



**REQUEST FOR REINSTATEMENT**

Rule X, Section 8 of the City Service Rules allows individuals who resigned or took a voluntary demotion, and were in good standing with their department, to request reinstatement. Requests must be approved by the department to which the former employee wants to be reinstated. Requests made more than three years from the date of separation must also be approved by the City Service Commission. An employee may only be appointed by reinstatement twice.

Applicants for reinstatement must submit this form and a Reinstatement Request Application to the Department of Employee Relations. Both documents are required in order to be considered for reinstatement.

Applicants are notified when a request is approved or denied. If approved, and the position previously held is currently vacant with an intent by the department to fill it, the individual has rights to that position. If an appropriate vacancy does not exist, the individual's name is placed on a reinstatement list for that title, and sent notices for interviews as other vacancies occur. Reinstatement lists are active for two years, but may be extended by the City Service Commission. Candidates being considered for placement via reinstatement will be subject to a conviction record review and satisfactory completion of a pre-placement testing, if required.

At the time of reappointment, the individual shall receive salary, service credit towards benefits, and job class seniority. Job class seniority is determined by City Service Rules. *The CSC policy on reinstatement does not address employee's ERS contributions or benefits. Employees who are reinstated must contact the Employees' Retirement System directly in regard to their pension contributions or benefits.*

| Benefits Restored Upon Reinstatement      |   |
|---|---|
| Salary                                    | Same salary as at time of resignation or to the minimum of the pay range, whichever is greater. |
| Service Credit Toward Vacation Accrual    | Service credit is adjusted to reflect the absence from service.                                 |
| Service Credit Toward Job Class Seniority | Job class seniority is adjusted to reflect the absence from service.                            |
| Sick Leave Balance                        | Restored to balance at time of resignation.   |

**WHEN REQUESTING REINSTATEMENT, YOU MUST PROVIDE THE FOLLOWING INFORMATION (type or print legibly):**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Employee ID:** \_\_\_\_\_ **Date of Separation from Service:** \_\_\_\_\_

**Reinstatement to which Department & Division:** \_\_\_\_\_

**Reinstatement to which Job Title:** \_\_\_\_\_

**Department & Division Where Last Employed:** \_\_\_\_\_

*I have read and understand the information above. I am requesting that my name be placed on the reinstatement list for the Job Title listed above.*

**Signature**

**Date**

**YOU MUST ATTACH A COMPLETED REINSTATEMENT APPLICATION TO THIS REQUEST  
ALL REINSTATEMENT REQUESTS MUST BE SENT TO [DERcertification@Milwaukee.gov](mailto:DERcertification@Milwaukee.gov).**