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SECTION A: EMPLOYEE INFORMATION

1. Employee Name 2. CEA Position Title 3. Date Calculated

4. Did the employee have permanent civil service status at the time of their CEA appointment [Government Code (GC) section 19889.4]? Yes No

If Yes, continue and complete the remainder of the worksheet. If No, the employee does not have any reinstatement rights. Proceed to Sections J and K to apply GC section(s) 18993 and/or 19889.4(c), if applicable.

Note: If the employee previously gained permanent civil service status but had a break in service as defined in CCR 446 and CCR 6.4, the employee has permissive reinstatement rights under GC 19140. It is not necessary to complete the remainder of the worksheet.

SECTION B: FORMER POSITION INFORMATION - CCR 548.150

The definition of "former position" as it applies to terminating CEAs is the last position an employee held as a probationer or permanent employee or a position that is at least the same level and to which the appointing power could have transferred the employee.

5. Former position class title/class code 6. Appointing power of former position

7. Current maximum salary of former position

8. Salary two (2) steps higher than the maximum salary of the former position

Note: Two steps higher is computed by taking the maximum salary of the former position and multiplying it by 1.05, rounding it off, and by multiplying that by 1.05 again.

SECTION C: CURRENT CEA INFORMATION

9. Type of CEA from which being terminated (Check applicable box and fill in level or class title)

7500 CEA Level:

Comma CEA* Title:

*This worksheet does not apply if the employee was appointed permanently to the Comma CEA.

10. Appointing power terminating CEA appointment

11. Maximum salary of CEA level or Comma CEA from which being terminated

12. Salary level two (2) steps lower than the CEA level or Comma CEA from which being terminated

Note: Two steps lower is computed by taking the maximum salary of the CEA level or CEA class and dividing it by 1.05, rounding it off, and by dividing that by 1.05 again.

SECTION D: INFORMATION FOR CALCULATING IMPROVED REINSTATEMENT RIGHTS

13. Total years of state service

Note: Once you identify at least 10 years of state service, you do not need to identify or locate additional state service since 10 years is all that is needed to afford the maximum improved reinstatement rights. "State service" includes both exempt and civil service time.

14. Total consecutive years of CEA service under a single appointing power that occurred entirely within six years of the effective date of the CEA termination

Note: Exempt service between two periods of CEA services does not break consecutive CEA service.

15. Lowest level CEA served during the most recent three consecutive year qualifying period

16. Maximum salary of the lowest CEA level used to meet the three consecutive year qualifying period (see #15)

17. Salary level two (2) steps lower than the salary of the lowest CEA level used to meet the three consecutive year qualifying period (see #16)

Note: Two steps lower is computed by taking the maximum salary of the lowest CEA level and dividing it by 1.05, rounding it off, and by dividing that by 1.05 again.

SECTION E: MANDATORY REINSTATEMENT - CCR 548.151

Requires that an employee terminated from a CEA shall be reinstated to their former position unless the employee elects to be appointed to another position, offered by the appointing power, for which they are eligible.

18. Appointing power of former position (#6) 19. Former position class title/class code (#5)

20. Max salary of former position 21. 90-day red circle rate salary* 22. Red circle rate expires

**Red circle rate is 5% below the rate last received in the CEA position (refer to CCR 599.993).*

Note: Process A03 transaction for reinstatement.

SECTION F: IMPROVED MANDATORY REINSTATEMENT - CCR 548.153

Requires the employee have at least 10 years of state service that includes three consecutive years of CEA service under a single appointing authority that occurred entirely within six years of the current CEA termination. This mandatory right applies only to the department where the three consecutive years of CEA were served.

23. List classes within the appointing power that have a maximum salary that is:
The same as or lower than the salary two steps lower than the lowest CEA level used to meet the three year requirement (#17) **AND**
Above the salary of the former position (#7)

Note: The maximum salary must be the same as or lower than the salary two steps lower than the CEA level from which being terminated. (#12)

SECTION G: IMPROVED MANDATORY REINSTATEMENT CONTINUED - CCR 548.153

The classes must be limited to those meeting the above salary criteria and (1) the employee's CEA experience and prior employment history would reasonably predict successful performance in the class; and (2) the employee possesses any licenses and certificates required by law.

