

REEMPLOYMENT/REINSTATEMENT LIST NOTIFICATION FORM (FORM 39)

Employee Location: Municipal Department State Department
Position Type: Public Safety Non-Public Safety Labor Service

The following civil service employee has been separated from a permanent civil service position due to lack of work, lack of money, or abolition of position. The name of this employee will be placed on a reemployment list in accordance with the information provided below, subject to the provisions of civil service law and rule and applicable procedures established by the Personnel Administrator.

Employment Information:

Name: _____ Residential Address: _____

City: _____ State: _____ Zip Code: _____

Apartment Number: _____ Email: _____ Daytime Phone: _____

Social Security Number: _____ Date of Birth: _____

Permanent Civil Service Job Title: _____

Title Code #: _____ Disabled Veteran? Yes No

Type: Full-time Part-time Reserve Intermittent

Civil Service Seniority Date: _____ Last Date of Paid Employment: _____

(In accordance with MGL Chapter 31, §33)

Department/Division: _____ Municipality: _____

Name of Appointing Authority: _____ Title: _____

Address: _____

Signature of Appointing Authority: _____ Date: _____

Please complete and return to the Human Resources Division within ten working days of the employee's last date of paid employment. Municipal appointing authorities must include an Absence and Termination Notice (Form 56). See the reverse side of this form for instructions.

Please return to:
The Commonwealth of Massachusetts
Human Resources Division
Civil Service Unit
civilservice@mass.gov
Subject: Reemployment/Reinstatement List (Municipality)

FOR HRD USE ONLY:
REEMPLOYMENT /REINSTATEMENT REGION _____

REEMPLOYMENT LIST NOTIFICATION FORM (FORM 39)

INSTRUCTIONS

The form on the reverse side of this instruction sheet must be completed by the Appointing Authority and returned to the Human Resources Division (HRD) whenever a permanent civil service employee is separated from employment as a result of lack of work, lack of money, or the abolition of a position. The form should not be submitted for employees who are separated from civil service positions for which they held only on a temporary or provisional basis.

Receipt of the completed Form 39 will enable the HRD to place the employee's name on a reemployment list for the title from which he/she was terminated. Reemployment lists will be certified ahead of any other open list in filling vacancies from which the employee was laid off. Reemployment list rights extend for two years.

The Appointing Authority is asked to review all information included on the Form 39 to ensure its accuracy. Inaccurate or incomplete information will delay the inclusion of the employee's name on the reemployment list and may negatively impact the rights of those eligible for reemployment under the provisions of Massachusetts General Law (M.G.L.), Chapter 31, Sections 39 and 40 respectively.

Appointing Authorities are reminded that a permanent civil service employee separated as a result of lack of work, lack of money or abolition of position has reinstatement rights to the permanent title in the department from which the employee was separated for ten years from the date of separation. Should funds or work become available within that time period the Appointing Authority should immediately process the reinstatement on HRD Reinstatement Form 10 and forward to HRD, after verification that the reinstatement is made in accordance with the provisions of M.G.L., Chapter 31, Section 39.

Within ten working days of layoff of any permanent civil service employee, the completed Form 39 must be forwarded to the HRD, One-hundred Cambridge Street, Suite 600, Boston, MA 02114. Municipal Appointing Authorities must complete and submit an Absence and Termination Notice (Form 56). The Form 56 is not required for state Appointing Authorities.