

which the employee was hired based on the quality of work, cooperation, and attendance. This period also allows employees to decide if they are satisfied with the position and with the County as their employer. Completion of the probationary period does not result in an employment contract for any specific term.

During the probationary period, employees generally will not be eligible for County benefits, including but not limited to, paid holidays and health insurance.

Personnel Records

It is vital that personnel records contain accurate and up-to-date information about every employee. Any change in marital status, number of children or other dependents in the immediate family must be reported to the office manager. This information affects the amount of an employee's payroll deduction for federal withholding tax, insurance premiums and benefits. Any change in address or telephone should also be reported.

An employee's personnel record is kept confidential, to the maximum extent protected by law. Information which is obtained in the course of official duties shall not be released by an employee charged with this responsibility as part of official duties except as required by the Georgia Open Records Act.

Reimbursement Of Expenses

Employees may be reimbursed for authorized expenses incurred in the performance of County business, subject to Board policy.

Rehire of Former Employees and/or Retirees

This policy applies to all employees, retirees, and entities participating in the **Irwin County Retirement Plan**. For the purposes of this policy, the term "Irwin County" or "the County" shall encompass all departments and offices operating under the County's retirement umbrella. This policy ensures compliance with Internal Revenue Service (IRS) regulations regarding the distribution of retirement benefits.

Eligibility for Re-employment

Former employees and retirees are eligible to apply for open positions with Irwin County provided they meet the following three criteria:

1. **Separation Period:** The individual has been fully separated from Irwin County employment for a minimum of **three (3) calendar months**.
2. **No Pre-arranged Agreement:** No prior arrangement, communication, or "handshake agreement" (written or verbal) was made between the County and the individual for re-employment prior to their separation.