[Empty text box]

24. List classes identified in #23 that have vacant positions and offer at least one of the vacant positions to the employee.

[Empty text box]

25. Did the employee accept a reinstatement to one of the vacant positions listed in #24? Yes No

Class: [Empty text box] Salary*: [Empty text box]

**See #21 and #22 for red circle salary rate information.*

Note: If the answer to #25 is No, the employee relinquishes all rights to reinstatement under this rule and they are reinstated to their former position.

26. If there are no vacant positions in the classes listed under #23 or in any classes that are higher than the class to which the employee was reinstated, the employee's name must be placed on the appropriate departmental reemployment lists. The employee's name was placed on the following departmental reemployment lists:

[Empty text box]

SECTION H: IMPROVED PERMISSIVE REINSTATEMENT - CCR 548.152(2)

Requires the employee have at least five years of state service that includes three years of CEA service. An offer of reinstatement under this rule is at the discretion of the appointing power. This regulation applies to any state department.

27. List classes used by the appointing power where the CEA is being terminated that have a maximum salary that is:

The same as or lower than the salary two steps lower than the CEA from which being terminated (#12)

[Empty text box]

AND

Above the salary of the former position (#7)

[Empty text box]

[Empty text box]

28. List classes identified in #27 that have vacant positions:

[Empty text box]

29. Was the employee offered and did they accept one of the vacant positions listed in #28 within four years of the date the CEA was terminated? Yes No

Class: [Empty text box] Salary: [Empty text box]

Note: Process A02 transaction for reinstatement with CCR 548.152 in item 215.

30. Is a new probationary period required? Yes No

SECTION I: IMPROVED PERMISSIVE REINSTATEMENT - CCR 548.152(1)

Requires the employee to have at least five years of state service that includes at least one year but less than three years of CEA service. An offer of reinstatement under this regulation is at the discretion of the appointing power. This regulation applies to any state department.

Note: If the employee has five years or more of state service and three years or more of CEA service, they have the higher improved rights under 548.152(2) above and you do not need to complete this section.

31. List classes used by the appointing power where the CEA is being terminated that have a maximum salary that is:

The same as or lower than the salary two steps above former position (#8) **BUT**
Must be less than the salary two steps lower than the CEA level from which being terminated (#12)

32. List classes identified in #31 that have vacant positions:

33. Was the employee offered and did they accept one of the vacant positions listed in #32 within four years of the date the CEA was terminated? Yes No

Class: Salary:

Note: Process A02 transaction for reinstatement with CCR 548.152 in item 215.

34. Is a new probationary period required? Yes No

SECTION J: NO REINSTATEMENT RIGHTS - GOVERNMENT CODE SECTION 18993

Provides a legislative or exempt employee who is appointed to a CEA pursuant to GC Section 18990 or 18992 to compete in their appointing power's promotional examinations, while in the CEA position, for classes in which they meet the minimum qualifications.

When the CEA position is terminated, it also provides an employee to request a deferred promotional examination for any promotional eligible list that their appointing power has in existence at the time of the CEA termination and for which they meet the minimum qualifications. The employee's request must be made within 10 days after the effective date of the termination and the department must administer the examination within 30 days of the date of the request.

35. Was the employee appointed to the CEA position pursuant to GC section 18990 or 18992 by meeting the requirement of serving two or more consecutive years in a legislative or exempt position? Yes No

36. If Yes, list classes that have established promotional lists in existence within the department and/or list only those classes that the employee has requested for examination and meets the minimum qualifications:

Note: GC section 18993 is not applicable to persons who were appointed to a CEA pursuant to GC section 18891 (former member of the military, etc.).

SECTION K: NO REINSTATEMENT RIGHTS - GOVERNMENT CODE SECTION 19889.4(c)

Provides an employee, who at the time of their appointment to a CEA was from outside civil service, request a deferred examination for any open eligible list that their appointing power or the department has in existence at the time of the termination of the CEA and for which they meet the minimum qualifications. The employee's request must be made within 10 days after the effective date of the termination and the department must administer the examination within 30 days of the date of the request.

37. Was the employee appointed to the CEA position from outside civil service? Yes No

38. If Yes, list classes that have established open lists in existence within the department and/or list only those classes that the employee has requested for examination and meets the minimum qualifications:

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