

APPENDIX I: Exception to 6.5(c) Form – Re-employment Eligibility

Civil Service Rule 6.5(c) allows a classified appointee to be rehired at any rate within the assigned pay schedule, not exceeding the appointee’s highest rate earned while serving in a classified position with permanent status. The rule specifies that to be eligible, the appointee must have had a break in service of no less than thirty (30) days.

An appointing authority may request an exception to 6.5(c) from the State Civil Service Director. This exception would allow an agency to use this rule to re-hire a classified appointee without a 30-day break in service at any rate within the assigned pay schedule, not exceeding the appointee’s highest rate earned while serving in a classified position with permanent status.

REQUEST INFORMATION			
REQUEST DATE	AGENCY NAME		PERSONNEL AREA CODE
EMPLOYEE NAME		EMPLOYEE PERSONNEL NUMBER	
PROPOSED JOB INFORMATION			
PROPOSED JOB TITLE	PAY LEVEL	POSITION NUMBER	
EFFECTIVE DATE		PROPOSED HOURLY RATE	
PREVIOUS JOB INFORMATION			
AGENCY NAME		PERSONNEL AREA CODE	
PREVIOUS JOB TITLE	PAY LEVEL	POSITION NUMBER	SALARY RATE

AGENCY’S JUSTIFICATION FOR REQUEST
Justification For Exception: (i.e., additional background information on employee)

AGENCY CONTACT INFORMATION	
Signature of Appointing Authority or Designee	Date
Name of Appointing Authority or Designee	Title of Signee
Human Resources Contact Information: Name, Email, and Phone Number (including area code)	

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Signature of State Civil Service Director or Director's Designee	Approval Date
SCS Comments	