



## How to Complete Section 211 Waiver Application Online

<https://www.cs.ny.gov/211/>

The online Section 211 waiver application (online application) must be completed and submitted by the appointing authority/agency seeking to re-employ retired public retirees pursuant to Section 211 of the Retirement and Social Security Law (RSSL).

1. Before attempting to complete an online application, please review *211 Statutory Criteria & Commission Guidelines*, which are available at:  
<https://www.cs.ny.gov/retirees/211criteria.cfm>
2. In order to submit an online application with the New York State Civil Service Commission, you must have a valid user ID and password. To obtain these permissions, please complete the **Request for User ID** which is available on our web site at: <https://www.cs.ny.gov/retirees/211/MUN-31.pdf>.
3. The online application must be completed in its entirety in one session because there is no ability to save your work and return later. It is important that you gather all the information you will need to complete the form, which includes the following:

### Retiree Information

- Social Security Number
- Name and mailing address (street, city, state and zip code)
- Email address
- Retirement system number
- Name of the retiree's retirement system
- Anticipated annual pension amount
- Date of birth
- Date of retirement
- Name of the retiree's public employer at the time of retirement
- The last position held by the retiree prior to retirement
- Type of retirement (service or disability retirement)
- Title of position to be filled
- Anticipated annual earnings
- Requested duration of waiver
- You will also need to indicate:
  - Whether the retiree will be employed by his or her former employer as defined in RSSL Section 210.
  - Whether the retiree was informed by the former employer of earnings limitations for public retirees returning to work for their former employers as defined in RSSL Section 210.

### Employer Information

- Name of the public employer seeking to re-employ to public retiree
- Your employer type (“State” for State Agencies, “Local” for local government entities or “Other” for non-civil service agencies)
- Name of the civil service agency (if local) which has jurisdiction over the employer
- Name of Appointing Authority (the officer with authority to appoint the individual for whom the waiver is requested)
- Appointing Authority e-mail address
- Disbursing Officer Name
- Disbursing Officer e-mail address

### Employment/Waiver Information

- Title of the position to which the retiree will be appointed
- Anticipated annual earnings to be paid to the retiree during a calendar year
- Date on which the waiver is requested to begin
- Date on which the waiver is requested to expire (please note: Section 211 waivers are limited to a maximum of two years)
- Whether the employee is returning to work for his or her former employer.

### Recruitment Information

You will need to indicate whether a recruitment effort was conducted.

- If you answer “Yes,” you will need to provide the following:
  - The type of media your agency used to advertise the vacancy (e.g.: newspaper, magazine, web site or other means)
  - The name of the media (e.g.: “The Daily Herald”)
  - The date on which the advertisement first appeared
  - The date on which the advertisement last appeared
  - The qualifications provided in the advertisement
    - You will also need to indicate whether the qualifications you advertised are consistent with the official civil service qualifications for the position
  - The number of applications received (not including the retiree)
  - The number of applicants who met the qualifications for the position (not including the retiree)
  - The number of qualified applicants (not including the retiree) who declined interviews and/or appointment
  - The number of qualified applicants (not including the retiree) who would also require a Section 211 waiver if appointed

- If you answer “No,” you will need to provide the following:
    - Whether the lack of recruitment effort was the result of an unforeseen, unplanned vacancy in the position being filled.
      - If “Yes,” you will need to provide a brief explanation regarding whether there is an urgent need for the retiree’s services.
  - You will also need to answer the following:
    - Whether the retiree is duly qualified, competent and physically fit to perform the duties and responsibilities of the position
    - Whether the employment of the retiree is in the best interest of government service
4. After entering all of the required information, you will be required to attest to the accuracy of that information by entering your name and title and clicking the ‘submit’ button.
5. After submitting the online application, you will receive a confirmation e-mail.

For any questions not addressed by these instructions, please call the Municipal Services Division at 518-473-5055 or email [211inquiries@cs.ny.gov](mailto:211inquiries@cs.ny.gov) for further information.