

**New York State
Department of Civil Service**

Committed to Innovation, Quality and Excellence

**Reemployment System
User's Manual**

Opportunities at work.



**Andrew M. Cuomo
Governor**

**Jerry Boone
Commissioner**

Contents

Introduction.....	4
<i>About This Manual.....</i>	<i>4</i>
<i>System Changes.....</i>	<i>4</i>
<i>Agency Reduction Transfer List (ARTL) Process Overview.....</i>	<i>5</i>
What is the Agency Reduction Transfer List Program? (Section 78 of the Civil Service Law) ..	5
How does the program work? ..	5
<i>Eligibility.....</i>	<i>5</i>
<i>Participation in the ARTL Program.....</i>	<i>6</i>
<i>Preferred List (PL) and Reemployment Roster (RR) Process Overview</i>	<i>6</i>
<i>Participation in the PL/RR Program</i>	<i>7</i>
<i>Reemployment Lists.....</i>	<i>7</i>
Signing On	8
<i>MetaFrame on the Desktop.....</i>	<i>8</i>
<i>CITRIX Introduction Screen</i>	<i>8</i>
<i>Citrix Program Neighborhood.....</i>	<i>9</i>
<i>Remote Application Manager</i>	<i>10</i>
<i>Remote Login to DCS System.....</i>	<i>10</i>
Gaining Access to Reemployment Programs	11
<i>The Reemployment System Icon.....</i>	<i>11</i>
<i>Reemployment Lists Banner Page.....</i>	<i>11</i>
<i>Reemployment Lists Program Login.....</i>	<i>12</i>
<i>Reemployment Lists Layoff Unit.....</i>	<i>12</i>
Main Reemployment Lists Menu	13
<i>Menu: “File”</i>	<i>13</i>
<i>Menu: “Options”</i>	<i>13</i>
Are There Reemployment Eligibles Available?	15
<i>The CRIF Screen.....</i>	<i>15</i>
<i>Completed Reemployment Lists Screen Waiting for “OK”</i>	<i>15</i>

Sample Reemployment Lists Screen for a KBS Position 16

Traineeship Title Code..... 16

Reemployment Lists with no Eligibles 16

Title Detail 17

Reemployment Lists with Eligibles 18

Color “Key”..... 19

CRIF Reemployment Lists..... 20

Previous CRIF Cert Exists..... 20

CRIF Reemployment Cert 20

Column Headings..... 21

Column Details 21

Status Column Particulars 21

Column Notes..... 21

Print Cert Button Actions..... 21

Cert Print Preview 22

Print Labels Button Actions 22

CRIF Process Wrap-Up..... 23

Post Canvass Responses 23

Accessing Previous Certifications..... 25

Active Cert Listing Example (Left Scroll) 25

Active Cert Listing Example (Right Scroll)..... 26

Selecting an Active Cert..... 26

Active Cert Options 27

Active Cert Selected and Displayed..... 28

Restricted User Button: Delete Cert 28

Active Cert List Menu Options..... 29

 File Menu 29

 Options Menu..... 29

Reemployment Lists Layoff Unit 29

Posting the Results of Canvasses and Interviews..... 30

Post Response Screen..... 31

 Canvass Response 31

Examples of Message Boxes 32

“Declined Position”	32
Posting “Declined Position”	33
“Appointed” Circumstances	33
Post the Appointment	34
Cert Response-Coding Completed	35
Search for New Eligibles	36
No Search for New Eligibles	36
Clearance Control Number	37
Appendices	38
<i>Appendix A—Glossary</i>	38
<i>Appendix B—Reemployment List Card Entry Process</i>	42
Agency Reduction Transfer List	42
Preferred List and Reemployment Roster	42
<i>Appendix C—Reemployment System Hiring Process</i>	43
<i>Appendix D Requested Clearances</i>	45
Appointments/Clearances/Statistics Screen	45
Left Scroll Position	46
Right Scroll Position	46
<i>Appendix E—Sample Certification with names</i>	47
<i>Appendix F—Sample Certification with no names</i>	48
<i>Appendix G—Sample Cert with No Names (where no search made)</i>	49
<i>Appendix H—Sample Labels</i>	50

Introduction

About This Manual

This manual has been prepared by the New York State Department of Civil Service as a guide to agencies using the Reemployment System. It will give you a better understanding of the process surrounding the Agency Reduction Transfer List (ARTL), Preferred List (PL), and the Reemployment Roster (RR).

In addition to information on when an employee is entitled to ARTL/PL/RR rights, it will also review the process an agency would follow when filling positions to determine if there is a mandatory list that must be considered. A glossary of terms used in this manual is available in Appendix A.

Additional copies of this manual are available through the Career Mobility Office (CMO) within the Department of Civil Service. The CMO can be reached at (518) 485-6199 or 1-800-553-1322. The manual will also be available on our website at www.cs.state.ny.us/SSD-online/StaffServDivMainPage.htm along with related guidelines.

System Changes

For those of you who are familiar with the use of reemployment lists there is one major change in the way the results of canvass information on eligibles is handled by the Reemployment System.

Any results of canvass information on any reemployment list eligible should be entered immediately into the system. The system now has the capability to update these transactions immediately. Any action you take regarding an eligible will be recorded in the system and reflected in all active certifications on which the eligible appears. More information about this is available in the “Posting Results of Canvasses and Interviews” Section of this manual, specifically on page 35, “Cert Response-Coding Completed.

Any problems with the computer system such as gaining access or printing certifications should be directed to the Department of Civil Service Help Desk at (518) 457-5406. Questions regarding reemployment policies and procedures should be directed to the CMO at the numbers shown above.

Agency Reduction Transfer List (ARTL)

Process Overview

What is the Agency Reduction Transfer List Program? (Section 78 of the Civil Service Law)

This program allows employees in titles affected by workforce reductions to transfer within or between agencies to avoid layoffs. This transfer program was established under Section 78 of the Civil Service Law, enacted in March 1996. Transfers made via this program may affect the need to abolish positions or layoff employees.

How does the program work?

This program offers permanently appointed employees in titles affected by workforce reductions the opportunity to be transferred to positions in their own or other agencies in their current title or in lower-level direct-line titles, or to positions in titles declared comparable by the Department of Civil Service.

Title comparability determinations made by the Department of Civil Service are based on similarities in duties, minimum requirements, and examination plans. Most transfer appointments are made to comparable titles.

The second method of transfer is based on an individual's experience and education in relationship to the requirements of the position. This process generally works as follows:

- First, an employee must meet the minimum qualifications for the new position.
- Second, the employee must be within two salary grade levels (or one M-grade) to transfer to a position at a higher level. If the position to which transfer is made is at a lower grade, the span between grade levels is not restricted.

Eligibility

Participation in the ARTL Program is **voluntary** and open to permanent and contingent permanent competitive employees serving in the titles in the location where the reduction in force will occur.

Permanent non-competitive and labor class employees in impacted titles are eligible if they have completed at least five years of permanent unbroken service, however for some employees the five year requirement of section 75(1)(c) has been reduced to one year of unbroken service by negotiated agreement with certain employee organizations. Non-competitive employees who are serving in policy-influencing or confidential positions are not eligible for the transfer program.

This process ends on the date of layoff.

Participation in the ARTL Program

To participate, an employee fills out an S-295.6 form (blue card). Agency staff assist and provide additional information as necessary. The completed card—once verified by the agency—is then submitted to the CMO. CMO staff verifies the employee's information and activates the employee in the Reemployment System. The Reemployment System then uses the information to place the employee's name on mandatory rehire lists based on the employee's title and counties of interest. For more information on filling out the blue card and an employee's rights while in the ARTL program, see the "Employee Guide For Agency Reduction Transfer List."

Also, see Appendix B for the ARTL card entry process overview.

Preferred List (PL) and Reemployment Roster (RR) Process Overview

This program provides mandatory rehire rights for employees affected by a reduction in force who have preferred list rights under Section 81 and 81a of the Civil Service Law. Employees who have these rights include the following:

- Permanent competitive class employees, including probationers and contingent permanent employees.
- Permanent and contingent permanent non-competitive class employees with five years* of unbroken service in the non-competitive class who are not serving in positions designated as confidential or policy influencing.
- Permanent and contingent permanent labor class employees with five years* of unbroken service in the labor class.

Employees who do not have preferred list rights include the following:

- Provisional and temporary employees having no permanent hold items.
- Employees in exempt and unclassified service positions.
- Non-competitive class employees in positions, which are designated as confidential or policy influencing.
- Non-competitive and labor class employees with less than five years* of unbroken service in that jurisdictional class.

* Note: For some employees the five year requirement of Section 75(1)(c) has been reduced from five to one year of unbroken service by negotiated agreement with certain employee organizations.

See *Guidelines For Reduction In Force* for more information on the layoff procedures.

Participation in the PL/RR Program

To participate in the PL/RR program an employee fills out an S-295.5 form (green card). Agency staff assist and provide additional information as necessary. The completed card—once verified by the agency—is then submitted to the CMO. CMO enters the employee’s information into the Reemployment System. The Reemployment System then uses the information to place the eligible’s name on mandatory rehire lists based on the eligible’s title and counties of interest.

For more information on filling out the green card and an eligible’s rights while in the PL/RR program, see the booklet, “Information For State Employees Affected by Layoff.” Employees remain in the PL/RR system for a maximum of four years.

Also, see Appendix B for the PL/RR card entry process overview.

Reemployment Lists

As a result of either blue or green card information being entered into the Reemployment System a reemployment certification will be created for appropriate positions when an agency is ready to make an appointment.

Reemployment lists must be used in the following order: redeployment lists, agency reduction transfer lists, preferred lists, and then reemployment rosters.

The next section of this Users Manual will give you detailed instructions on how to use the certification portion of the Reemployment System if you intend to fill a position.

See Appendix C for the Reemployment System Hiring Process overview.

Signing On

Agencies will use MetaFrame™, a Citrix interface, to sign on. Instructions on how to reach this point may vary from agency to agency depending on how your systems are configured by your agency’s information technology staff.

The information in this manual assumes that users are familiar with *Windows*™.

The screens you should see are presented sequentially in the manual. “Call outs” and arrows —————> explain various parts of each screen.

This is a Call Out

MetaFrame on the Desktop

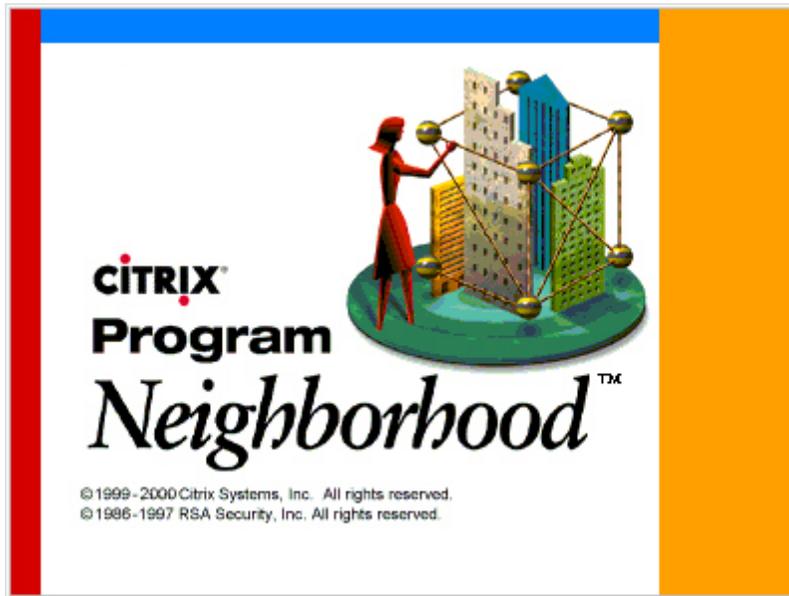


Double click on the icon.

