

**EMPLOYEE REQUEST FOR REAPPOINTMENT FOLLOWING RESIGNATION**  
COMPLETE A SEPARATE REQUEST FORM FOR EACH DEPARTMENT/CLASS REQUESTED  
(See reverse side for excerpts from Civil Service Commission Rules)

**EMPLOYEE INFORMATION**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip. \_\_\_\_\_  
Social Security # \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_  
PIN \_\_\_\_\_ Rank No. \_\_\_\_\_ List No. \_\_\_\_\_  
Class Number \_\_\_\_\_ Class Title \_\_\_\_\_  
Signature \_\_\_\_\_

**REQUESTED CLASS NO & TITLE:** \_\_\_\_\_

**REQUESTED DEPARTMENT:** \_\_\_\_\_

<b>REQUESTED DEPARTMENT – APPROVAL OF APPOINTING OFFICER</b>	
Department Requisition Number _____	DHR Requisition Number _____
Name (Appointing Officer/Designee) _____	Title _____
Signature _____	Date _____

**DHR USE ONLY:**  Authority verified  Req verified PIN No \_\_\_\_\_ List ID No \_\_\_\_\_ Initial/Date \_\_\_\_\_

## **EXCERPTS FROM CIVIL SERVICE COMMISSION RULE 114 – APPOINTMENTS**

### **ARTICLE V: REAPPOINTMENT**

#### **Section 114.30 Reappointment**

- 114.30.1 A permanent appointee who has completed the probationary period who resigns and whose services have been certified as satisfactory by the appointing officer, or except as otherwise ordered by the Commission in the case of services certified as unsatisfactory, shall be permanently separated from such appointment except as follows:
- 114.30.2 Except for the members of the uniformed ranks of the Police and Fire Department, upon request on the prescribed form within a four year period after the effective date of the resignation, the resignee with the approval of an appointing officer may be appointed ahead of eligibles to a vacancy in a permanent position in the class from which resigned in any department.
- 114.30.3 A separate request must be filed with each department to which reappointment is desired. An approved copy of the reappointment form(s) must be filed with the Department of Human Resources.
- 114.30.4 Consistent with the above procedure, members of the uniformed ranks of the Police and Fire Department shall have two years from the effective date of the resignation to request and to be reappointed.
- 114.30.2 If a vacancy does not exist in the class from which resigned from City and County Service, or, if otherwise approved by the Human Resources Director, subject to appeal to the Civil Service Commission, a resignee may re-enter the service to a vacancy in any former class in which the probationary period had been completed in any department with the approval of the appointing officer.
- 114.30.3 When reappointed, the resignee shall enter the service as a new appointee with no rights based on prior service except such as may be specifically provided elsewhere in these Rules, in the Vacation, Sick Leave and any other Ordinances as appropriate, and in the examination procedures with respect to credit for prior City and County Service.