

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 FC's commitment to equal opportunities.

3. The Policy

If you leave the FC or wider Civil Service, including the Northern Ireland Civil Service, you may later apply to be considered for re-appointment, on a permanent or fixed-term basis. To be eligible for re-appointment, you must have:

- originally been recruited on the basis of merit through fair and open competition (including conversion to permanency as an exception to the [Civil Service Commission Recruitment Principles](#));
- clearly met the performance and attendance requirements of your previous post;
- left the Civil Service within the past five 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 given to recruit externally. There are two types of re-appointment:

Re-instatement: returning to the same substantive post

Re-employment: returning in an equivalent post at the same substantive pay band or a lower pay band

Re-appointment is an exception to the [Civil Service Commission Recruitment Principles](#) so you could be re-instated or re-employed without a recruitment competition.

However, the recruiting manager must be satisfied that you are able to demonstrate the experience and professional/technical expertise, competencies and behaviours required for the post. The FC may therefore require you to compete for the post alongside other applicants, undergo an interview and/or other assessments or complete a probation period.

On re-appointment to the same pay band, you will start at the pay point achieved by the date you left the Civil Service, adjusted for any subsequent changes to pay band salaries, if applicable, where this is more favourable. A higher pay point may be awarded to reflect any exceptional relevant experience gained during the break in your Civil Service employment.

If you are re-appointed to a lower pay band, your previous experience may be taken into consideration when deciding on your starting salary. Any decision on starting 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 FC or Civil Service employment will count as reckonable service towards a higher annual leave allowance. For more information, please refer to [HR Procedure – Annual Leave and Public/Privilege/Additional Holidays](#).

Different re-appointment arrangements may apply if you resigned from the Civil Service to become a parliamentary candidate or to serve in the European Union or HM Forces. For more information, please contact your dedicated HR Team.

3.1 Your Responsibilities as an Employee

You are expected to:

- understand this policy before applying for re-appointment; and
- where required, complete an application, interview and/or other form of assessment in line with [HR Policy and HR Procedure – Recruitment and Selection](#).

3.2 Your Responsibilities as a Manager

You are expected to:

- ensure that you and your team understand this policy;
- obtain the necessary approval to recruit externally before considering any application for 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.