When you double-click on the MetaFrame icon, you will see the CITRIX Introduction Screen.

CITRIX Introduction Screen

This screen may flash and disappear or may remain for a few moments while the Citrix Program loads the “Citrix Program Neighborhood”, the menu choices available to you.



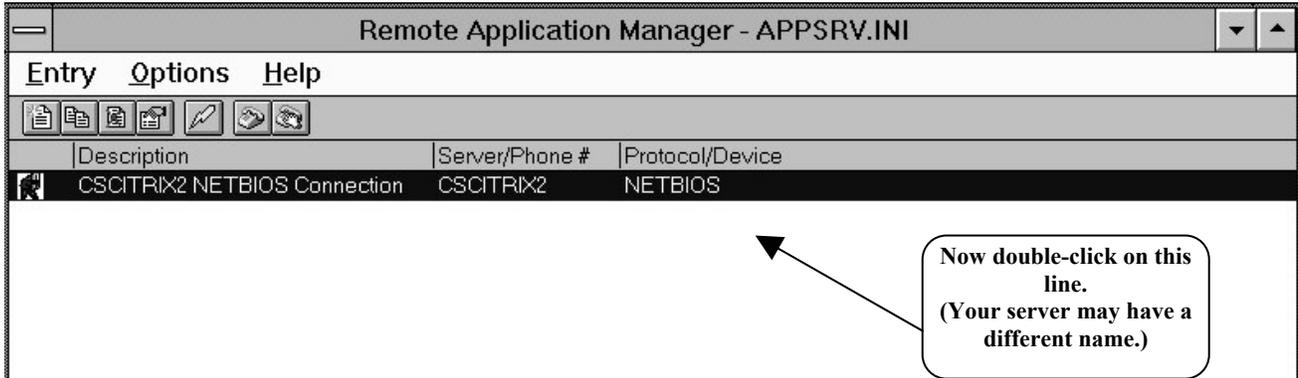
Citrix Program Neighborhood

The appearance of this window will differ from user to user and agency to agency. Your agency's information technology staff can assist you in getting to the Reemployment login and Program.



Remote Application Manager

To connect to the DCS system, follow the directions below.



Remote Login to DCS System

Double-click on the appropriate server. You will see a login screen to the Department of Civil Service system. Your screen may differ slightly.

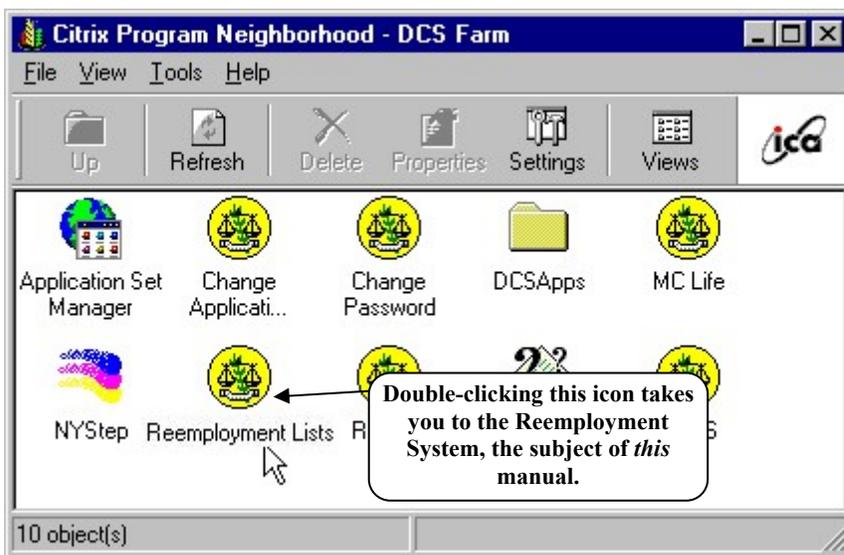


Enter your **Username**, **Password** and the **Domain** you have been instructed to use. Click **OK**.

Gaining Access to Reemployment Programs

The Reemployment System Icon

Your screen and icon may differ.



After double-clicking the Reemployment Lists icon, you will see...

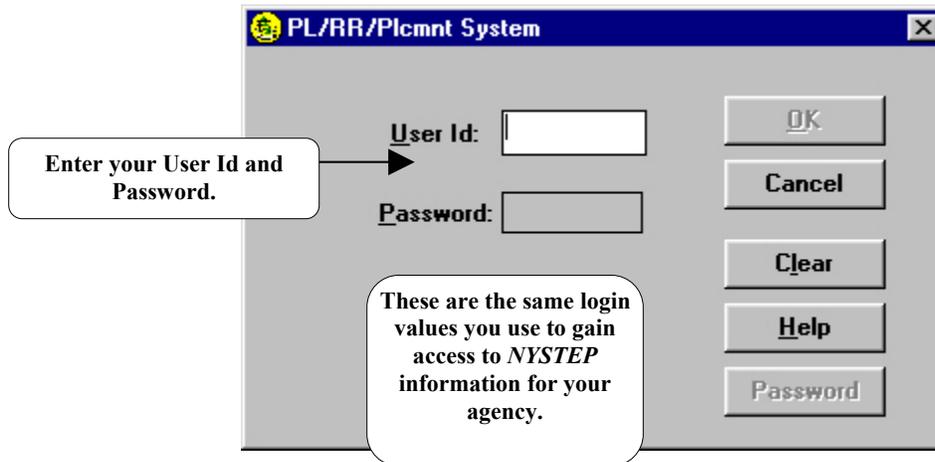
Reemployment Lists Banner Page

...the introductory page to the Reemployment System while it is loading onto your workstation.



Reemployment Lists Program Login

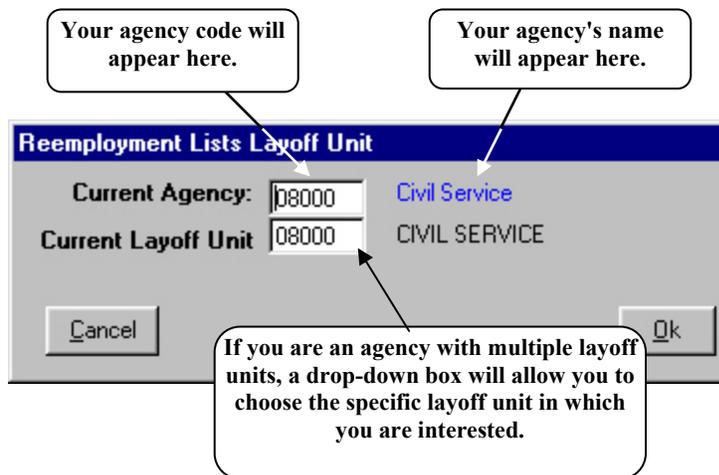
Once the Program has loaded, the login screen is displayed.



Once you have entered the requested values, click OK. The next screen defines your entry into the system.

Reemployment Lists Layoff Unit

Confirm/Select the desired Layoff Unit with which you want to work.



Once you have confirmed your options, Click Ok and you will see the main program menu.

Main Reemployment Lists Menu

Navigation around the Reemployment Lists System begins here.

This will take you to the CRIF screen where you can see if there are active eligibles for the title in which you are interested, order certifications, or get a clearance control number.

Click "Certs" to go to the screen that displays any Certs your agency may have already ordered. This is discussed beginning on page 25.

This will take you out of the Reemployment Program.

Reemployment Lists
File Options Help
Crif
Certs
Exit

Menu: "File"

Select "Exit" to leave the Reemployment Program.



Menu: "Options"

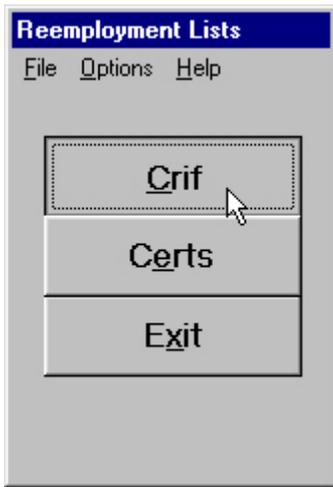
The Options menu will allow you to choose "Clearances," which will take you to an "Appointments/Clearances" screen. This will be discussed in Appendix D.

Choosing "New Layoff Unit" will take you back to a previous screen where, if your agency has multiple layoff units, you may choose a different layoff unit.

Note that "Change Password" is grayed out. You can only do this from the DCS Applications screen where there is a yellow icon specifically for this purpose.



Assume you click on .



Now we are getting somewhere!

Are There Reemployment Eligibles Available?

The CRIF Screen

You clicked on  and this screen is displayed.

Select Duration, Offer, and Shift requirements. These are required selections.

Enter the Title Code for the position.

Use this drop-down box to select a Jurisdictional Class (JC). For any given Title Code, only available JC values will be displayed. "Select JC" by clicking the drop-down arrow and then click your choice.

Use the "County" drop-down box to select the location.

Click "OK" after filling in the above to see CRIF information. ("OK" is not available until all fields are satisfied.)

"Done" will return you to the previous screen.

"Clear Fields" will "blank" all user fields to allow you to start over if you made a mistake entering anything.

Completed Reemployment Lists Screen Waiting for "OK"

For example, on the empty screen, fill in a Title Code (✓) and select the requested information, including Jurisdictional Class (✓), County (✓), Duration (✓), Offer (✓), and Shift (✓). The screen will appear similar to the following:

Sample Reemployment Lists Screen for a KBS Position

Traineeship Title Code

If the title code you entered is for a traineeship, you will see this pop-up screen.



When creating a CRIF list and there are traineeship titles through which employees advance to reach a journey level title, employees in all trainee titles and the journey level must be considered as a group. Note: When you click “OK” here in the CRIF process, the system will replace a trainee title code with the journey-level code and will produce a certification containing eligibles for all associated levels.

Reemployment Lists with no Eligibles

Assuming there are no eligibles, a screen similar to the following will be displayed:

Reemployment Lists CRIF for 01090

File Help

Redeployment: **Perm/Full** 0

Transfer: 0

Preferred List: 0

Reemployment Roster: 0

Placement List: 0

Title Code: 1443200 Jurisdictional Class: 0 - Competitive County: 01 ALBANY

Title Detail
 Dir Personnel C
 Equiv SG 27 Barg. Unit: MC
 Location: 01 ALBANY

Duration:
 Perm
 Temp

Offer:
 Full Time
 Part Time

Shift:
 No
 Yes

Thank you

Callouts:

- If all zeros, boxes will all be green.
- Note that the Title, SG and Location information appears here.
- If the title is broken down into specialties, a different screen will be displayed with a more complex "Title Detail" window and no counts in the "Perm/Full" boxes.
- Will take you back to the Main Menu.
- Click "Clear Fields" to enter information for another title.
- A Clearance Control Number can be generated with a click here.

Buttons: Done, Clear Fields, Generate Clearance Code, Post Response

Title Detail

When the title is broken down into specialties, a different screen will be displayed with a more complex "Title Detail" window and no counts in the "Perm/Full" boxes, as below.

Reemployment Lists CRIF for 01090

File Help

Redeployment: **Perm/Full** ?

Transfer: ?

Preferred List: ?

Reemployment Roster: ?

Placement List: ?

