

## Background

The City of Columbus strives to be an employer of choice through the implementation of effective recruitment and retention processes which include such things as ensuring there are efficient, inclusive mechanisms by which current and former employees can be considered for employment in a classification in which they previously and successfully served without redundant testing requirements. Once such mechanism, currently authorized by the Columbus City Charter, is the opportunity to reinstate to an eligible list for a classification to which they were previously appointed. While such a reinstatement does not result in an employee's guaranteed appointment to a position in the class, it does provide appointing authorities the opportunity to consider the former class incumbent without diminishing his/her pool of other certified eligibles from which to make a hiring selection.

## Issue Overview

Currently, Section 149(k) of the Charter requires that "The commission shall prescribe, amend and enforce rules for the classified service...The rules shall provide...for reinstatement on the eligible list within one year of persons who, without fault or delinquency on their part, are separated from the service or reduced in rank..." In May of 2007, in an effort to enhance employee retention and eliminate any potential artificial barriers to re-employment, the Commission amended Rule VIII(C)(1) to allow individuals who have left City employment to request reinstatement to an applicable eligible list within three (versus one) years from the date of separation. Our recent review of Charter provisions applicable specifically to the Commission revealed this potential discrepancy with the Rules in the permitted reinstatement period. Commission management, in collaboration with the Columbus City Attorney's Office, believe it necessary to have the Charter and Commission Rule in sync on this matter.

## Conclusion

Although potentially contrary to existing Charter language, for the past seven years, the Commission has afforded employees the opportunity to reinstate to (no new testing required) and remain on an eligible list for a job classification to which they were previously appointed up to three years following their separation from City employment. This practice has resulted in the inclusion of additional candidates with a City work history from which appointing authorities can consider and make hiring decisions. Because this practice has proven to be beneficial to the City and employees, Commission management is recommending a change to Charter language allowing reinstatement to an eligible list within three years of termination from City employment.

Current Charter Provision

**Sec. 149. Rules.**

The commission shall prescribe, amend and enforce rules for the classified service, shall keep minutes of its proceedings and records of its examinations and shall make investigations concerning the enforcement and effect of the civil service provisions and of the rules thereunder. It shall make an annual report to the Mayor. The rules shall provide:

- (k) For transfer from a position to a similar position in the same class and grade and for reinstatement on the eligible list within one year of persons who, without fault or delinquency on their part, are separated from the service or reduced in rank.

Proposed Charter Provision

**Sec. 149. Rules.**

The commission shall prescribe, amend and enforce rules for the classified service, shall keep minutes of its proceedings and records of its examinations and shall make investigations concerning the enforcement and effect of the civil service provisions and of the rules thereunder. It shall make an annual report to the Mayor. The rules shall provide:

- (k) For transfer from a position to a similar position in the same class and grade and for reinstatement on the eligible list within ~~one~~ three years of persons who, without fault or delinquency on their part, are separated from the service or reduced in rank.