

# EMPLOYMENT REGISTERS

Employee Advisory Committee (EAC)

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Note: The following slides provide an overview of the Statute, Rules and Procedures surrounding Employment Registers. Questions regarding specific or individual circumstances should be directed to the local Human Resources Office or to the State Universities Civil Service System Office.

# Types of Registers

- Reemployment Register
- Promotional Register
- Original Entry Register (OE)

# Reemployment Register

- Reemployment Registers are established by employer
- Reemployment Registers are created by classification
- Reemployment Registers contain the names of Status employees who have been laid off through a reduction in force; the employees are listed in order of seniority earned
- There is a 'second' Reemployment Register for each Lesser Unit

# Reemployment Register Features

- In usual circumstances an employee must be appointed from a Reemployment Register, there is no 'competing' for a vacancy.
- The candidate may turn down a total of three employment opportunities prior to being removed from the Reemployment Register

# Promotional Register

- Promotional registers are created by classification
- Promotional Registers are by Employer
- To be listed on the Promotional Register an employee must be a Status employee in the designated Promotional line as defined by the System Office (In some instances promotional lines may be different for some employers.)
- Employees are listed on the Promotional Register by:
  - Employees Restored to the Register are listed by Service in the classification
  - Examination scores

# Features of Promotional Register

- Regardless of actual numeric score obtained, passing Promotional Register scores are 'automatically' higher than Original Entry scores.
- Veterans Preference points are not allotted to Promotional Scores

# Original Entry Register/Features

- Original Entry Registers are established by classification
- Original Entry Registers are established by Employer
- When applicable, Veterans Preference points are allotted (3, 5, 10 points)
- Applicants are listed on the Original Entry Register by:
  - Employees Restored to the Original Entry Register are listed by Service in the classification
  - Examination scores

# Employment Register Example

- Employee A, Accountant I, Seniority 4 years
- Employee B, Accountant I, Seniority 2 years
- Employee C, Building Service Worker, Seniority 6 years
- Applicant D, works outside of the university/agency

- Accountant II Examination Scores

- Employee A	81
- Employee B	98
- Employee C	92
- Applicant D	96

- The Accountant II Register order:

Employee B (Promo)  
Employee A (Promo)  
Applicant D (OE)  
Employee C (OE)

In this example Employee B, A and Applicant D would be referred for interview.

# Mandatory Removal of Names from Promotional or Original Entry Register

- Certification from register to Status Position
- Refusal to accept three offers without reasonable cause
- Proof that person lacks the required qualifications for the position or proof that the applicant fails to pass a physical examination or other disqualification characteristics such as use of narcotics, etc. (Section 250.50(c))

# Mandatory Removal of Names from Promotional or Original Entry Register

- Request from applicant to be removed
- Death
- Resignation from status position (Reemployment and Promo)

## Permissive Removal of Names (Promotional/OE Registers)

- Failure to report to work after accepting a status or temporary appointment
- Leaving the service of any employer by an employee with a status appointment
- Failure to reply within 7 calendar days to an offer of a status or temp position
- Notice by Postal authorities of their inability to locate applicant
- Three failures to appear for an interview

# Restored to Employment Register

- Employees laid off during a probationary period shall be returned to the Register from which they were certified. Credit will be given for total service as of date of layoff
- Name of current employee who has previously been employed in the class
- Former Status employee who resigned due to pregnancy, may be Restored within six months following resignation
- Former Status employee who (separated in good standing) requests Restoral within 6 months of resignation
- Note:
  - There is no 'Restoral Register' instead the employee is returned to the register (Original Entry, Promotional) from which the employee was hired. The employee is placed on the register by service time not exam score and therefore will be listed 'above' other applicants.

# Restoral to Promotional Register

- Example:

Employee A has been a Secretary III for 3 years.

The employee was certified and hired in a new department as a Secretary IV.

After 3 months in the Secretary IV position the employee was laid off.

Therefore, Employee A will be allowed to exercise seniority rights to the least senior Secretary III and/or least senior Secretary II. The employee will be 'restored' to the Promotional Register with 3-months service credit.

# Additional Issues

- An applicant's highest score is listed on the appropriate register
- Applicants are permitted to be on an unlimited number of employment registers
- The same testing instruments are used for both Promotional and Original Entry examinations
- If within one year of expiration of disability benefits, a 'former' employee may request that the Executive Director reinstate the employee to the Reemployment register to the class from which the employee separated