Title Code: 3931020 Jurisdictional Class: 0 - Competitive County: 01 ALBANY

Title Detail
 Voc Instructor 2
 Equiv SG 13 Barg. Unit: PEF
 Location: 01 ALBANY

Specialty List:
 005 AGRICULTURE
 010 HVAC & REFRIGERATION
 015 APPLIANCE REPAIR

Duration:
 Perm
 Temp

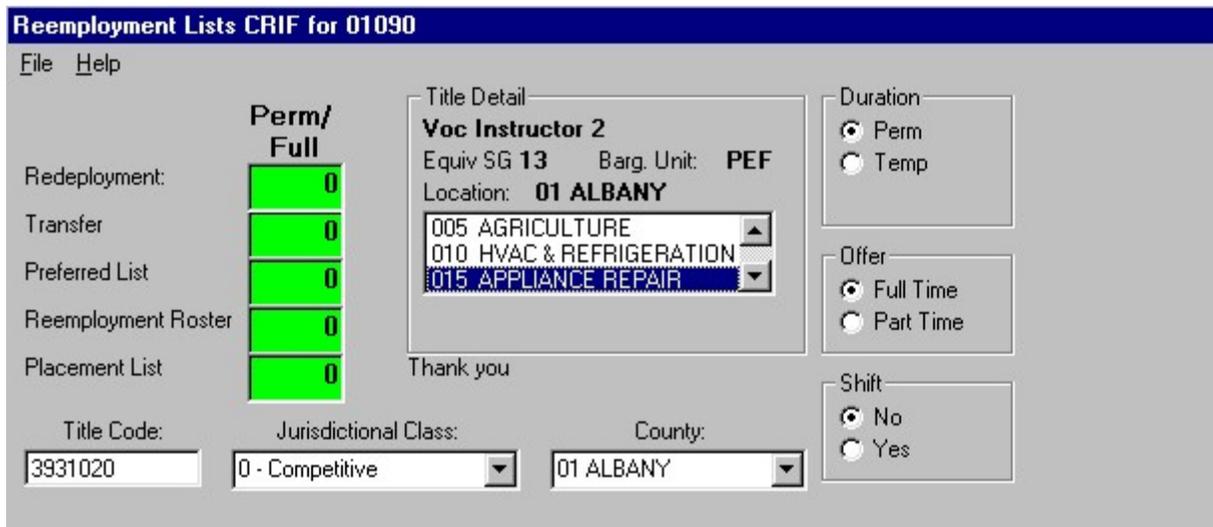
Offer:
 Full Time
 Part Time

Shift:
 No
 Yes

Callouts:

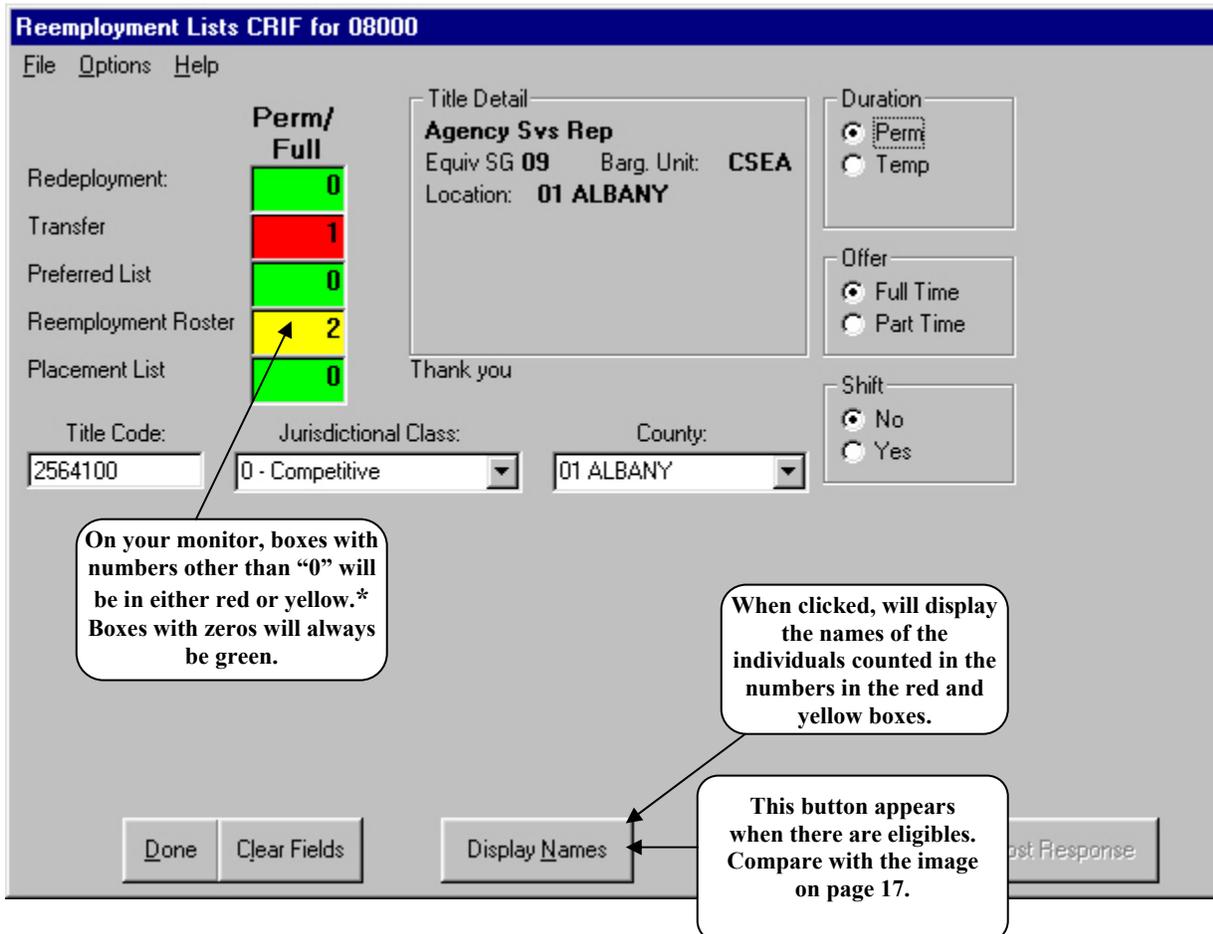
- No counts displayed until Specialty selected.
- Double Click the Specialty

Double Click the appropriate specialty to complete the process and display counts and options.



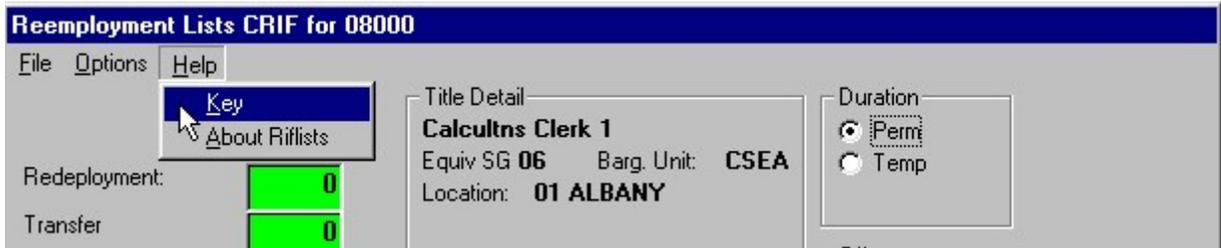
Reemployment Lists with Eligibles

If there **are** reemployment eligibles available, your screen will look similar to the following:

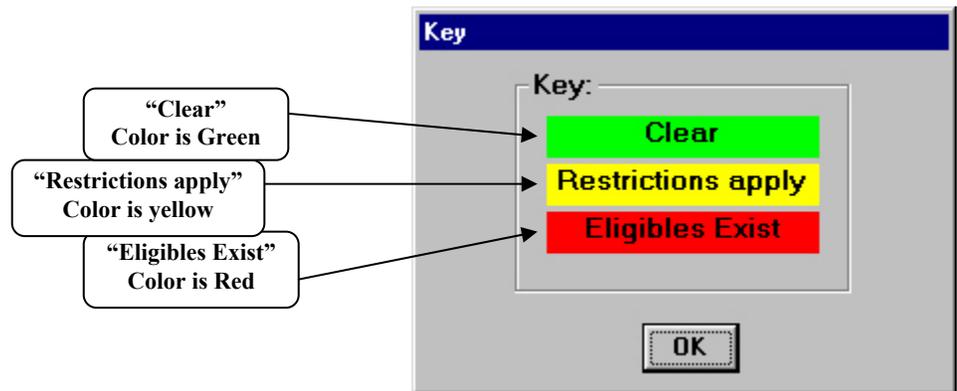


Color “Key”

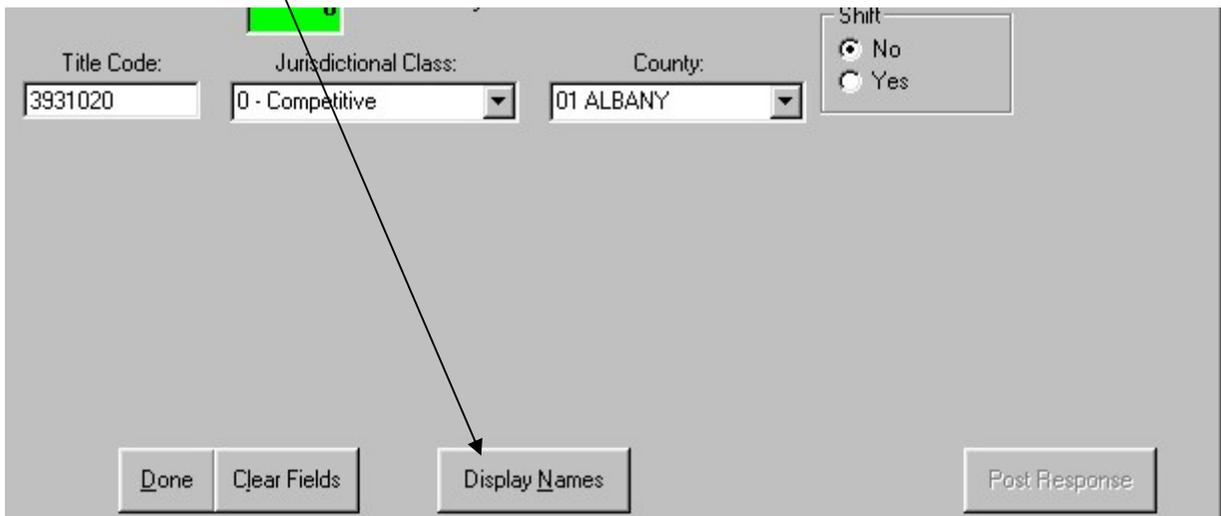
*Under the “Help” Menu, a color key is available, as displayed below.



Select “Key” to view the color-key overlay display screen:



To proceed, click “Display Names” on the CRIF Screen.



CRIF Reemployment Lists

Previous CRIF Cert Exists

If someone from your agency has previously “ordered” a cert for this title/JC/location, you will see this dialogue box. If you are the first person to order this Cert, the box does **not** appear.

Reemployment Lists

Your agency has an active list meeting these criteria. You may view this list or delete it and order a new one. Click Yes to view the cert

Click “Yes” to display a screen similar to the one below.

Click “No” to return to the previous screen. You cannot proceed. If this is not the Cert you want to view, see page 25, “Accessing Previous Certifications.”

CRIF Reemployment Cert

Reemployment Lists CRIF for 51940 List Valid: 11/27/2002 Thru 01/26/2003

File Options Help

Redeployment: **Perm/Full** 0
 Transfer 1
 Preferred List 2
 Reemployment Roster 0
 Placement List 0

Title Detail:
 Dev Aide
 Equiv SG 09 Barg. Unit: CSEA
 Location: 09 CHENANGO

Request: 0001 11/27/2002
 Ready

Duration:
 Perm
 Temp

Offer:
 Full Time
 Part Time

Shift:
 No
 Yes

Title Code: 5545000 Jurisdictional Class: 0 - Competitive County: 09 CHENANGO

--SSN--	- Last Name -	--First Name--	--Status--	Title of List	Category	Pos Number	Speci
		Shelia		Transfer	LO Title	00232091	
		Joann		Preferred	LO Title	00255022	
		Ricky		Preferred	LO Title	00234279	

Note the dates. You have ‘ordered’ a Certification (whether you use it or not) that is good for 60 days.

