

EMPLOYEE REQUEST FOR REINSTATEMENT

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

- Type of Reinstatement Requested *(check one)*
 - Reinstatement to Former Class
 - Reinstatement from Promotive Probationary Appointment
 - Reinstatement Following Transfer
 - Reinstatement from Disability Retirement

EMPLOYEE INFORMATION

Name _____

Social Security # _____ Address _____

Rank No. _____ List No. _____ City, State, Zip _____

PIN _____ Class No. _____ Work Phone () _____ Home Phone () _____

Class Title _____ Signature _____

REQUESTED CLASS NO & TITLE: _____

REQUESTED DEPARTMENT: _____

APPROVALS

CURRENT DEPARTMENT

Name (Appointing Officer/Designee) Title

Signature Date

REQUESTED DEPARTMENT

Requisition Numbers Dept _____ DHR _____

Name (Appointing Officer/Designee) Title

Signature Date

HUMAN RESOURCES DIRECTOR

(FOR REINSTATEMENT FROM PROMOTIVE PROBATIONARY APPOINTMENT ONLY)

Signature Date

DHR USE ONLY: Authority verified Req verified PIN No _____ List ID No _____ Initial/Date _____

EXCERPTS FROM CIVIL SERVICE COMMISSION RULE 14 – APPOINTMENTS

ARTICLE IV: APPOINTMENT BY REINSTATEMENT

Section 14.27 **Reinstatement**

- 14.27.1 A permanent employee who accepts permanent appointment to a position in another class shall be permanently separated from any former position, with the following exception: the employee may be reinstated to a vacant position in any former class in which the probationary period had been completed upon the employee's written request on the prescribed form and with the approval of the appointing officers in both the present department and the former department or the department(s) to which reinstatement is requested. A copy of the approved forms(s) must be filed with the Department of Human Resources.
- 14.27.2 An employee serving a promotive probationary period shall be reinstated to a vacant position in any former class in which the probationary period had been completed upon the employee's written request on the prescribed form and with the approval of the Human Resources Director.
- 1) A request for reinstatement under this section shall not extend the probationary period or infringe upon an appointing officer's authority to terminate an employee.
 - 2) An approved request for reinstatement shall remain in effect until the employee is either reinstated, separated, refuses an offer of reinstatement, or such a request is cancelled by the Human Resources Director.
 - 3) Separation of the employee shall nullify all requests for reinstatement approved under this section.
 - 4) The employee shall receive one offer of reinstatement. Failure to accept a reinstatement offer shall forfeit all rights to reinstatement under this section.
 - 5) A reinstatement under this section shall be under the Rule of One.
 - 6) If more than one request for reinstatement under this section is on file, the person with the greater seniority in the class to which reinstatement is requested shall be reinstated first.
- 14.27.3 Reinstatement to a position in a former class and department shall be with former civil service seniority standing in that department and no probationary period shall be required.
- 14.27.4 Reinstatement to a position in a former class in another department shall require a new civil service seniority date in that department from the date of such reinstatement and shall require a new probationary period.

Section 14.28 **Reinstatement Following Transfer**

An appointment by transfer shall cancel all rights to the position from which transferred except that, prior to the completion of the probationary period, a transferee may request reinstatement to a vacancy in a position in the same class and department from which transferred in accordance with the procedures established in this Rule.