



## City of Phoenix

### Reinstatement Information

If you are a former city employee and left City employment in good standing, you may request reinstatement to any former positions in which you were a full time regular employee. Completion of a probationary period is not required for eligibility.

If you are a current city employee, you may request reinstatement to any former positions that are at a higher salary range than your current position. You must have served in that position as a full time regular employee and left the position in good standing. Completion of a probationary period is not required for eligibility.

#### **In order for your request to be approved, the following criteria must be met:**



You are or have previously been in a regular, full-time certified position with the City of Phoenix.

You left in good standing the position for which you are applying for reinstatement.

If you have left city employment, you must apply for reinstatement within 2 years of your termination date.

#### Helpful Information



Reinstatement requests will be processed within five business days and you will be notified of the results by email.

Applicants are certified to reinstatement eligible lists for two-year periods.

Certification to an eligible list does not guarantee you will be interviewed or selected. The City maintains full list certification, which means candidates may be selected from anywhere on the list (with the exception of eligible lists for public safety promotional positions).

**NOTICE:** Under the City of Phoenix Personnel Rules, employees who have resigned in good standing from City employment and have withdrawn their contribution to the Retirement System must agree to put their money back into the system if they request reinstatement and are rehired **within the ninety-day period following their resignation**. If your request for reinstatement falls within these limits and you agree to these conditions, you will have to opportunity to state so during the reinstatement application process. If you do not agree to the terms in this agreement, you must wait ninety days after the effective date of your separation before submitting a request for reinstatement.

#### **How to Apply for a Reinstatement:**

Applicants that have access to eCHRIS Self Service should log in and go to Main Menu > Recruitment Activities > Careers > then click on the link titled Reinstatement. Applicants who no longer have eCHRIS access should apply at [phoenix.gov/hr/current-jobs](http://phoenix.gov/hr/current-jobs), answer the question about being a current city employee (No), then when the job list comes up, click on the title Reinstatement.

While applying online you will either attach your resume, or if you don't have a resume, enter in the required job history information. This information is made available online to hiring managers. They will review these resumes online to determine whom they will interview. You **must** also respond to the reinstatement questions. Failure to do so may result in the delay or denial of your request. If you need assistance applying, please contact our HR Center at 602-262-6608.