You can scroll this window to see information about each eligible and additional eligibles (when there are more to display than space available).

Done Clear Fields Print Cert Post Response

Click “Done” to go back to the Main Menu.

Click “Clear Fields” to return to the previous screen to enter another title code.

Click “Print Cert” to print a certification. See Appendix E for sample.

Column Headings

The images below show the column headings that appear at the extreme left and right scroll bar positions, respectively. Most columns are visible in both positions.

--SSN--	- Last Name --	--First Name--	--Status--	Title of List	Category	Pos Number	Speci

--SSN--	- Last Name --	Pos Number	Specialty	Layoff Unit	Layoff Title	Sal Gr	Action Agency

Column Details

Status Column Particulars

The presence or absence of data in the Status column is meaningful.

--SSN--	- Last Name --	--First Name--	--Status--	Title of List	Category	Pos Number	Speci
		Shelia		Transfer	LO Title	00232091	
		Joann		Preferred	LO Title	00255022	
		Ricky		Preferred	LO Title	00234279	

Status is blank in this example, which means the eligible is active. If a canvass response for an eligible has been posted from any agency, that record will appear here. The system actively updates information in real time. Further information concerning this column is explained in discussing coding Certs on page 35.

Column Notes

Title of List is the kind of list from which the eligible is being certified. The lists are certified in the correct order. **However, where there are both ARTLs (Transfer) eligibles and Preferred List eligibles for the title to be filled, the highest ranked preferred list, title-for title eligible, will block the ARTL (Transfer) eligible if the preferred list eligible has greater seniority.** (See Policy Bulletin 96-05 in 2200 of the State Personnel Management Manual.)

Category tells you whether the eligible is a **Title-for Title, Direct Line, or Appropriate Title** eligible.

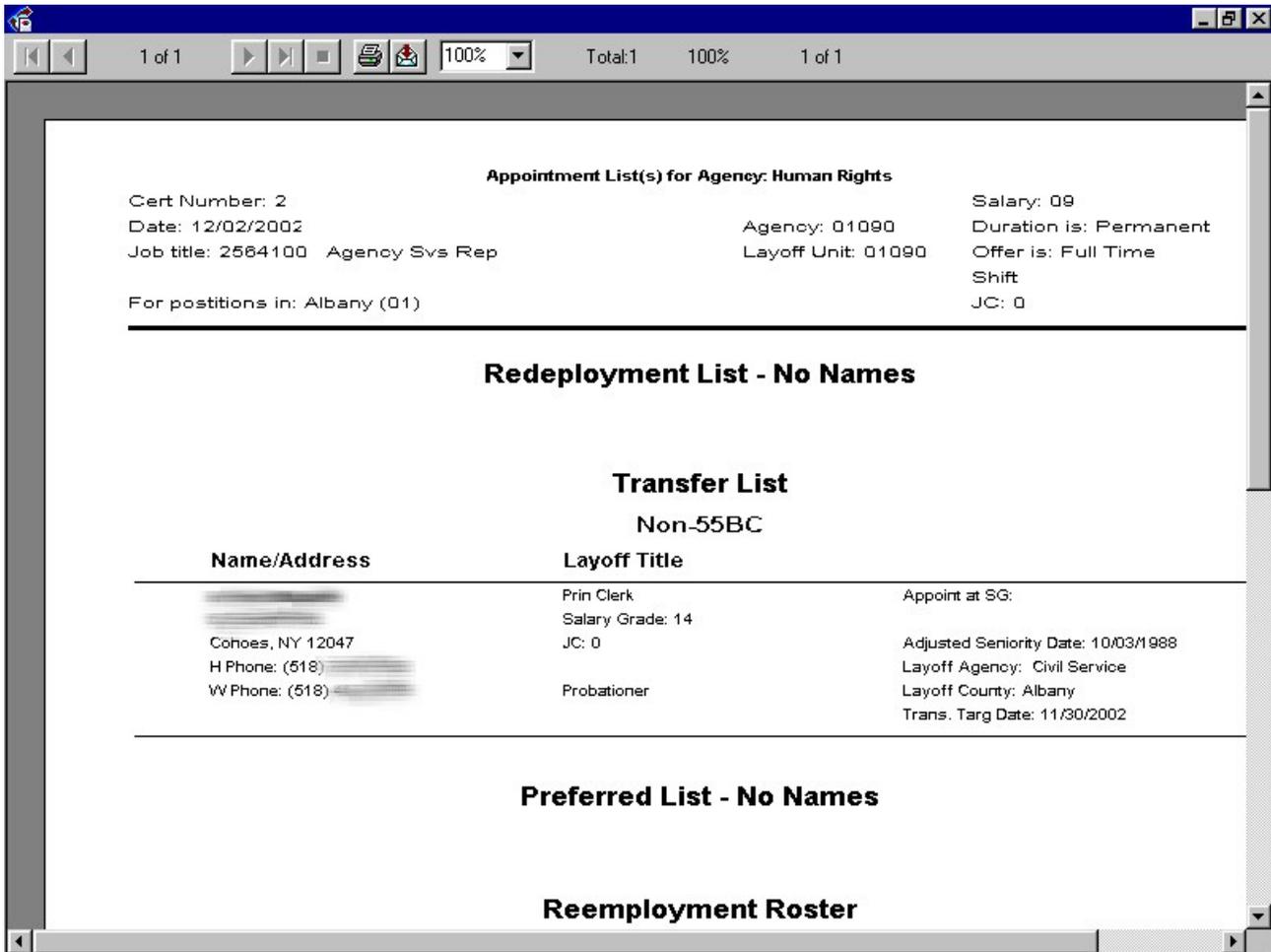
Print Cert Button Actions



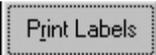
If you click  a print preview of the Cert will display (example shown on the next page).

Buttons are available for printing  (see Appendices E-G) and export . To export, click the select a format and destination in the drop-down boxes.

Cert Print Preview



Print Labels Button Actions

Once the print process is underway, the  button will appear at the bottom of your screen. If you click on it, a message regarding the expected label printing form appears.



Click "OK" and a print preview of the labels will display (example shown in Appendix H). Buttons are available for printing and export.

CRIF Process Wrap-Up

Viewing and printing a Cert and Cert labels for canvassing eligibles concludes the CRIF process. What remains is to canvass eligibles and post their responses, including the possibility of making an appointment. In this Users Manual these additional processes are covered from the “Certs” Main Menu choice (page 25).

Normally you will not have all of the information you need immediately after obtaining a cert for the first time, to complete the next screen. It is shown here to complete the examination of the CRIF Reemployment Cert screen. However, if you are ready to post canvass responses at this time, click

the eligible’s SSN to highlight the row. Then click the  button, which will highlight along with the row, and the following screen will display.

Post Canvass Responses

A screen similar to the one shown below will be displayed for you to record the responses from eligibles following a Reemployment Cert canvass.

Cert 1 Agency Svs Rep 11/29/2002-01/28/2003

File View Help

Note that the Cert Number (e.g., Cert 1), Cert Name (e.g., Agency Svs Rep), and valid dates appear here in the header.

Eligible:

Name: [] SSN: []

Canvass Type:

Perm/Temp: Permanent Temporary

Duration: 3 months or less Over 3 months

Canvass Response:

Date of Cert: 11/29/2002

Canvass Type: Letter Telephone

Letter Unclaimed: Yes No

Replied: Yes No

Date of Response: 12/02/2002 Result: []

Appointment:

Effective Date: / / Line Number: []

Title: Agency Svs Rep (09)

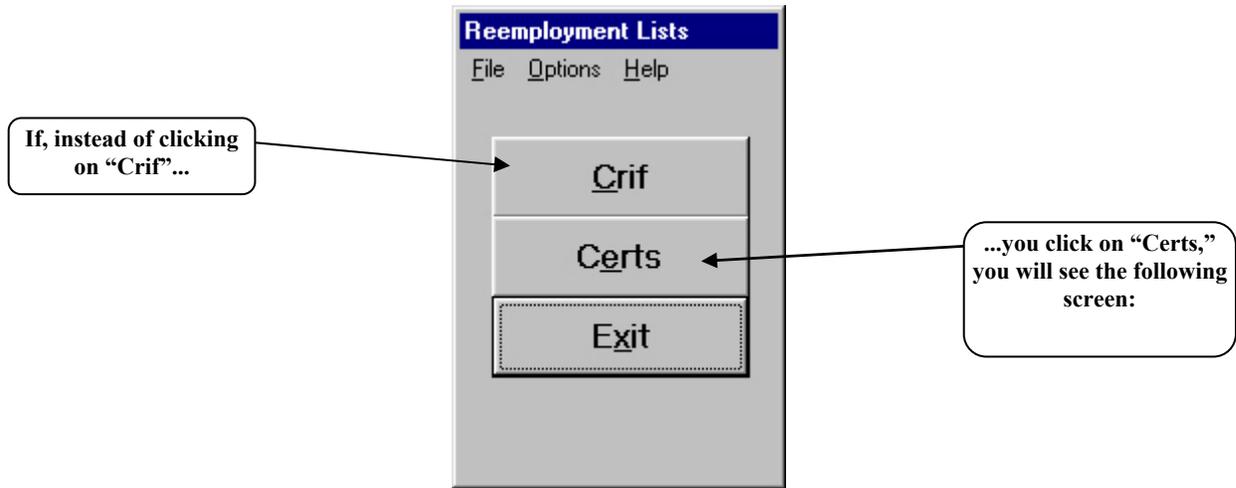
OK Cancel

For an explanation on making entries for an eligible on this screen, please go to the complete description of the purposes of and actions taken on this screen (“Posting the Results of Canvasses and Interviews”) beginning on page 30.

Usually you will have to wait some time (up to 10 business days for a written canvass and two business days for a telephone canvass) to obtain canvass responses from eligibles. Once that information is collected you will need to call up the active Cert for posting those responses as follows.

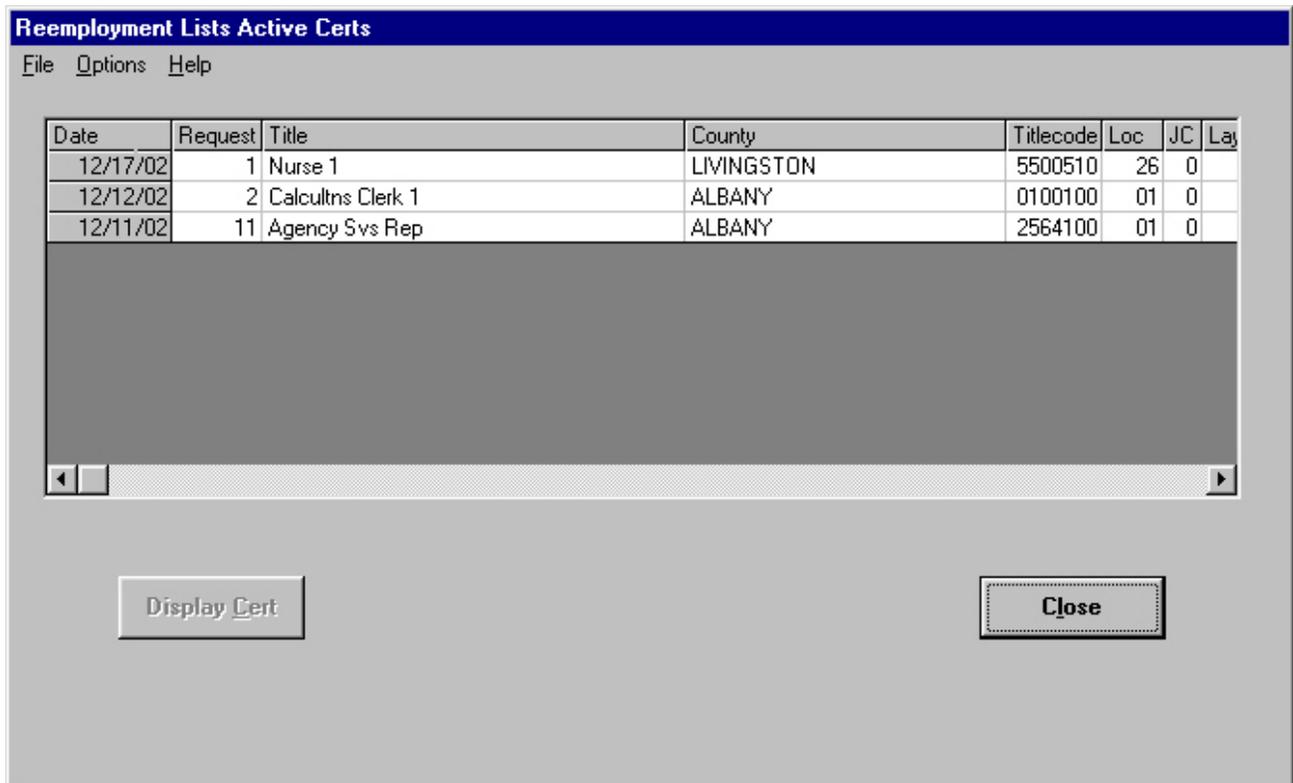
Accessing Previous Certifications

Begin with the Main Menu to examine Certs that were previously created.



