

10.03 RETURN TO ELIGIBLE REGISTER AFTER SEPARATION – REINSTATEMENT REGISTER

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 the 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 10.03.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 separation.

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