

## REQUEST FOR REINSTATEMENT

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 Personnel Director must be willing to reinstate the former permanent employee.
2. A reinstated person without continuous service is subject to: a new probationary period, (a portion of which may be waived as stated in CUNY's Personnel Rules and Regulations), investigation, medical or other qualifying tests or requirements as the University Human Resource Management Services Director may determine.
3. The **satisfactory completion** of L-1 Identity Solutions fingerprinting, plus a CUNY application form must be submitted with this form for a person reinstated without continuous service. Also, an eligibility determination 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 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 Personnel Director should submit this ***Request for Reinstatement*** form together with the above mentioned required documents to Civil Service Support at least two (2) weeks prior to the proposed effective date for reinstatement. (See the above TERMS AND CONDITIONS.)

# REQUEST FOR REINSTATEMENT

## 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 <b>Permanent</b> Time Served in Title: (Do <u>NOT</u> include time off payroll <u>or</u> provisional service when entering years and months.) <div style="display: flex; justify-content: flex-end; align-items: center;"> <div style="border-bottom: 1px solid black; width: 40px; margin-right: 5px;"></div> <div style="margin-right: 5px;">Years</div> <div style="border-bottom: 1px solid black; width: 40px; margin-right: 5px;"></div> <div style="margin-right: 5px;">Months</div> </div>	
Immediate Supervisor's Name		Supervisor's Telephone Number	
Or: <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 45%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>Date Resigned</span> <span>Date Retired</span> </div> </div> <div style="width: 50%;">             If <u>Retired</u>, was it under a special Retirement Incentive Plan:              (If Yes, you <u>may not</u> be eligible for reinstatement.)             <div style="display: flex; justify-content: flex-end; align-items: center;"> <div style="border-bottom: 1px solid black; width: 40px; margin-right: 5px;"></div> <div style="margin-right: 5px;">Yes</div> <div style="border-bottom: 1px solid black; width: 40px; margin-right: 5px;"></div> <div style="margin-right: 5px;">No</div> </div> </div> </div>			

## 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 <b>Permanent</b> Time Served in Title: (Do <u>NOT</u> include time off payroll <u>or</u> provisional service when entering years and months.) <div style="display: flex; justify-content: flex-end; align-items: center;"> <div style="border-bottom: 1px solid black; width: 40px; margin-right: 5px;"></div> <div style="margin-right: 5px;">Years</div> <div style="border-bottom: 1px solid black; width: 40px; margin-right: 5px;"></div> <div style="margin-right: 5px;">Months</div> </div>	
Immediate Supervisor's Name		Supervisor's Telephone Number	
Or: <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 45%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>Date Resigned</span> <span>Date Retired</span> </div> </div> <div style="width: 50%;"></div> </div>			

**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: FORMER STATUS**

(To Be Completed By College)

\_\_\_\_\_  
C.S. Title (If the title is not listed, type the title name into the box above)\_\_\_\_\_  
Level (if any)\_\_\_\_\_  
Salary Probationary Period: \_\_\_\_\_ One (1) Year \_\_\_\_\_ Other: \_\_\_\_\_**Is the break in service considered continuous CUNY Service?**\_\_\_\_\_  
If **Yes**, the previous Annual Leave accrual rate: \_\_\_\_\_  
Yes\_\_\_\_\_  
If **No**, reinstated as a new hire with the new hire rate as follows: \_\_\_\_\_  
No Level (if applicable) Salary\_\_\_\_\_  
The applicant is a former permanent CUNY employee whose reinstatement would occur within one year of separation. The number of accrued sick leave days that are being **re-credited**:**Refer to PPB #13-90, pg. 23. You must attach supporting documentation.**\_\_\_\_\_  
Number of Re-Credited Sick Days\_\_\_\_\_  
The applicant is a former permanent employee **from a different jurisdiction** whose reinstatement would occur within one year of separation. The number of accrued sick leave days that are being **advanced**:**Refer to PPB #13-90, page 21.**\_\_\_\_\_  
Number of Advanced Sick Days**SECTION 2B: CERTIFICATION OF COLLEGE HUMAN RESOURCES PERSONNEL DIRECTOR**

(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 Personnel Director\_\_\_\_\_  
Date