

Scheele, Andrea

From: Scheele, Andrea
Sent: Wednesday, December 13, 2023 4:30 PM
To: Scheele, Andrea
Cc: CSC_PublicSafety
Subject: PSCSC Rule 10.03 proposed changes updates (12-13-2023)
Attachments: Rule 10.03 proposed changes (updated 12-13-2023) copy.pdf

Hello Commissioners,

Thank you for your continued thoughtful consideration during this rulemaking process regarding PSCSC Rule 10.03. Based on further input I have received since the Commission's consideration at its meeting on 11/16/23 of proposed revisions to the rule, including discussions I have had separately with Commissioners, below (in yellow highlighted text) is what I recommend related to the text the Commission is considering regarding Rule 10.03. The goal is to further clarify the text the Commission considered at its meeting on 11/16/23. The new revisions I am recommending are those in yellow highlights, as follows:

a. Request submittal, criteria, and PSCSC verification and confirmation – A former employee who ~~resigned, retired, or was separated for medical or disability reasons but not granted disability retirement was not disciplinarily discharged~~ may ~~submit a request return of their name to be added to a supplemental/reinstatement register to be considered with the open graded eligible register for the classification or rank. Such request must be within one year from date of resignation, retirement, or separation due to disability; provided, the Executive Director may extend the above time limitation for not to exceed an additional four years upon satisfactory showing that such extension would be to the best interests of the City;~~ submit a request to be added to a supplemental/reinstatement register to be considered with the open graded eligible register for the classification or rank. Such request must be within one year from date of resignation, retirement, or separation due to disability; provided, the Executive Director may extend the above time limitation for not to exceed an additional four years upon satisfactory showing that such extension would be to the best interests of the City;

3. The Executive Director shall verify that the request was timely, and that City records reflect shall confirm with the employing department that ~~the requestor's separation was not for cause a disciplinary discharge.~~

b. Former employing department decision on request – The Executive Director shall submit requests verified as meeting the criteria of Rule 10.a to the former employing department's appointing authority; for written approval or denial of the former employee's request to be added to the reinstatement register.

d. The name of a former employee who seeks reinstatement under this rule may not be returned to a promotional register, unless recommended by the head of the former employing department and approved by the Executive Director of the Public Safety Civil Service Commission within one year from the date of resignation.

Attached please find a new redline version and a “changes accepted” version. Please note that this proposal regarding PSCSC Rule 10.03.d would involve a minor addition to the current language of that subpart.

This email and attachments will be added to the documents available via the public comments links related to the 12/14/23 meeting materials.

Thank you.

Andrea Scheele she/her

Executive Director, Civil Service Commissions

City of Seattle | [Civil Service Commission](#) and [Public Safety Civil Service Commission](#)

Phone: 206-233-7118 | Cell: 206-437-5425 | Fax: 206-684-0755 | andrea.scheele@seattle.gov

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10.03 RETURN TO ELIGIBLE REGISTER AFTER SEPARATION ~~DUE TO RESIGNATION, RETIREMENT, OR SEPARATION FOR MEDICAL OR DISABILITY (NOT RETIREMENT);~~ REINSTATEMENT REGISTER

~~[PROPOSED CHANGES- REDLINE]~~ UPDATED 12/13/2023]

a. ~~Request submittal, criteria, and PSCSC verification and confirmation~~– A former employee who resigned, retired, or was separated for medical or disability reasons but not granted disability retirement was not disciplinarily discharged may submit a request ~~return of their name to be added to a supplemental/~~reinstatement register to be considered with the open graded eligible register for the classification or rank. ~~Such request must be within one year from date of resignation, retirement, or separation due to disability; provided, the Executive Director may extend the above time limitation for not to exceed an additional four years upon satisfactory showing that such extension would be to the best interests of the City;~~

~~b. Any request for return to register under this rule~~1. Such separated employees must be supported by written recommendations submit their requests to the Executive Director of the PSCSC.

2. Such separated employees must submit their requests within one year from the date of separation; provided, the Executive Director may extend the above time limitation up to an additional four years upon satisfactory showing, as determined by the Executive Director, that such extension would be to the best interests of the City.

3. The Executive Director shall verify that the request was timely and shall confirm with employing department that the requestor's separation was not ~~for-cause~~ a disciplinary discharge.

b. Former employing department decision on request – The Executive Director shall submit requests meeting the criteria of Rule 10.a to the former employing department's appointing authority; ~~for written approval or denial of the former employee's request to be added to the reinstatement register.~~

~~c.c. Certification to former employing department~~ – A former employee whose eligibility is reinstated under this rule shall be certified according to civil service rules. However, the name of such an eligible need be considered only by the department which recommends the return of the name to the register, and the person will remain eligible until appointed and/or the register expires.

d. The name of a former employee who seeks reinstatement under this rule may not be returned to a promotional register, unless recommended by the head of the former employing department and approved by the Executive Director of the Public Safety Civil Service Commission within one year from the date of resignation.

e. Except as provided in 10.02 (layoff), 10.03 and 10.04, any return to the City service shall be by examination only.

Scheele, Andrea

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10.03 RETURN TO ELIGIBLE REGISTER AFTER SEPARATION – REINSTATEMENT REGISTER

[PROPOSED CHANGES- CHANGES ACCEPTED– UPDATED 12/13/2023]

a. Request submittal, criteria, and PSCSC verification and confirmation– A former employee who was not disciplinarily discharged may request to be added to a reinstatement register to be considered with the open graded eligible register for the classification or rank.

1. Such separated employees must submit their requests to the Executive Director of the PSCSC.

2. Such separated employees must submit their requests within one year from the date of separation; provided, the Executive Director may extend the above time limitation up to an additional four years upon satisfactory showing, as determined by the Executive Director, that such extension would be to the best interests of the City.

3. The Executive Director shall verify that the request was timely and shall confirm with employing department that the requestor's separation was not a disciplinary discharge.

b. Former employing department decision on request – The Executive Director shall submit requests meeting the criteria of Rule 10.a to the former employing department's appointing authority for written approval or denial of the former employee's request to be added to the reinstatement register.

c. Certification to former employing department – A former employee whose eligibility is reinstated under this rule shall be certified according to civil service rules. However, the name of such an eligible need be considered only by the department which recommends the return of the name to the register, and the person will remain eligible until appointed and/or the register expires.

d. The name of a former employee who seeks reinstatement under this rule may not be returned to a promotional register, unless recommended by the head of the former employing department and approved by the Executive Director of the Public Safety Civil Service Commission within one year from the date of resignation.

e. Except as provided in 10.02 (layoff), 10.03 and 10.04, any return to the City service shall be by examination only.