

**AVAILABILITY FOR REDEPLOYMENT TO A POSITION IN NEW YORK STATE GOVERNMENT**

*REDEPLOYMENT LIST CANVASS LETTER (DCS-S-62 6/12L)*

From: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

WE HAVE BEEN INFORMED BY THE DEPARTMENT OF CIVIL SERVICE THAT YOUR NAME APPEARS ON A **REDEPLOYMENT LIST** DUE TO THE CONTRACTING OUT OF SERVICES. FOR THE EFFECTS OF ACCEPTING OR DECLINING OR FAILING TO REPLY TO THIS CANVASS LETTER, PLEASE SEE REVERSE. YOU MUST RETURN THIS CANVASS LETTER BY:

To: \_\_\_\_\_

Date prepared by agency: \_\_\_\_\_

TITLE OF POSITION	SALARY GRADE*	LOCATION/COUNTY

\* NOTE that if appointed you will be paid your former salary regardless of the salary grade of this position. See reverse.

**REMARKS:** \_\_\_\_\_

TYPE OF APPOINTMENT	TYPE OF EMPLOYMENT
<input type="checkbox"/> PERMANENT OR CONTINGENT PERMANENT	<input type="checkbox"/> FULL TIME (100%)
<input type="checkbox"/> TEMPORARY for _____ months	<input type="checkbox"/> LESS THAN FULL TIME _____ %

**CHECK ONLY THOSE BOXES WHICH APPLY & CHECK ONLY ONE BOX ON EACH LINE BELOW. SEE REVERSE FOR EFFECT OF DECLINING & FOR INFORMATION ON APPOINTMENTS AND SALARIES.**

**YES**

I AM INTERESTED IN THE POSITION(S) I HAVE CHECKED BELOW AND CAN REPORT TO WORK WITHIN 15 DAYS OF BEING NOTIFIED OF MY SELECTION



- PERMANENT/CONTINGENT PERMANENT - FULL TIME
- PERMANENT/CONTINGENT PERMANENT - LESS THAN FULL TIME
- TEMPORARY - FULL TIME
- TEMPORARY - LESS THAN FULL TIME
- SHIFT WORK - AS DESCRIBED IN REMARKS ABOVE

**NO**

I AM NOT INTERESTED IN THE POSITION(S) I HAVE CHECKED BELOW



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YOUR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PHONE (work) (    )

PHONE (home) (    )

E-mail: \_\_\_\_\_

**FAILURE TO RETURN THIS CANVASS LETTER OR RETURNING IT LATE WILL BE CONSIDERED A DECLINATION!**

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**QUESTIONS ON THE POSITION FOR WHICH YOU ARE BEING CANVASSED SHOULD BE DIRECTED TO THE AGENCY APPEARING ON THE FRONT OF THIS CANVASS LETTER.**

In accordance with §79 of the Civil Service Law and negotiated agreements, the names of employees who are being affected by the "contracting out" of services are eligible for placement on REDEPLOYMENT LISTS for titles determined appropriate by the Department of Civil Service. These are mandatory lists certified ahead of any existing REEMPLOYMENT LISTS (Preferred Lists, Reemployment Rosters, or Placement Rosters.) They are certified according to bargaining unit so that redeployment opportunities for positions designated as ASU, ISU or OSU will be offered first to CSEA employees; opportunities for positions designated as Professional, Scientific, or Technical will be offered first to PEF employees; etc. The enabling legislation extends redeployment list rights to Management Confidential employees. Among eligibles in the same bargaining unit, names will be certified in seniority order, but seniority will NOT be adjusted for status as a veteran or disabled veteran, or spouse of a disabled veteran, nor are blind employees provided with first preference.

Eligibility for appointment from redeployment lists will terminate (unless sooner due to appointment or declination as below) no later than 6 months following the date of separation from their title. Employees who have not been appointed, or who have not declined an opportunity who meet the requirements of §80 or §80-a of the Civil Service Law will continue on REEMPLOYMENT LISTS (Preferred Lists, Reemployment Rosters, and Placement Rosters) as appropriate in accordance with other sections of law and rule.

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**EFFECT OF APPOINTMENTS**

**SALARY PROTECTION**

Eligibles appointed to any position regardless of salary grade will receive no less than their salary at the time of separation.

**ELIGIBILITY FOR OTHER OPPORTUNITIES**

Eligibles appointed from a redeployment list will have their names removed from redeployment lists and from any reemployment lists for all titles at that salary grade and below. Their names will remain active for titles at higher salary grades.

**PROBATIONARY PERIODS**

Eligibles appointed to their former title who were not on probation will not serve a probationary period. Those who were probationers at the time of separation will serve the remainder of their probationary period. Eligibles appointed to a different title will serve the probationary period required for an initial appointment to that title.

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**EFFECT OF DECLINATIONS**

Because of the salary protection provisions (see above), a declination of ANY POSITION, REGARDLESS OF SALARY GRADE will remove your name for ALL TITLES for that type of appointment:

- If the offer was to a position **in your county of layoff or your county of residence**, your name will be removed from **all** redeployment lists.
- If the offer is to a position **in a county other than your county of layoff or county of residence**, your name will be removed **only for that county**.

A redeployment list declination **will also** remove your name from any reemployment lists (preferred lists, reemployment rosters) for titles at that grade and lower in accordance with the declination policies described in *"Information For State Employees Affected By Layoff."*

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**TEMPORARY AND LESS THAN FULL TIME POSITIONS**

- If the opportunity is for a temporary position, neither an appointment nor a declination will affect your eligibility for a permanent position.
- If the opportunity is for a less than full time position, neither an appointment nor a declination will affect your eligibility for a full time position.

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YOU ARE RESPONSIBLE FOR NOTIFYING THE DEPARTMENT OF CIVIL SERVICE OF ANY CHANGE IN YOUR ADDRESS / PHONE. Please include your social security number in any correspondence. Write to:

NYS DEPARTMENT OF CIVIL SERVICE  
CAREER MOBILITY OFFICE  
ALFRED E. SMITH STATE OFFICE BUILDING  
ALBANY, NEW YORK 12239

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It is the policy of the State of New York to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

**PERSONAL PRIVACY PROTECTION LAW NOTIFICATION**  
The information you provide on this application is being requested in accordance with section 79 of the Civil Service Law for the principal purpose of determining your availability for employment. The information will be used in accordance with section 96(1) of the Personal Privacy Protection Law, particularly subdivisions (b), (e) and (f). Failure to provide the information requested may prevent your being considered for employment opportunities. This information will be maintained by the Director, Division of Staffing Services, Department of Civil Service, Alfred E. Smith State Office Building, Albany NY 12239. For information concerning the Personal Privacy Protection Law, call (518) 457-9375.

(DCS-S-62 6/12L)