Active Cert Listing Example (Left Scroll)

Below is a listing of Active Certs ordered by agency 08000. The columns displayed vary depending on the position of the horizontal scroll bar. This is the left-most scroll position.



Active Cert Listing Example (Right Scroll)

This is the right-most scroll position.

Reemployment Lists Active Certs
File Options Help

Date	County	Titlecode	Loc	JC	Layoff Unit	Agency	Full/Part	Perm/Temp	Shift
12/17/02	LIVINGSTON	5500510	26	0	01090	01090	Full	Perm	NO
12/12/02	ALBANY	0100100	01	0	01090	01090	Full	Perm	NO
12/11/02	ALBANY	2564100	01	0	01090	01090	Full	Perm	NO

You must click on the date of the desired Cert to activate its row.

Display Cert Close

Selecting an Active Cert

Now click on the date of the row corresponding to the Cert you want to display. For example, the row dated 12/11/02 has been selected on the image displayed on the next page.

Active Cert Options

Reemployment Lists Active Certs
File Options Help

Date	Request	Title	County	Titlecode	Loc	JC	Lay
12/17/02	1	Nurse 1	LIVINGSTON	5500510	26	0	
12/12/02	2	Calculthns Clerk 1	ALBANY	0100100	01	0	
12/11/02	11	Agency Svs Rep	ALBANY	2564100	01	0	

Note the highlighted row. This row is active.

Once a row is active, new buttons become available. Not all users will see all buttons.

For supervisors.

Display Cert Delete Cert Close

Click **Display Cert** to examine the particulars of the Cert. The image displayed will be similar to the following:

Active Cert Selected and Displayed

Reemployment Lists CRIF for 51940 List Valid: 11/27/2002 Thru 01/26/2003

File Options Help

Redeployment: **Perm/ Full**
0

Transfer: 1

Preferred List: 2

Reemployment Roster: 0

Placement List: 0

Title Detail
Dev Aide
 Equiv SG **09** Barg. Unit: **CSEA**
 Location: **09 CHENANGO**

Request: **0001** **11/27/2002**

Ready

Duration
 Perm
 Temp

Offer
 Full Time
 Part Time

Shift
 No
 Yes

Title Code: Jurisdictional Class: County:

--SSN--	- Last Name -	--First Name--	--Status--	Title of List	Category	Pos Number	Speci
		Shelia		Transfer	LO Title	00232091	
		Joann		Preferred	LO Title	00255022	
		Ricky		Preferred	LO Title	00234279	

The names and SSNs (concealed here) of eligibles on the selected Cert are shown along with other pertinent data (see “Column Headings” on page 21 for more information).

Restricted User Button: Delete Cert

Some users (if you have privileges) have the ability to delete an unwanted Cert.



Click **Delete Cert** on the Reemployment Lists Active Certs screen (page 27) to remove it from the list. You would do this if:

- You’ve decided not to fill the position for which the cert was drawn, or
- You have made as many appointments as you wish from the cert, and
- It is all used up.
- Certs are updated by the system in real time and new data may appear. Certs may also be “cleared” by other agencies.

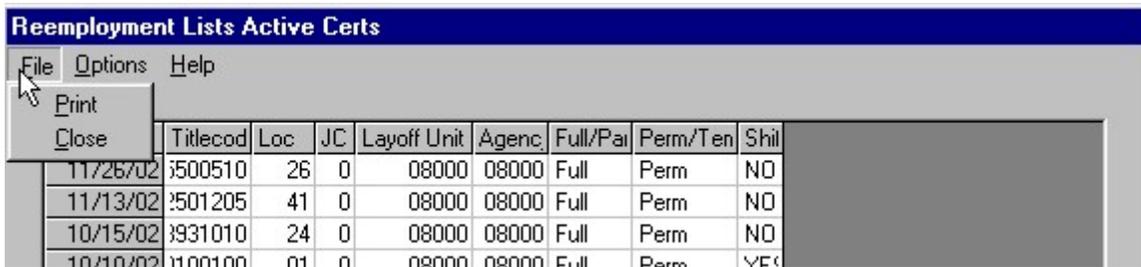
If you delete a Cert accidentally, call the Department of Civil Service-Employment Records Section at (518) 457-8149 for assistance.

Note that merely clicking on the “Delete Cert” button without “clearing it” does **not** mean you can fill the position from some other source.

Active Cert List Menu Options

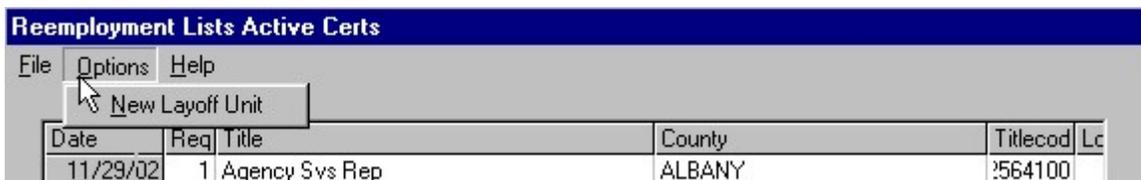
Three useful menu functions are available on the Cert List screen. They are Print and Close under File, and New Layoff Unit under Options.

File Menu



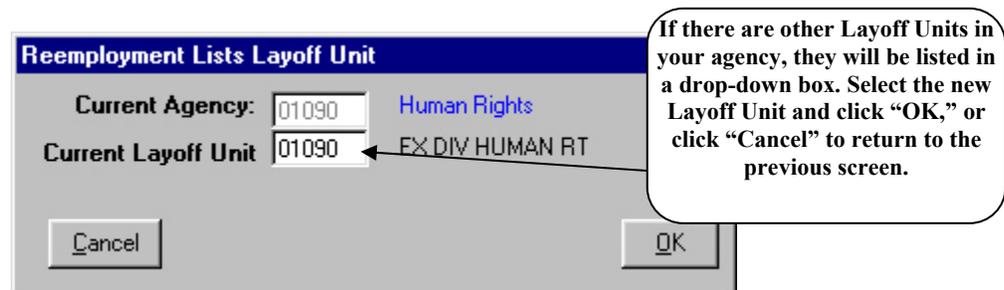
Click “Print” to print the list of Reemployment Active Certs. Click “Close” to return to the Main Menu.”

Options Menu



Click “New Layoff Unit” to leave the previous selection and display the following screen (for your agency):

Reemployment Lists Layoff Unit



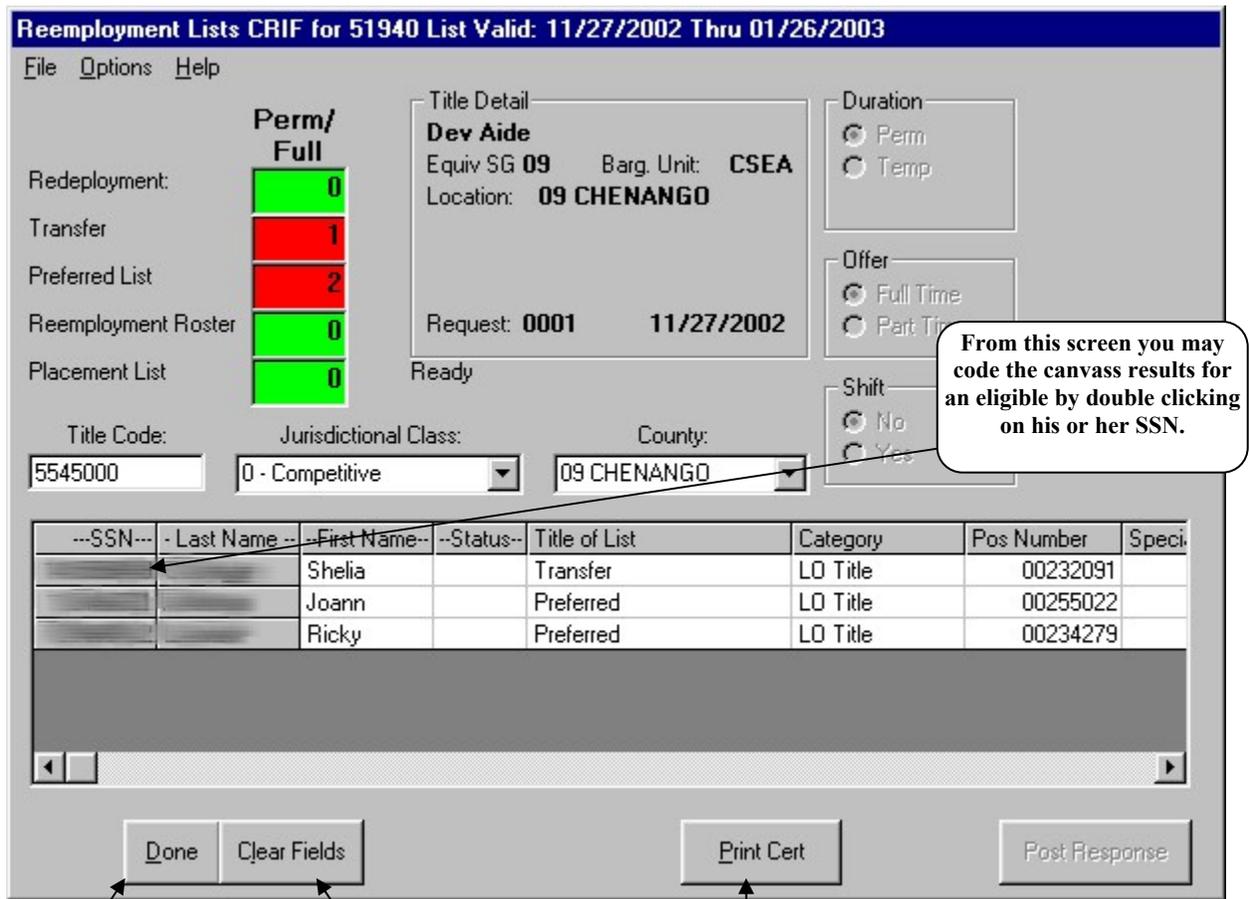
Not all agencies have multiple Layoff Units (the example does not), but if yours does, you can navigate through them using this menu item.

Posting the Results of Canvasses and Interviews

How you got here:

- 1) Clicked on “Certs” in the Main Menu,
- 2) Selected a Cert by highlighting one in your Agency’s list of Certs, and
- 3) Clicked **Display Cert** to examine the eligibles’ data listed on the selected Cert.

