

- originally been recruited on merit by fair and open competition;
- clearly met the performance and attendance requirements of your previous job;
- left the FC within the past 5 years; and
- left under acceptable circumstances.

There is no automatic right to re-appointment. Applications will only be considered if there is a vacancy and approval has been received to recruit externally. There are two types of re-appointment:

Re-instatement	returning to the same substantive role
Re-employment	returning in an equivalent role at the same substantive pay band or a lower pay band

Re-appointment is an exception to the [Civil Service Recruitment Principles](#) so you could be re-instated or re-employed without a recruitment competition. However, the FC must ensure that any applicant for re-appointment meets the current competency or skill

requirements of a role. The FC may require you to compete for the role alongside other applicants, undergo an interview and/or other assessments or complete a probation period.

If you are re-appointed your previous experience may be taken into consideration when deciding on your starting salary. Any decision on salary is at the discretion of the FC and as detailed in the [HR Procedure – Pay](#) if a higher starting salary is being considered your experience must be directly relevant to the work of the post.

Previous Civil Service or FC employment will count as reckonable service towards a higher annual leave allowance. Further information is available in the [HR Procedure – Annual Leave and Public/Privilege Holidays](#).

Different re-appointment arrangements may apply if you resigned from the Civil Service to become a parliamentary candidate or to serve in European Union or HM Forces. For more information, please contact the [Recruitment and Redeployment Team, HR Services](#).

3.1 Your Responsibilities as an Employee

You are expected to:

- understand this policy before applying for re-appointment; and
- complete an application, interview or other form of assessment in line with FC policy and procedures, if required.

3.2 Your Responsibilities as a Manager

You are expected to:

- ensure that you and your team understand this policy;
- obtain any necessary approval to externally recruit before considering re-appointment; and
- make sure that any re-appointment decisions comply with FC policies and procedures.

3.3 Human Resources Responsibilities

Human Resources have responsibility for:

- providing advice and guidance on the application of this policy and other associated policy and procedures;
- investigating an applicant's reason for leaving and, if necessary, obtaining approval from the Pension Scheme Medical Advisor if they retired for health reasons; and
- monitoring and reviewing this policy.