

REQUEST FOR REINSTATEMENT (From *Resignation or Retirement*)

Reinstatements are subject to Regulation V, Section IX of The City University of New York Personnel Rules and Regulations, and the Terms and Conditions enumerated below.

TERMS AND CONDITIONS

1. A request for reinstatement does **not** constitute a right of reinstatement. The College Human Resources Director must be willing to reinstate the former permanent employee.
2. A request for reinstatement is received **within one (1) year** of the date of separation due to resignation/retirement under honorable circumstances:
 - a. Former employee is subject to a new probationary period (a portion of which may be waived as stated in CUNY's Personnel Rules and Regulations).
 - b. Former employee is reinstated at the former salary and annual/sick leave accrual rate at the date of separation.
3. A request or reinstatement is received **after one (1) year but less than four (4) years** of the date of separation due to resignation/retirement under honorable circumstances:
 - a. Former employee is subject to a new probationary period (a portion of which may be waived as stated in CUNY's Personnel Rules and Regulations) plus investigation, medical or other qualifying tests or requirements as the University Human Resources University Director of Civil Service Support may determine.
 - b. The **satisfactory completion** of L-1 Identity Solutions fingerprinting, plus a CUNY application form must be submitted with this form.
 - c. An eligibility determination fee (hiring fee) in the appropriate current amount should be submitted.

ELIGIBILITY

Former permanent employees of CUNY as well as former permanent employees of other jurisdictions who have resigned or retired under honorable circumstances can file a **Request for Reinstatement** form. A reinstatement must be accomplished within the following prescribed period of time indicated in CUNY's Personnel Rules and Regulations.

Ordinarily, a reinstatement may not be granted if the employee has been separated for more than four years from the date of resignation or retirement.

Former CUNY/Jurisdictional permanent employees with less than one year of service are **ineligible** for reinstatement.

CUNY/Jurisdictional permanent employees may not be eligible to be reinstated when a CUNY transfer roster has three (3) or more names on it. **Exception:** Former CUNY permanent employees who are requesting reinstatement at their former college.

A preferred list shall bar any reinstatement.

The College Human Resources Director should submit this **Request for Reinstatement** form together with the above mentioned required documents to Civil Service Support (Classified.Centex@cuny.edu) at least two (2) weeks prior to the proposed effective date for reinstatement. (See the above TERMS AND CONDITIONS.)

REQUEST FOR REINSTATEMENT (From *Resignation or Retirement*)

GENERAL INFORMATION (To Be Completed By Applicant)			
College Name			
Last Name	First Name	Middle Name	
Street Address	City	State	Zip
Email Address		Telephone Number	
Employee ID Number	Social Security Number	Date of Birth	
Requested Title			

SECTION 1A: FORMER CIVIL SERVICE (C.S.) STATUS (To Be Completed By Applicant)			
CUNY College (If None, select "N/A")			
C.S. Jurisdiction (e.g. CUNY, City of New York)	C.S. Title (If your title is not listed, type the title name into the box above)	Level (if any)	
Last Annual Salary	Date Appointed from C.S. List	Actual Permanent Time Served in Title: (Do <u>NOT</u> include time off payroll or provisional service when entering years and months.)	
		Years	Months
Immediate Supervisor's Name		Supervisor's Telephone Number	
Date Resigned	Or: Date Retired	If <u>Retired</u> , was it under a special Retirement Incentive Plan: (If Yes, you <u>may not</u> be eligible for reinstatement.)	
		Yes	No

SECTION 1B: OTHER ELIGIBLE C.S. POSITION (To Be Completed By Applicant)			
State below any permanent position you held, other than that listed in Section 1A above , which can be counted towards meeting your eligibility time requirement for reinstatement:			
CUNY College (If None, select "N/A")			
C.S. Jurisdiction: (e.g. CUNY, City of New York)	C.S. Title (If your title is not listed, type the title name into the box above)	Level (if any)	
Last Annual Salary	Date Appointed from C.S. List	Actual Permanent Time Served in Title: (Do <u>NOT</u> include time off payroll or provisional service when entering years and months.)	
		Years	Months
Immediate Supervisor's Name		Supervisor's Telephone Number	
Date Resigned	Or: Date Retired		

SECTION 1C: REINSTATEMENT REQUEST
(To Be Completed By Applicant)

I hereby request to be reinstated. I understand that this application does not confer upon me the right to reinstatement and that such reinstatement, if granted, is subject to the terms and conditions contained on this form. I have read, understand, and agree to the terms and conditions of this reinstatement as set forth on all sides of this form and all CUNY Rules and Regulations governing reinstatement.

Signature of Applicant

Date

SECTION 2A: REINSTATEMENT STATUS
(To Be Completed By College)

A Request for Reinstatement from a former employee who resigned/retired under honorable circumstances was received:

____ **Within one (1) year** of the date of separation: [Former employee's previous (Prev) status should be reported]

Prev. C.S. Title (If the title is not listed, type the title name into the box above)

Level (if applicable)

Prev. Salary

Prev. Annual Leave Accrual Rate

Probationary Period: ____ One (1) year **OR**

Other Probationary Period (per Rules & Regulations)

____ Accrued sick leave days being **re-credited** to a former permanent *CUNY employee*:

Refer to PPB #13-90, pg. 23. You must attach supporting documentation.

of Re-Credited Sick Days

____ Accrued sick leave days being **advanced** to a former permanent *employee from a different jurisdiction*:

Refer to PPB #13-90, page 21.

of Advanced Sick Days

____ **After one (1) year but less than (4) years** of the date of separation: [Considered a New Hire (NH)]

C.S. Title (If the title is not listed, type the title name into the box above)

Level (if applicable)

NH Salary

NH Annual Leave Accrual Rate

Probationary Period: ____ One (1) year **OR**

Other Probationary Period (per Rules & Regulations)

SECTION 2B: CERTIFICATION OF COLLEGE HUMAN RESOURCES DIRECTOR (HRD)
(To Be Completed By College)

I have verified with the former employer(s) listed in Sections **1A** and **1B** above that the data supplied by the applicant are accurate and true. In addition, the former employer(s) have confirmed that the proposed person was separated from the above-mentioned position(s) for reasons other than fault or delinquency on his/her part.

Signature of College Human Resources Director (HRD)

Date