

## **REINSTATEMENTS/RESTORATION TO ELIGIBLE LISTS FOR TESTING POSITIONS**

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### **SUMMARY**

This procedure explains how former County employees who have not retired from County service may be reinstated or restored to appropriate eligible lists for tested positions.

### **PROCEDURE**

#### Reinstatements

1. A former employee that resigned in good standing may be reinstated to any appropriate entry-level eligible list for tested positions providing the employee makes a written request to the Human Resources Department Director within 2 years of separation from the County.
2. A former employee must have attained permanent status in the class for which the former employee is requesting reinstatement. An eligible employee will remain on the active list for 1 year from the date of reinstatement.
3. A former employee cannot be reinstated to promotional eligible list. Former employees will be reinstated to the entry level classification in the same job classification series.
4. If no list exists at the time of the request, the request will be denied and the former employee will be notified to reapply for the entry-level position during the next recruitment.
5. Reinstatements apply to entry-level, tested positions only.
6. Being reinstated to an eligible does not guarantee employment with Miami-Dade County. All hiring decisions are at the sole discretion of the hiring department.

#### Restorations

1. A former employee who did not gain permanent status and resigned in good standing in probationary status may request to be restored to the eligible list from which they were appointed provided that list has not expired.
2. The former employee's name will appear on the list as if the name had never been removed and will expire on the date the list was originally due to expire.
3. Being restored to an active eligible does not guarantee employment with Miami-Dade County. All hiring decisions are at the sole discretion of the hiring department.

### **CONTACT(S):**

#### **Department/Division**

Human Resources Department/Recruitment, Testing, and Career Development

### **REFERENCE DOCUMENT(S):**

Personnel Rules for the Classified Service  
Implementing Order 7-44