

Strictly Classified



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Return to Former Class

Definition:

A **Return to Former Class** is the reappointment of a regular employee to a position in their former class.

Eligibility Criteria:

An employee who has obtained permanent status in their former job classification shall be eligible to request a return to former class provided that they submit the request within 39 months from the date the employee last served in a regular assignment in the former class.

Renewing a Request:

Requests for a return to a former class shall be valid for 39 months from the date the employee ended their latest assignment in the former class.

How it Works:

Requests for a return to former class are maintained by the Personnel Commission Office. The names of employees with approved requests shall be certified to the appointing authority along with names on the applicable eligibility and/or other employment lists as vacancies occur. The appointing authority does not have an obligation to prefer a return to former class request to other means of filling a vacancy.

For more information, click on the link below:

[Pers. Commission Rule 745, VOLUNTARY DEMOTION OR REDUCTION IN ASSIGNED TIME](#)