NEW YORK STATE OF OPPORTUNITY. Department of Civil Service

Albany, NY 12239

STAFFING SERVICES DIVISION
Request for Reconstructed Seniority Date
Under Section 80.3 or 80a.3

S-202 (4/2015 L)

PART 1 – TO BE COMPLETED BY AGENCY PERSONNEL OFFICE (Please Print or Type)

NAME AND ADDRESS OF REQUESTING AGENCY:

_____

NAME OF EMPLOYEE Last First M.I.			SOCIAL SECURITY NUMBER
OTHER SURNAME BY WHICH EMPLOYEE MAY HAVE BEEN KNOWN			DATE OF PERMANENT REINSTATEMENT OR APPOINTMENT
METHOD OF APPOINTMENT:	☐ Rule 5.4	☐ Eligible List	☐ Other (Please Specify)
APPOINTMENT TYPE:	☐ Perm/Cont. Perm	☐ Other (Please Specify)	
VETERANS' STATUS:	☐ Disabled	☐ Non-Disabled	☐ Non-Veteran
PREVIOUS CLASSIFIED SERVICE DATE (If Known)		DATE OF RESIGNATION	

PART II – TO BE COMPLETED BY THE DEPARTMENT OF CIVIL SERVICE

PLEASE NOTIFY THE EMPLOYEE THAT…

☐ Employee is entitled to the reconstructed seniority date of: _____

☐ The adjusted seniority date, due to veterans' status, is: _____

Please record the applicable date(s) in your records:

☐ Employee is not entitled to a reconstructed seniority date because:

☐ Employee did not previously have permanent status in the classified service.

☐ Employee has not reentered the competitive, non-competitive or labor class on a permanent basis.

☐ Employee's break in service, minus three years, exceeds the length of the employee's previous service. Therefore, there is not service that can be credited.

☐ The law cannot be applied to employees who returned to service on a permanent basis before October 17, 1985.

☐ Employee's previous employment cannot be verified. No record of previous service can be found.

☐ Other _____

EMPLOYMENT RECORDS SECTION _____ DATE _____