



ADMINISTRATIVE MANUAL

Section

**FILLING A POSITION – OTHER
THAN LIST OF ELIGIBLES**

Subject

**Restoration to an Eligible List -
Guidelines**

Restoration to An Eligible Guidelines

Individuals may request restoration to any eligible list for a CMI Service class to which they were previously appointed. Such restoration shall be to a CMI Service class, not to a specific position. Restoration to more than one eligible list at the same time may be made, provided the criteria are met.

References

Civil Services Rules 5.14 and 9

Personnel Department Policy 27

Administrative Manual, Sections:

20-26, Restoration to An Eligibles List — Procedure

60-12, Military Leave of Absence

CRITERIA

To be restored to an eligible list, an individual must have:

- completed a probationary period in the class, or
- resigned to avoid termination during the probationary period, and
- been separated from City service or reduced in rank without personal delinquency.

Note: An individual on a Reserve list is not "separated from City service" for the purpose of requesting restoration.

TIME LIMIT FOR FILING REQUEST

The request for restoration must be filed within three years from the individual's termination date from City service, except that:

- Individuals who resign in lieu of termination during probation, and who wish to be restored to an eligible list, must file the request within five calendar days from the last day on the payroll.

PLACEMENT ON ELIGIBLE LIST



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Individuals will be restored to the eligible list for the class title for which *they* were originally examined. Restoration will be made to the Promotional list, if a promotional examination has ever been held for that class. Otherwise, restoration will be made to the Open Competitive eligible list

Placement on the list will be placed on the individual's original score, minus military credits.

CONVERTED CLASSES

Once restored to an eligible list, individuals shall be eligible for certification to any class title to which the original class has been converted and, subsequently, shall be assignable to any of the converted titles.

DURATION

Restored names will remain on the eligible list for two years from the date the restoration is approved by the General Manager of the Personnel Department

EMPLOYMENT STATUS

An individual restored to a Promotional list may be appointed from that list even though not currently employed by the City.

PROBATIONARY PERIOD

An individual who has been restored to an eligible list and is regularly appointed from the list must serve a new probationary period.

MEDICAL APPROVAL

Individuals who seek restoration and are not currently employed by the City are to obtain medical approval by a Department physician.

Individuals who seek restoration to a Promotional list or who left City service for reasons of ill health or injury must also obtain medical approval by a Department physician



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before the restoration request is acted on by the General Manager of the Personnel Department.

For all others, medical approval will be required before appointment.

RESIGNATION IN LIEU OF TERMINATION

The supervisor must advise individuals who resign in lieu of termination during probation of their right to request restoration to an eligible list and that such request must be filed within five calendar days from the last day on the payroll (refer to sample letter, page 5).

A signed copy of the notification document is to be placed in the individual's Departmental personnel folder.

MILITARY SERVICE

Individuals whose names appeared on an Open Competitive eligible list and who entered into active duty with the armed forces of the United States prior to appointment from such list, may have their names restored or their eligibility period extended by the General Manager of the Personnel Department.

Restoration will be effective as of the date of release from active duty or the expiration date of the list, whichever is later, for a period equal to the time spent on active duty but not to exceed two years.

Requests for restoration may be made at any time after honorable release from active duty.

Time served on active duty is not included in the three-year limitation on separation from City service.

Suggested Format
Notification of the Right to Request
Restoration to the List of Eligibles Following
Resignation to Avoid Probationary Termination



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IN ACCORDANCE WITH CIVIL SERVICE RULE 5.14, YOU HAVE A RIGHT TO REQUEST RESTORATION TO THE LIST OF ELIGIBLES. YOUR SIGNED WRITTEN REQUEST FOR RESTORATION MUST BE FILED WITH THE PERSONNEL DEPARTMENT WITHIN FIVE (5) DAYS, INCLUDING SATURDAY, SUNDAY, OR HOLIDAYS, FROM THE LAST DAY ON THE PAYROLL.

I have read and understand my rights to request restoration to the list of eligibles.

Employee's signature

Date

I have informed the employee of his/her rights by telephone on _____
Date
and/or have mailed a copy to the last known address on _____

Employee's signature

Date