

10.03 RETURN TO ELIGIBLE REGISTER AFTER SEPARATION – REINSTATEMENT REGISTER

[CHANGES ACCEPTED VERSION]

a. Request submittal, criteria, and PSCSC verification – A former employee who separated for any reason other than for cause 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 that City records reflect the requestor's separation was not for cause.

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.

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. Promotional eligibility for reinstated employees – The name of a reinstated employee who was listed on a promotional register at the time of their separation shall be returned to that promotional register if such register has not expired.

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