



**CITY OF SEATTLE
SEATTLE DEPARTMENT OF HUMAN RESOURCES
REINSTATEMENT - FREQUENTLY ASKED QUESTIONS**

Reinstatement – Frequently Asked Questions

When an employee in the classified service is laid off, their name is placed on a Reinstatement list for the specific job title from which they were laid off. Employees are eligible to remain on the list for twelve months following the date of layoff. Reinstatement rights are much stronger than the services provided by Project Hire, but they are very narrow as they are limited to the single classification title.

Who is eligible for reinstatement?

Any regular, probationary, or trial service employee who has been laid off. Employees who are in positions that are exempt from the classified service are not eligible.

How do I submit my name for the list?

If you are laid off, your name will be placed on the list automatically. You don't need to take any action.

Before I was laid off, I was enrolled in Project Hire. Does that end and switch over to Reinstatement now that I have been laid off?

No. Project Hire services will continue for the entire period of time that you are on the Reinstatement list – one full year from the date of layoff. The goal of Reinstatement is to put you back to work in your old job title. The goal of Project Hire is to get priority consideration for other job titles.

If employees in the same classification title are laid off by different City departments, do they go on different lists?

The Reinstatement list covers the entire City. All employees with the same title go on a single list, and that list will be used for positions in all departments.

What order do you put the names in?

As a standard practice, the names of regular employees are listed in seniority order, followed by trial service employees in seniority order. Probationary employees are then listed with equal standing.

Do the departments have to hire from the list?

Yes. When any department moves forward to advertise and fill a position that is covered by a Reinstatement list, the job order is stopped by the Seattle



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Department of Human Resources Department, and the Reinstatement list is issued to the hiring department. That department may refuse to appoint an employee from the list only if they document that the employee is not qualified for the available position, and if they are able to obtain the SDHR Director's concurrence.

How can an employee not be qualified for a job title that they have been working in?

Two ways:

- The available position may require a special license or certification that is not required for all positions in the classification. Or one position in a classification may require advanced skills with a particular software package. If it would take too long a time to obtain the license, or learn the software skills, the hiring department could make the argument that the employee is not qualified.
- Some classifications are extremely broad, and cover a wide variety of occupational areas and skillsets. If a Planning & Development Specialist whose entire career was involved in emergency management planning and response was laid off, the next position to come up could require experience in the development of recreation programs for disabled children. Although the positions were classified at the same level, the background of the employees may not be transferable.

What are my responsibilities for maintaining my eligibility on the Reinstatement List?

- You need to keep your contact information up to date. If you change your email, phone number, or mailing address, notify your Project Hire Case Manager immediately, or send the update to careers@seattle.gov
- You need to respond promptly to any communication from a City department regarding a Reinstatement opportunity. If we cannot contact you, or if you do not respond, your name will be removed from the list.

How does the Reinstatement process work?

- When any department moves forward to fill a position that is covered by a Reinstatement list, the job order is stopped by the Seattle Department of Human Resources, and the entire Reinstatement list is issued to the hiring department. As a standard practice, all Reinstatement lists are issued in seniority order.



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- If the available position is represented, the hiring department will review the terms of the appropriate bargaining agreement. Most of those agreements state that employees should be reinstated in seniority order, although they do allow for out-of-order reinstatement if the hiring department documents special operating needs, experience, or skills.
- If the available position is non-represented, the hiring department can conduct a selection process and appoint from among all of the eligible employees on the list.
- The hiring department will then make a thorough effort to contact you and provide you with information about the available position. They should provide you with a position description, along with information about any unusual shift, work location, or working conditions.
- The next step would be to schedule an informational interview with the hiring manager to discuss the duties and working conditions. Make sure to take an updated resume with you, and make sure to address any special qualifications or requirements in the position description.
- If the informational interview goes well, the hiring department may require you to satisfy any background check, physical, or drug testing that is normally required for that position in that department.
- At that point, the hiring department can extend a formal offer of employment to you. If you refuse an outright job offer, your name will be removed from the Reinstatement list.

If I tell a hiring department that I'm not interested in being considered for a particular position, will my name be removed from the Reinstatement list?

No. If you turn down an outright job offer, you will be removed. An opportunity to be considered for a position does not constitute a job offer. You do need to respond to them immediately, however, and provide a reason why you don't wish to be considered. If you fail to respond, you will be removed.

So it's okay to turn down a Reinstatement opportunity if the available position isn't a good fit for me?

Just make sure that you have a good reason, and that you provide the reason to the hiring department promptly, either when they first contact you, or during the informational interview as you learn more about the job. If the duties aren't a good match for your background or your career goals, if it involves a shift you can't work or a location that you can't get to easily, or if there are working conditions that don't agree with you, you may decline to be considered. You are



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a unique individual, and we respect that. But please be prompt, so that the hiring department can move ahead with business.

I had a family emergency, and I was simply unable to respond to the notices that were sent to me. Does that mean I'm off the list?

Those things happen in life, and we understand that there are times when you can't manage everything. Please notify us as soon as possible, and we will excuse the failure to respond and restore your eligibility. Until you notify us that you are ready to participate fully, we will clear your name from any available position, but we will keep your name on the list.

Is the Reinstatement list issued on all positions that are currently vacant in that classification, including ones that have already been advertised on the Opportunity For Advancement?

No. It is issued on all new requests to advertise that departments submit after the date that the Reinstatement list has been established. Once a list has been issued on a specific position, it remains in effect with no expiration date. Also, the departments have the right to keep a position vacant, in order to generate salary savings, pending a reorganization, or for similar considerations.

If I accept another job in the City, do I stay on the Reinstatement list for my old job?

No, if you are appointed to any permanent position in the City, you will be removed from the Reinstatement list. If your old job comes back in a year or two, the rules can allow you to transfer back or return from reduction at that point.

What if I accept a job outside the City?

As long as you are eligible for Reinstatement, you may remain on the list. Outside employment will not count against you in any way.

If I get reinstated to my old job title, do I have to start all over again like a new employee?

- You will be placed at the salary step that was in effect at the time of layoff, and you will be on schedule towards progression to the next step.
- Your seniority in the classification will be restored.
- Your sick leave balance will be restored.
- Your vacation accrual rate will be restored, although your vacation balance would have been cashed out at the time of layoff.



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- If you withdrew funds from your retirement account, you will be eligible to redeposit an equal amount.

I've got some more questions that aren't covered here. Who should I contact?

Your first stop should be your Case Manager. They are in the best position to understand your personal situation and your goals. You can also send questions to careers@seattle.gov