



READ ALL ABOUT US!

RULE 12: RESIGNATIONS AND REINSTATEMENTS (RE-EMPLOYMENT)

DID YOU KNOW that any employee who was hired into a classified position, attained permanent status, and resigned with a satisfactory record of service may apply to his or her employing department to be placed on a re-employment list. There are some benefits that go along with requesting re-employment. For example, if the position for which an individual is requesting re-employment is a competitive position, the individual would not be required to take an examination. Additionally, the individual's name would automatically be certified to the department wishing to fill the vacant position. So, what steps must an individual follow to have their name placed on a re-employment list?

Former Civilian Employees:

1. The former employee must write a letter to the Department for which he/she held a permanent position and request that the department director endorse his/her request for re-employment. The letter should also contain an address and telephone number for contact purposes. If the department director has changed, requests for re-employment would still be directed to the employing department for which the individual held permanent status.
2. If the director of the employing department endorses the request, said director **may** submit the re-employment request along with his/her written endorsement to the Civil Service Board. If the Director chooses not to endorse the request, the former employee would have to seek employment via the normal hiring process.
3. Upon receipt of the two documents, the Executive Secretary will send a letter to the Director and the former employee notifying them of the date, time, and location the Board would consider the request. It is important that the petitioners are present at the meeting to answer any questions that the Board may ask regarding the re-employment request. If the request is approved by the Civil Service Board, the Director of Employee Relations shall certify the former employee's name together with other names certified under Rule 8 whenever there is an existing eligible register for the position of which the former employee wishes to be re-employed.

4. Whenever the job announcement is posted, the former employee will be required to complete an application and submit it to the Employment Office prior to the closing date for that recruitment.

Please note that requests for re-employment do not guarantee employment for several reasons. Although the former employee's name is certified to the employing department, this does not mean that the individual would be selected for an interview. Secondly, if selected for an interview, the former employee would have to rank in an employment selection band higher than a City employee since they have preference over non-City employees. Lastly, eligibility for re-employment is limited to two years following approval by the Civil Service Board.

Former Fire and Police Employees (Sworn):

Former sworn employees of the Fire and Police Departments requesting to be re-employed will follow the provisions outlined in their prospective bargaining union agreements. While the Civil Service Board does not have jurisdiction to consider re-employment requests for sworn individuals, there is a provision of Rule 12, Section 12.4, which applies to re-employed sworn individuals who wish to take an upcoming promotional examination, but do not have enough time-in-grade to become eligible. What requirements must be met by the rehired employee?

1. Must have completed the required full probationary period as outlined in Civil Service Rule 9.
2. Must submit letter to the Civil Service Board requesting permission to utilize previous seniority credit for the purpose of meeting the time-in-grade requirement necessary for taking a promotional examination prior to the closing of the recruitment process.
3. Must be present at the meeting when this matter is discussed to answer any questions the Board may ask.
4. Must submit copy of Civil Service Board's approval document along with application for eligibility purposes. Without this document, the Employment Office will not accept your application.

Please note that this privilege is only for purposes of sitting for the exam ONLY; no credit will be given for service rendered prior to reappointment. The Civil Service Board shall only grant previous seniority credit for the purpose of meeting the time-in-grade requirement necessary for taking a promotional examination; therefore, the granting of such previous seniority credit shall not be used for augmenting the examination score or any other scores.

FOR QUESTIONS OR COMMENTS: E-MAIL (DLaurent@ci.miami.fl.us) or TELEPHONE: (305) 416-2020.



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