The image displayed will be similar to the following (you have seen this screen previously in this manual):



Click on a SSN to select an eligible and enable the **Post Response** button. Then click the button, or double-click the SSN to post individual canvass responses to the record.

In this case, if you select any but the first active name you will see this message. If making an appointment you may have to account for other eligibles first. Click OK to continue.



Post Response Screen

This screen results from clicking on the “Post Response” button or double-clicking a SSN.

The screenshot shows a window titled 'Cert 1 Agency Svs Rep 11/29/2002-01/28/2003'. It contains several sections:

- Eligible:** Fields for Name and SSN, both obscured. Callout: "As in all cases, personal information has been obscured."
- Canvass Type:** Radio buttons for 'Permanent' (selected) and 'Temporary'. Below are radio buttons for '3 months or less' and 'Over 3 months'. Callout: "Enter the specific information necessary."
- Canvass Response:** Fields for 'Date of Cert' (11/29/2002), 'Canvass Type' (radio buttons for 'Letter' and 'Telephone'), 'Letter Unclaimed' (radio buttons for 'Yes' and 'No'), and 'Replied' (radio buttons for 'Yes' and 'No'). Callout: "The Cert information appears automatically."
- Appointment:** Fields for 'Date of Response' (12/02/2002), 'Result', 'Effective Date' (/ /), 'Line Number', and 'Title' (Agency Svs Rep (09)). Callout: "Once all data requirements have been met, this date will default to 'today's date,' or you can enter another."

Each entry is discussed below:

Canvass Response

Canvass Type: Select the “Letter” or “Telephone” radio button. If you click on “Telephone,” you will see this reminder.

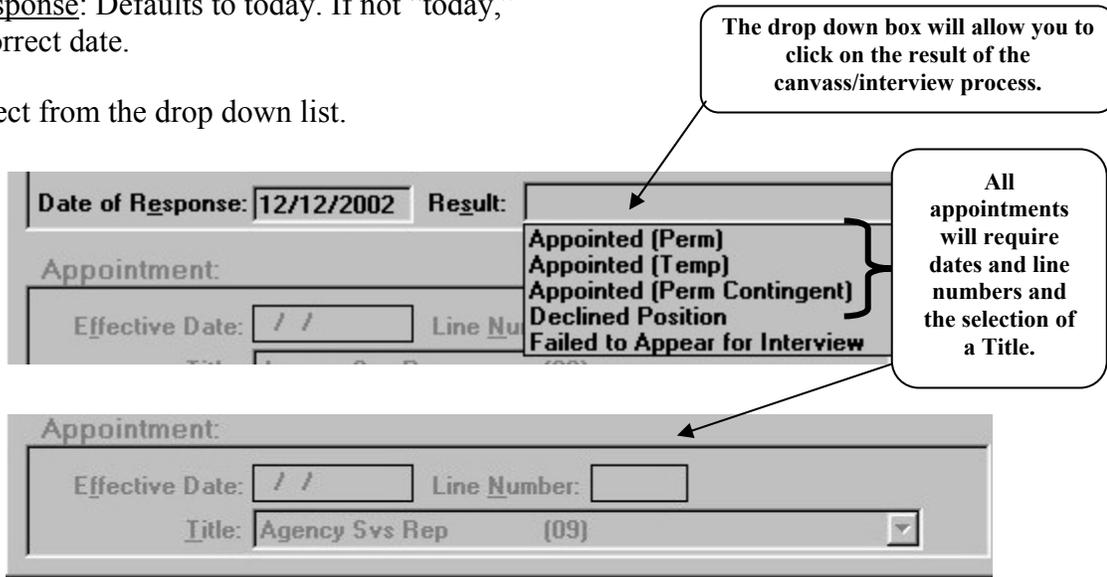


Letter Unclaimed: If you sent a canvass letter, you must indicate the circumstances of reply, if any. If the letter is returned by the Post Office, select “Yes.” If not, click the “No” radio button.

Replied: If the eligible responds to the canvass letter or phone call, select “Yes.” Check “No” if there was no reply to a canvass letter (including “Unclaimed” or one sent as a phone call follow up), or if the reply was returned after the date by which eligibles must reply to be considered.

Date of Response: Defaults to today. If not “today,” enter the correct date.

Result: Select from the drop down list.



When you are done, click .

Examples of Message Boxes

For all but appointments, once you click “OK,” you may get a message box such as the following.

“Declined Position”

Depending on the “Result” selected, e.g., “Declined Position,” you *may* see the following or similar dialogue screen:



If you click “Cancel,” you will return to the Response Posting Screen.

Posting “Declined Position”

Click “OK.” You *may* see another message similar to this one:

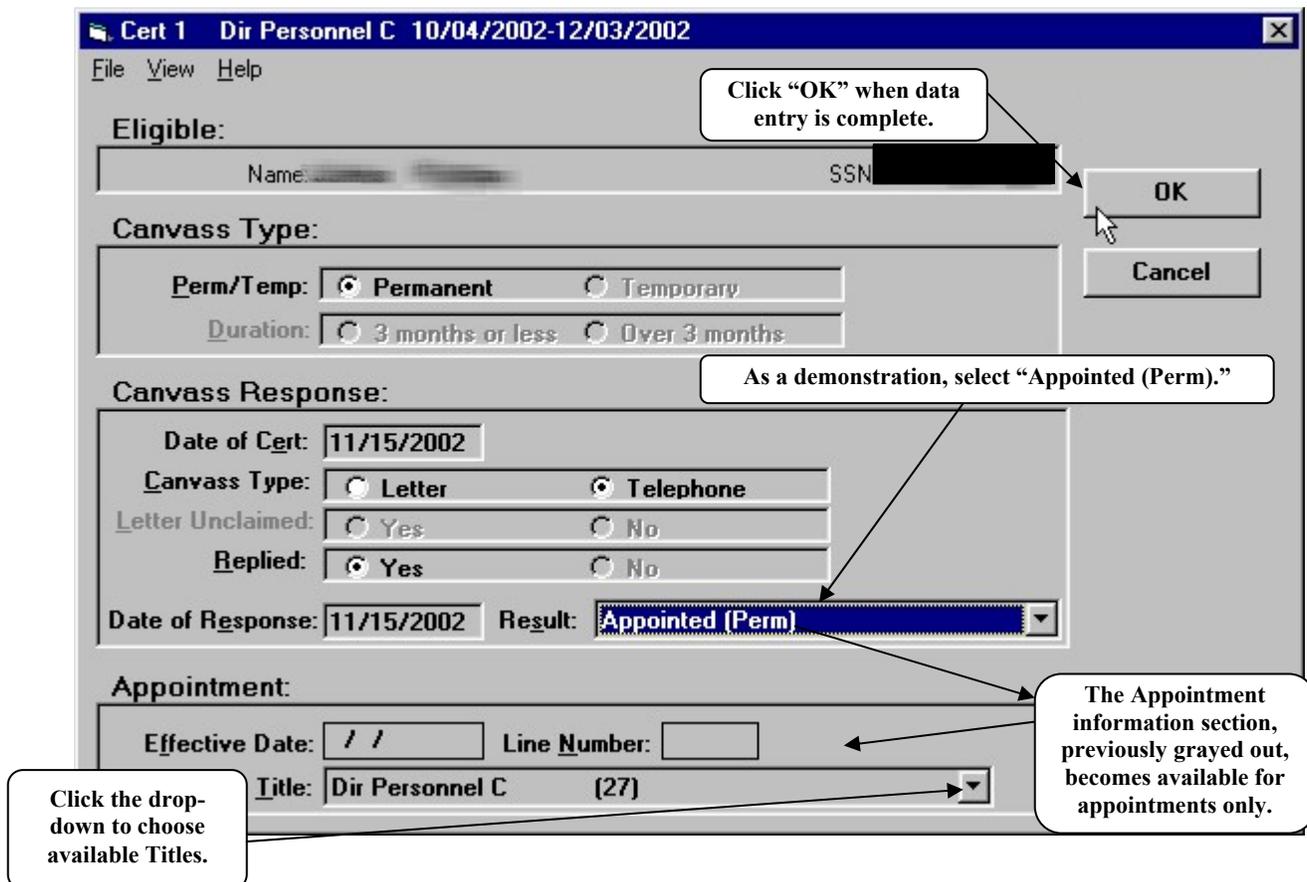


The dialogue box gives you the opportunity to “Cancel.” If you click “OK,” a declination having a significant effect will be recorded for the eligible likely affecting his or her reemployment opportunities. Since declinations affect an eligible’s rights for other certifications and are immediately posted to the system, it is critical that they are correct. Before you click “OK,” please review your entries.

Once you click “OK,” the declination is posted to the system and will be displayed in the “Status” column on the CRIF lists on which the eligible appears.

“Appointed” Circumstances

If you select a version of “Appointment,” the screen will appear similar to the following:



If you neglected to fill in the “Appointment” information and click “OK” on the Post Canvass screen, you would see one of these messages:



OR



If one of these information boxes is displayed, click “OK” and add the missing information.

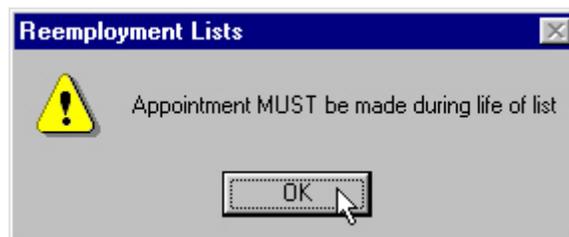
Post the Appointment

When the data is complete, click once more on “OK.” This will bring up this Dialog box to give you one last chance to review your entries by clicking “Cancel.”



Click “Cancel” to return to the Post Response screen or “OK” to continue.

You may see reminder messages (such as the one below) depending on which eligible you are coding and what you are trying to do. These messages are intended to be informative and helpful. The only choice available is to click on “OK” and continue.



Cert Response-Coding Completed

When you complete entry of an eligible's response information and click "OK" on the "Post Responses" screen, the information for each eligible is updated immediately.

Date of Response: 12/12/2002 **Result:**

Appointment:

Effective Date: / / **Line Nu**

Appointed (Perm)
 Appointed (Temp)
 Appointed (Perm Contingent)
 Declined Position
 Failed to Appear for Interview

The Status Code recorded for each eligible is related to the "Result" selected in this section of the Post Responses screen.

The Status Code displayed on a Cert is dependent on canvass and interview responses posted on the "Post Response" screen as well as the "Result" selected in the "Appointment" section. (Note: The screen below may "flash" display, hold for a few seconds or longer, or not display it at all after you click "OK.")

Reemployment Lists CRIF for 51940 List Valid: 11/27/2002 Thru 01/26/2003

File Options Help

Redeployment: Perm/Full 0
 Transfer 0
 Preferred List 0
 Reemployment Roster 0
 Placement List 0

Title Detail: **Dev Aide**
 Equiv SG 09 Barg. Unit: CSEA
 Location: 09 CHENANGO

Request: 0001 11/27/2002

Ready

Title Code: 5545000 Jurisdictional Class: 0 - Competitive County: 09 CHENANGO

--SSN--	- Last Name -	--First Name--	--Status--	Title of List	Category	Pos Number	Speci
		Shelia	A	Transfer	LO Title	00232091	
		Joann	L	Preferred	LO Title	00255022	
		Ricky	F	Preferred		00001279	

Status Codes

- A = Appointed
- D = Declined
- E = Special Declination
- F = Failed to appear for interview
- G = Generic Action Code
- L = Canvass letter returned unclaimed
- N = No reply to canvass
- X = Posted Action Removed

Done Clear Fields

Search for New Eligibles

After an appointment has been made or all eligibles have been coded, you will be asked if you want to search for new eligibles. If there are other eligibles that have not been “cleared,” even though all *listed eligibles* have been coded, you will not receive a Clearance Code Number until all are cleared.

