



Human Resources Division

REINSTATEMENT REQUEST FORM

In accordance with **Personnel Commission Rule 60.200.3 – Restorations**, a former permanent employee who resigned in good standing may be reinstated to a vacant position in their former classification and status within thirty-nine (39) months of the last date of paid service. Reemployment in a lower-related classification or limited-term position may also be considered if qualified. Reinstatement actions are discretionary and subject to approval by the Personnel Commission.

SECTION 1: EMPLOYEE INFORMATION	
FULL NAME: (LAST, FIRST, MIDDLE)	
FORMER JOB TITLE/CLASSIFICATION:	LAST DATE OF PAID SERVICE:
PHONE NUMBER:	EMAIL:
SECTION 2: REINSTATEMENT REQUEST	
REQUESTED CLASSIFICATION/POSITION:	
TYPE OF REINSTATEMENT REQUESTED: ☐ Former Classification/Status ☐ Lower-Related Classification (if qualified) ☐ Limited-Term Position within the same or lower classification	
REASON FOR REINSTATEMENT: _____	
SECTION 3: ELIGIBILITY CONFIRMATION	
☐ I resigned in good standing. ☐ My request is within thirty-nine (39) month of my last date of paid service. ☐ I understand that approval is discretionary and subject to Personnel Commission review.	
SECTION 4: EMPLOYEE SIGNATURE	
I certify that that information is accurate to the best of my knowledge. I understand that reinstatement is not guaranteed and is subject to Personnel Commission approval.	
Signature _____	Date _____
SECTION 5: CLASSIFIED PERSONNEL OFFICE USE ONLY	
Eligible for reinstatement under PC Rule 60.200.3: ☐ Yes ☐ No Date: _____	
Notes/Comments: _____	
Classification/Position Assigned: _____	
Reviewed By: _____	Signature: _____

Updated 11.14.25