

I. EMPLOYEE INFORMATION

1. Employee Name	2. Exempt Position Title/Class Code	3. Date Calculated
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Does the employee have former permanent civil service status and since such status, has had no break in state service due to a permanent separation? Yes No
 If No, the employee does not have any reinstatement rights. Proceed to Page 2 and apply Government Code (G.C.) section 18990 or 18992. If Yes, complete the remainder of the worksheet.

II. MANDATORY REINSTATEMENT - G.C. Section 19141

Requires the exempt employee have former permanent civil service status and since such status, has had no break in state service due to a permanent separation. This reinstatement right is to their former position or "if the appointing power to which reinstatement is to be made and the employee agree, a vacant position in any department for which the employee is qualified at substantially the same level."

"Former position" is defined by G.C. section 18522 as a position in the class which an employee was last appointed as a probationer, permanent employee, or CEA, under the same appointing power where that position was held. It is also defined as a position in a different classification to which the appointing power could have assigned the employee.

5. Former Position Class Title/Class Code	6. Appointing Power of Former Position
<input type="text"/>	<input type="text"/>
7. Maximum Salary of Former Position	8. Was the Former Position CEA? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	
9. If the former position was CEA, what level was it? <input type="text"/>	Maximum Salary: <input type="text"/>
10. Will the employee be retained in the former position of CEA?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Note: If the employee will not be retained in the CEA position, you must also determine their right of return from the CEA termination by completing the CEA Return Rights Worksheet.

III. IMPROVED REINSTATEMENT RIGHTS - G.C. Section 19141.1

Requires the exempt employee have at least five years of state service to request a deferred examination for any class, at any department, that has a current eligible list and for which the employee meets the minimum qualifications of the class. This request must be made by the employee within four years of the termination.

11. Does the employee have at least 5 years of state service*? Yes No

**State service includes exempt, CEA and civil service. "Civil service" includes CEA and any temporary, emergency, permanent or probationary appointments to civil service positions.*

If No, the employee does not have improved reinstatement rights and shall be reinstated to their former position in accordance with G.C. section 19141.

IV. NO REINSTATEMENT RIGHTS - G.C. Section 18990

Provides persons employed by the Legislature for two or more consecutive years to take promotional examinations for classes in which they meet the minimum qualifications. A person's legislative experience shall be considered state civil service experience in a comparable class that has the same or substantially similar duties/responsibilities as the person's legislative position.

12. Does the employee have two or more consecutive years of legislative service? Yes No

If No, the employee is not eligible to take promotional examinations.

V. NO REINSTATEMENT RIGHTS - G.C. Section 18992

Provides persons holding an exempt position (excluding those positions whose salaries are set in statute) for two or more consecutive years to take promotional examinations for classes in which they meet the minimum qualifications. A person's exempt experience shall be considered state civil service experience in a comparable class that has the same or substantially similar duties/responsibilities as the person's exempt position.

13. Does the employee have two or more consecutive years of exempt service? Yes No

If No, the employee is not eligible to take promotional examinations.