Most likely, the “Search for new eligibles?” dialog box will appear superimposed over the revised Cert List screen (below), i.e., the screen as it appears reflecting data changes resulting from response coding and appointment. If no appointment has been made—only status changes—the search is not offered.

Reemployment Lists CRIF for 08000 List Valid: 11/19/2002 Thru 01/18/2003

File Options Help

Redeployment: **Perm/Full** 0
 Transfer 0
 Preferred List 0
 Reemployment Roster 0
 Placement List 0

Title Code: 0100100 Jurisdictional Clk: 0 - Competitive

Title Detail
Calcultns Clerk 1
 Equiv SG **06** Barg. Unit: **CSEA**
 Location: **01 ALBANY**

Request: **0001** **11/19/2002**

Duration:
 Perm
 Temp

Offer:
 Full Time
 Part Time

Shift:
 No
 Yes

Reemployment Lists [X]

? Search for new eligibles?

No Names

Done Clear Fields Print Cert Post Response

Click “Yes” to return to the list screen. The message box will display “Counting” and “Updating list.” If there are new eligibles, their names will be displayed. If not, you will be given a clearance control number.

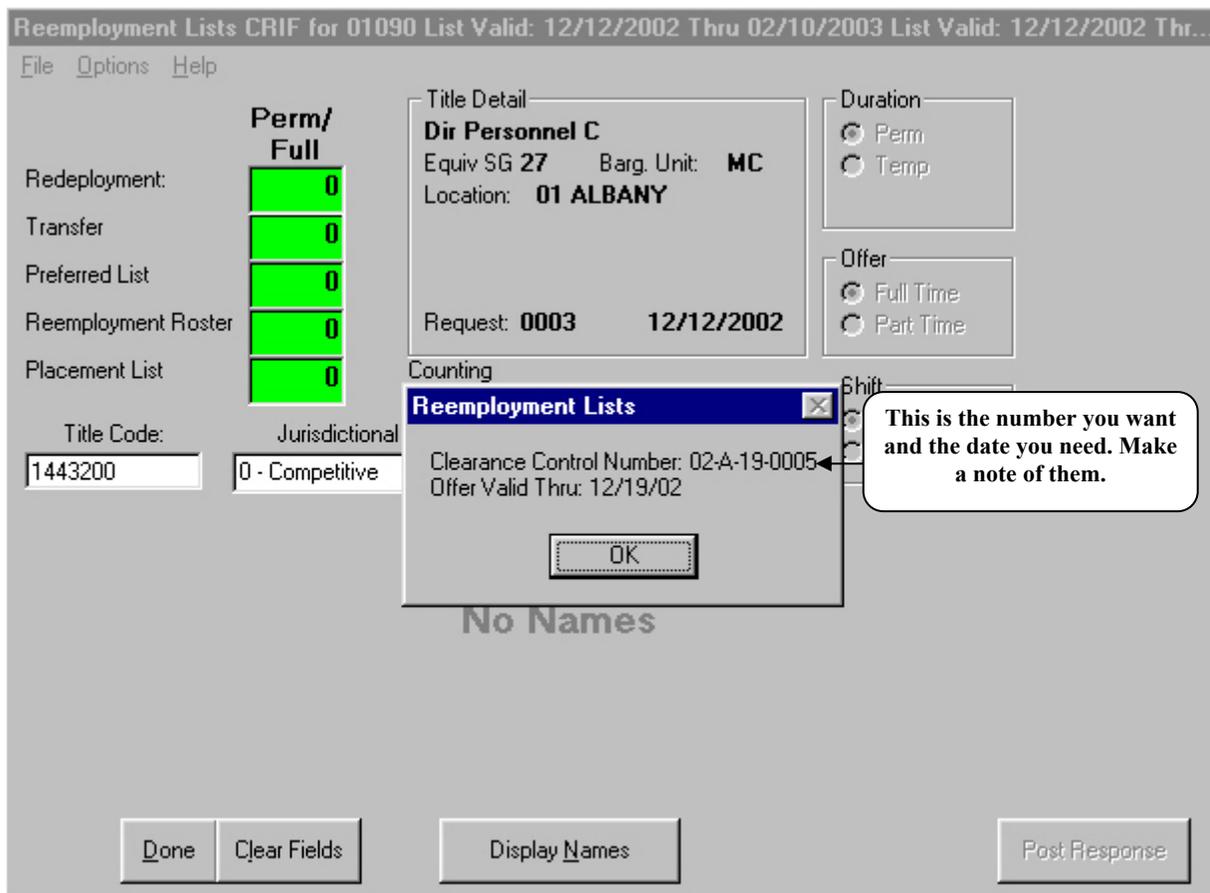
Click “No” if an Appointment has just been made, to go to the underlying screen for new actions, or to exit the system.

No Search for New Eligibles

Clicking “No” in answer to the “Search for new eligibles?” dialog box question will remove the box and display the underlying screen. From this point, new search entries can be made or you can exit the system.

Clearance Control Number

If you click “Yes” the program completes a search for new eligibles. If none are found, a clearance control number is provided.



Clicking “OK” on the Clearance Control Number message box will return you to the “Display Names” screen, which now has a “Print Cert” button. Clicking on “Print Cert” will give you a blank certification with the Clearance Control number on it for your records. [See sample in Appendix F.]

This concludes the step-by-step instructions. You have been shown how to CRIF, create a Cert, and post responses to a Cert canvass.

Please examine the Appendices for examples and definitions.

Appendices

Appendix A—Glossary

Below are some of the terms commonly used in reduction-in-force situations. These definitions are necessarily simplified, and some of these terms may be topics that have one or more pages devoted to their explanation elsewhere in the Guidelines.

- **AGENCY REDUCTION TRANSFER LIST (ARTL)** - a mandatory list established prior to the date of layoff containing the names of employees in affected titles at specified locations who are eligible for transfer to positions in other agencies in their current title and other appropriate titles. (See Section 78 of Civil Service Law). The ARTL expires on the date of layoff.
- **APPROPRIATE TITLE** – when a title that is, or will be, impacted by a reduction in force is identified, a review process is undertaken to determine which other titles in the State service are comparable for reemployment purposes. These determinations are based on a comparison of the knowledge, skills and abilities that are dictated by the duties, the minimum qualifications and the tests used to select candidates for a particular title. These determinations are title comparisons, **not** assessments of any individual’s background. Information about these determinations is available from your personnel office or the Department of Civil Service.
- **BLUE CARD** – a document (Form S-295.6) used by the Agency Reduction Transfer List process. It is printed on blue card stock and designed to collect demographic and reemployment-relevant information from employees in at risk titles; data from it is entered into the Reemployment System.
- **CANVASS** – the process of requesting information from an eligible regarding his/her interest in a position an agency intends to fill.
- **CANVASS RESPONSE** – the reply (or lack thereof) from an eligible regarding his/her interest in a position.
- **CANVASS RESULTS** – the collection of canvass responses that are entered in the Reemployment System.
- **Citrix[®]** – the name of the company providing the MetaFrame software interface.
- **CLASSIFIED SERVICE** - all offices and positions in the civil service not included in the unclassified service or "other service"; divided into four jurisdictional classes: competitive, non-competitive, labor and exempt.
- **CLEAR** – the term used to describe the accounting for all individuals on a list, whether by declination (including non-responses) or appointment, such that there are no eligibles left

who are interested in a particular position and would allow that position to be filled through another appropriate means.

- CLEARANCE CONTROL NUMBER – a number (with a date) provided by the Reemployment System that represents “permission to hire” to a specific position from sources other than the Reemployment System, because no eligibles exist that meet the position criteria or are interested in that position.
- COMPARABLE TITLE – see Appropriate Title.
- COMPETITIVE CLASS – includes all positions for which it is practicable to determine the merit and fitness of applicants by competitive examination, except such positions as are in the exempt class, the noncompetitive class or the labor class.
- CRIF – to use the program that searches the Reemployment System databases and creates a mandatory list of eligibles for a given position and employment criteria.
- DECLINATION/DECLINE POSITION – the action or the choice of an eligible to indicate he/she is not interested in a position due to location, salary, shift, etc.
- DIRECT LINE TITLES – titles in a direct promotion line which have the same root title and differ only by a designation of level.
- GREEN CARD – a document (Form S-295.5), printed on green card stock, designed to collect relevant demographic and reemployment-relevant information from laid off employees; data from it is entered into the Reemployment System.
- JOURNEY LEVEL – the level in a title series to which a traineeship advances.
- LAYOFF - a term used whenever an employee is separated or loses status in his/her position as a result of the abolition or reduction of positions. For example, employees whose positions are not abolished but are "bumped" have been laid off.
- LAYOFF TITLE/SG – the title and salary grade of the position held by any employee affected by a reduction in force immediately prior to the layoff.
- LAYOFF UNIT - separate units for suspension or demotion within which employee layoffs occur. Agencies may be all one layoff unit, or may be subdivided into a number of units that are organizational, or geographic, or differentiated by negotiating unit. President's Regulation 72.1 lists the approved layoff units for all State agencies.
- REEMPLOYMENT LIST – a list that must be used if a position is to be filled before consideration can be given to other legitimate ways of making appointments, i.e., Redeployment List, Transfer List, Preferred List, Reemployment Roster, and Placement List.

- MetaFrame[®] – a software interface between a remote computer and a host system to enable the remote user to use the host system’s data and software. Most agencies access the Reemployment System via this software.
- NON-COMPETITIVE CLASS – classified service positions that are not in the exempt class or the labor class and have been found by the Civil Service Commission to be those for which it is not practical to determine the merit or fitness of applicants by competitive examination.
- PLACEMENT ROSTER - a mandatory list containing the names of employees scheduled to be laid off who are eligible to transfer in lieu of layoff. [This list is seldom used with the advent of Agency Reduction Transfer Lists].
- PREFERRED LIST - a mandatory list established as of the date of layoff containing the names of laid off employees ranked by layoff unit and seniority, for reinstatement to their layoff title and direct line lower level titles, and/or other appropriate titles.
- REDUCTION-IN-FORCE (RIF) - another term for layoffs.
- REEMPLOYMENT LIST CERTIFICATION – the official listing, obtained from the Reemployment System, of eligibles for reemployment.
- REEMPLOYMENT ROSTER - a mandatory list established as of the date of layoff containing the names of laid off employees for appointment to titles other than those for which they are eligible for reinstatement from a preferred list. These are titles determined to be appropriate by the Department of Civil Service. The names are certified in random order without regard to seniority, status as a probationer or layoff unit.
- REEMPLOYMENT SYSTEM – the software that manages the implementation of the rights afforded by Civil Service Law and Policy and Procedure to individuals who have been affected by a Reduction in Force.
- REEMPLOYMENT ELIGIBLE – an individual who meets the criteria defined by Civil Service Law for having reemployment rights and is entered into the Reemployment System.
- SENIORITY - for purposes of layoff, seniority is defined as the date of original permanent appointment in the classified service and continuous service since that date, modified for veterans/blind preference, if any. Seniority dates may be reconstructed for breaks in service for individuals reinstated after October 1985 pursuant to §80.3 and §80-a.3.
- SHIFT – an identified period of time that employees work during a 24-hour day (generally defined as First, Second, or Third shift).
- SPECIALTIES – “sub-headings” that are not part of the formal classification for titles that further refine the field of expertise.

- TITLE-FOR-TITLE – eligibles laid off from a title are certified first on preferred lists to fill that title.
- TRANSFER – the voluntary movement of permanent or contingent permanent employees for reasons of economy, efficiency, etc., without further examination from one agency or department of the state to positions in the same title or any comparable title in another department or agency of the state.

