

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE**  
**DIVISION OF STAFFING SERVICES**  
**GENERAL INFORMATION BULLETIN No. 03-03**

TO: Department and Agency Personnel and Human Resources Offices  
FROM: *WD* Bill Doyle, Director of Staffing Services  
SUBJECT: Update to Reemployment System User's Manual  
DATE: August 25, 2003

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**THIS AMENDS THE REEMPLOYMENT SYSTEM USERS' MANUAL.**  
**PLEASE UPDATE YOUR COPY OF THE MANUAL AND FILE THIS BULLETIN WITH THAT MANUAL.**

We have changed the procedure for determining if there are reemployment eligibles available before filling a position (aka "CRIF").

Page 15 of the Reemployment System Users' Manual depicts the "Reemployment Lists CRIF for (layoff unit code)" screen. We have added an additional question to the screen *which you must answer in order to continue the CRIF process*, i.e. "Filling a 55b/c item?". This item is located on the right hand side of the CRIF screen. [See the screen print on next page.]

If you select "No," the process will continue as stated on page 16 of the manual.

If you select "Yes" the system will record the jurisdictional class as non-competitive and gray out the "jurisdictional class" drop-down so that JC cannot be changed. The system will then check to see if there are any competitive class or 55b/c employees on the preferred list or the ARTL. If there are no eligibles found you will receive a clearance control number (see page 37 of the manual).

If there are 55b/c reemployment eligibles available, you will not receive a clearance control number but will receive a certified list of these employees (see page 28 of the manual). If there are no 55b/c reemployment eligibles but there are competitive class preferred list or ARTL eligibles, you will not receive a clearance code but will receive a certified list of these competitive class employees.

You may wish to review our policies for the Reemployment of Laid Off 55b/c Eligibles as described in Policy Bulletin #91-05 (SPMM 1450, Preferred Lists).

A 55b/c Help menu is available on this screen to give you assistance.

If you have any questions on this process please contact either the Workers with Disabilities program (55b and 55c programs) at (518) 457-4455; or the Career Mobility Office at (518) 485-6199; or the Employment Records Section at (518) 457-8149.

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**Reemployment Lists CRIF for 08000**

File Options Help 55BC Help Manuals

Redeployment: [ ]  
Transfer: [ ]  
Preferred List: [ ]  
Reemployment Roster: [ ]  
Placement List: [ ]

Title Detail  
Equip SG: [ ]  
Location: [ ]  
Barg. Unit: [ ]

Duration  
 Perm  
 Temp

Offer  
 Full Time  
 Part Time

Title Code: [ ]  
Jurisdictional Class: Select JC [ ]  
County: Select County [ ]

Shift  
 No  
 Yes

Filing a 55BC Item?  
 No  
 Yes

OK Done Clear Fields Post Response

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