

CEA Return Rights Sample Letter D – *Improved Permissive Reinstatement*

Select the applicable box number as it pertains the employee and include the corresponding paragraph in the termination letter.

☐ 2a.) Doesn't meet the 5 years of state service or 1 year of CEA service requirement	The improved reinstatement eligibility provided in this regulation does not apply to you since you do not have the required <i><FIVE YEARS OF STATE SERVICE and/or ONE YEAR OF CEA SERVICE></i> .
☐ 2b.) 5 years of state service and 1 year or more but less than 3 years of CEA service	Under the provisions of this regulation, since you have at least one year but less than three years of CEA service, you may be reinstated to a vacant position at the discretion of any appointing power to a class that is no more than two salary steps higher than your former position of <i><FORMER CLASSIFICATION></i> , provided that the class is at least two steps lower than the CEA level from which you are being terminated. Two steps lower than your CEA level is <i><\$X,XXX></i> . Two steps higher than your former position is <i><\$X,XXX></i> . Therefore, the classes for which you may seek reinstatement under the provisions of this regulation must have a maximum salary of <i><\$X,XXX></i> or lower. You retain this opportunity for reinstatement to classes at this level for a period of four years after the date of the termination of your CEA position. It is your responsibility to identify and pursue opportunities under this regulation.
☐ 2c.) 5 years of state service and 1 year or more but less than 3 years of CEA service, but the maximum salary of former position is the same as or higher than two steps lower than the CEA level being terminated	Although you meet the eligibility requirements of five years State service and one year or more but less than three years of CEA service, there are no classes to which you can be reinstated that meet the requirement of no more than two salary steps higher than your former position of <i><FORMER CLASSIFICATION></i> and two steps lower than the CEA level from which you are being terminated. Your former position has a maximum salary of <i><\$X,XXX></i> , which is higher than two steps lower than the maximum salary of the <i><CEA TITLE/LEVEL></i> of <i><\$X,XXX></i> . Therefore, your only mandatory right of return is to your former position of <i><FORMER CLASSIFICATION></i> at the <i><DEPARTMENT NAME></i> .
☐ 2d.) 5 years of state service including 3 or more years of CEA service	Under the provisions of this regulation, since you have more than three years of CEA service, you may be reinstated to a vacant position at the discretion of any appointing power to a class that is at least two steps lower in salary than the CEA level from which you are being terminated, <i><CEA TITLE/LEVEL></i> . The maximum salary of your CEA level is <i><\$X,XXX></i> . Two steps lower is <i><\$X,XXX></i> . You retain this opportunity for reinstatement to classes at this level for a period of four years after your CEA termination date. It is your responsibility to identify and pursue opportunities under this regulation.
☐ 2e.) 5 years of state service including 3 or more years of CEA service, but the maximum salary of the employee's former position is the same as or higher than two steps lower than the CEA level being terminated	Although you meet the eligibility requirements of five years State service including three or more years of CEA service, there are no classes to which you can be reinstated that meet the requirement of at least two steps lower than your CEA position of <i><CEA TITLE/LEVEL></i> and above your former position of <i><FORMER CLASSIFICATION></i> . Your former position has a maximum salary of <i><\$X,XXX></i> , which is higher than two steps lower than the maximum salary of your CEA level of <i><\$X,XXX></i> . Therefore, your only mandatory right of return is to your former position of <i><FORMER CLASSIFICATION></i> at the <i><DEPARTMENT NAME></i> .