Appendix B—Reemployment List Card Entry Process

Agency Reduction Transfer List

- I. Agency identifies titles in locations that are at risk for layoff.
- II. Agency notifies employees in targeted title at the targeted location.
- III. Agency asks at risk employees if they want to go into ARTL system.
 - A. If interested...
 1. Employees at risk voluntarily fill out a S-295.6 form (blue card).
 - B. If not interested...
 1. No action is taken.
- IV. Completed blue card is returned to the Agency Personnel Office.
- V. Agency Personnel Office verifies and completes information, signs and dates card.
- VI. Agency Personnel Office submits card to Career Mobility Office (CMO).
- VII. CMO enters employee information from card into Reemployment System.
- VIII. Reemployment System database is updated.
- IX. CMO verifies information has been correctly recorded in the system.
- X. Reemployment System runs nightly batch job to check target dates for all employees in the ARTL system.
 - A. If target date has been reached...
 1. Eligibility for employee ends.
 - B. If target date has not been reached...
 1. Employee remains active.

Preferred List and Reemployment Roster

- I. Agency identifies titles in locations that are at risk for layoff.
- II. Agency notifies employees being impacted and explains PL/RR.
- III. Agency must provide at risk employees with a S-295.5 form (green card) to complete.
- IV. Employees fill out, sign and return green cards to Agency Personnel Office.
- V. Agency Personnel Office verifies and completes information, signs and dates card.
- VI. Agency Personnel Office submits card to Career Mobility Office (CMO).
- VII. CMO enters employee information from card into Reemployment System.
- VIII. Reemployment System database is updated.
- IX. CMO verifies information has been correctly recorded in the system.
- X. Reemployment System runs nightly batch job to check PL/RR eligibility expiration dates for all eligibles in the PL/RR system.
 - A. If eligibility expiration date has been reached...
 1. Eligibility for individual ends.
 - B. If eligibility expiration date has not been reached...
 1. Eligible remains active.

Appendix C—Reemployment System Hiring Process

- I. If an Agency has approval to fill a position and wants to hire, the CRIF function of the Reemployment System is used to determine if there are individuals with reemployment rights who have indicated an interest in that position.
- II. Is there a mandatory rehire list?
 - A. If no...
 1. A Clearance Control Number is generated.
 - B. If yes...
 1. Agency may print a certification, canvass and interview eligibles.
- III. Are there acceptors from the Reemployment List Certification?
 - A. If no...
 1. Go to V. below.
 - B. If yes...
 1. Does Agency decide to make an appointment?
 - a. If no...
 - i. The position remains vacant while mandatory list is in effect.
 - b. If yes...
 - i. Agency offers an appointment to an appropriate person from the mandatory list.
- IV. Does eligible accept appointment?
 - A. If yes...
 1. Eligible informs Agency.
 - B. If no...
 1. Are there other acceptors?
 - a. If no...
 - i. A Clearance Control Number is generated.
 - b. If yes...
 - i. Go to III.B., above.

Note: Future employment options for that person are limited.
- V. Agency records choices of eligibles into Reemployment System, including appointments.
Note: If hiring from the Reemployment List, a transaction must be submitted in NYSTEP.
- VI. Reemployment System updates eligibles' records.
 - A. Results in a Clearance Control Number if all eligibles are cleared.
- VII. Is appointment at pre-layoff status/grade?
 - A. If yes...
 1. Eligibility ends.
 - B. If no...
 1. System removes all lesser records eligibility.

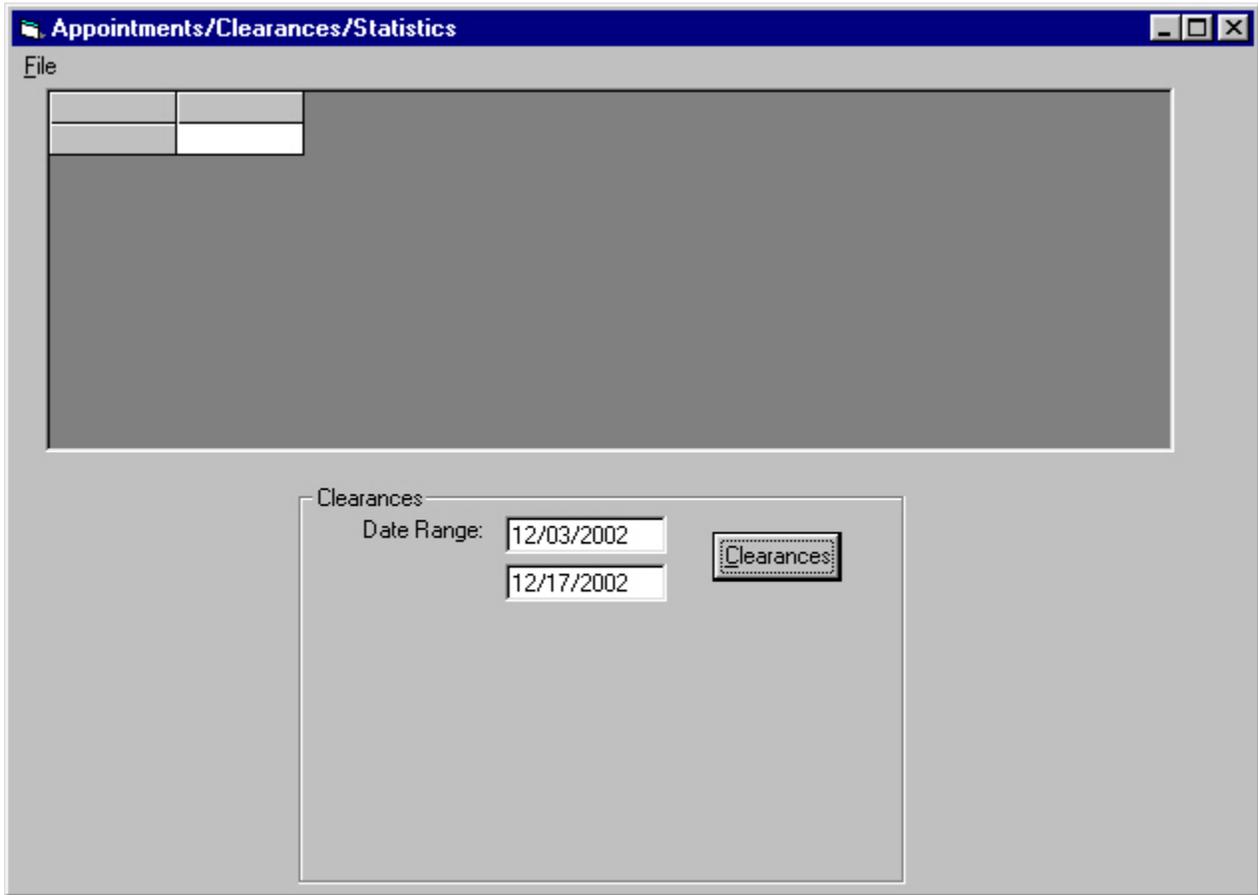
Note (1): If Agency needs only to reduce by a certain number of employees and there are in excess of this number in the ARTL system, CMO monitors placement of employees until Agency quota is reached. At that time, all other records for that Agency in the ARTL system are inactivated.

Note (2): An employee's eligibility in the Preferred List/Reemployment Roster system is for four (4) years.

Appendix D Requested Clearances

Appointments/Clearances/Statistics Screen

Selecting “Options, Clearances” on the Main Menu (see page 13) will show the screen below. To display Certs for which Clearance Control Numbers have been issued, enter the Date Range you wish to examine and click “Clearances.”



For example, Certs for the agency using the system that have been given Clearance Control Numbers for the date range in the illustration above are displayed in the following images:

Left Scroll Position

Clearance Authorizations between 12/03/2002 and 12/17/2002

Agency	Title	TitleCode	J	Location
Human Right	Dir Personnel C	1443200	0	ALBANY
Human Right	Nurse 1	5500510	0	LIVINGSTON
Human Right	Nurse 1	5500510	0	LIVINGSTON
Human Right	Nurse 1	5500510	0	LIVINGSTON
Human Right	Nurse 1	5500510	0	LIVINGSTON
Human Right	Nurse 1	5500510	0	LIVINGSTON

Clearances
Date Range: 12/03/2002 12/17/2002

Right Scroll Position

Clearance Authorizations between 12/03/2002 and 12/17/2002

Agency	Full/Pa	Perm/Tem	Shi	Clearance Num	Expires on	Specialty
Human Right	F	P	0	02-A-19-0005	12/19/02	
Human Right	F	P	0	02-A-19-0006	12/19/02	
Human Right	F	P	0	02-A-19-0008	12/19/02	
Human Right	F	P	0	02-A-19-0009	12/19/02	
Human Right	F	P	0	02-A-19-0010	12/19/02	
Human Right	F	P	0	02-A-19-0011	12/19/02	

Clearances
Date Range: 12/03/2002 12/17/2002

Appendix E—Sample Certification with names

Appointment List(s) for Agency: Human Rights

Cert Number: 11		Salary: 09
Date: 12/11/2002	Agency: 01090	Duration is: Permanent
Job title: 2564100 Agency Svs Rep	Layoff Unit: 01090	Offer is: Full Time Non-Shift
		JC: 0

For positions in: Albany (01)

Redeployment List - No Names

Transfer List - No Names

Preferred List - No Names

Reemployment Roster

Non-55BC

Name/Address	Layoff Title	
[Redacted] BROOKLYN, NY 11203 H Phone: [Redacted] W Phone: (718) 802-6904	Assnt Wkrs Comp Exmr Salary Grade: 09 JC: 0 Probation Complete	Layoff unit: 14010 Adjusted Seniority Date: 10/24/1974 Layoff Agency: Workers Camp Layoff County: Kings Layoff Date: 10/12/2000
[Redacted] Poeslenkill, NY 12140 H Phone: [Redacted] W Phone: (518) 485-0776	Secy 1 Salary Grade: 11 JC: 0 Probation Complete	Layoff unit: 08000 Adjusted Seniority Date: 03/03/1977 Layoff Agency: Civil Service Layoff County: Albany Layoff Date: 11/04/2002
[Redacted] Cohoes, NY 12047 H Phone: [Redacted] W Phone: (518) 457-0688	Prin Clerk Salary Grade: 14 JC: 0 Probationer	Layoff unit: 08000 Adjusted Seniority Date: 10/03/1988 Layoff Agency: Civil Service Layoff County: Albany Layoff Date: 11/30/2002

Placement List - No Names

Appendix F—Sample Certification with no names

Appointment List(s) for Agency: Human Rights

Cert Number: 2
Date: 12/16/2002
Job title: 5500510 Nurse 1

Agency: 01090
Layoff Unit: 01090

Salary: 14
Duration is: Permanent
Offer is: Full Time
Non-Shift
JC: 0

For positions in: Livingston (26)

Clearance Number: 02-A-19-0011 Valid Thru: 12/19/2002

Redeployment List - No Names

Transfer List - No Names

Preferred List - No Names

Reemployment Roster - No Names

Placement List - No Names

Note the Clearance Control Number. If there are no eligibles, the Cert print will provide one.

Appendix G—Sample Cert with No Names (where no search made)

Appointment List(s) for Agency: Human Rights

Cert Number: 3	Agency: 01090	Salary: 14
Date: 12/13/2002	Layoff Unit: 01090	Duration is: Permanent
Job title: 5500510 Nurse 1		Offer is: Full Time
		Non-Shift
		JC: 0

For positions in: Livingston (26)

Redeployment List - No Names

Transfer List - No Names

Preferred List - No Names

Reemployment Roster - No Names

Placement List - No Names

Note the absence of a
Clearance Control
Number.

Appendix H—Sample Labels

11 1

12-11-2002

11 2

12-11-2002

11 3

12-11-2002


BROOKLYN NY 11203


Poestenkill NY 12140


Cohoes NY 12047

**Visit the New York State
Department of Civil Service website
www.cs.ny.gov**



**New York State
Department of Civil Service
Albany, NY 12239**

**Content last updated:
June 2011**