

**Merit System Employment Opportunity Announcement  
CITY AND COUNTY OF MONTGOMERY PERSONNEL  
27 Madison Avenue**

**Montgomery, AL 36104**

**Jobline: 334/625-2217 Telephone: 334/625-2675 Fax: 334/625-2219**

**www.montgomeryal.gov**

Job Title Re-employment/Transfer

Announce # 15RE-TR

#### Minimum Qualifications

Only current or former employees of the City of Montgomery, Montgomery County, or Montgomery Airport Authority are eligible for Re-employment/Transfer.

**VETERAN'S RE-EMPLOYMENT:** Former employees requesting Veteran's re-employment rights under USERRA need not complete a new application but should submit a copy of military orders showing the date of release from duty and a copy of the certificate showing satisfactory performance of duty. Former employees requesting Veteran's re-employment and satisfying the conditions of the law, will be certified as eligible for immediate re-employment.

**RE-EMPLOYMENT:** A former or retired employee who voluntarily or involuntarily (i.e. lay-off) separated in good standing may be considered for re-employment and placed on the re-employment lists. Ordinarily, re-employment is limited to any classification the former employee previously held and for which he/she completed the applicable probationary period. Exceptions must be approved by the Personnel Director. Any person who is re-employed will be required to successfully complete the probationary period in order to attain permanent status. This does not apply to an employee who has been laid off within the last two years. Nothing in this Rule is intended to interfere with any reinstatement rights under state or federal law. (Revised 1/9/13)

**TRANSFER:** A position may be filled by transferring an employee from one position of the same class or similar class with essentially the same basic qualifications and the same maximum salary limit. Transfers between departments must be approved by the Appointing Authority(ies) and the Personnel Director.

#### Special Requirements

Only current or former employees of the City of Montgomery, Montgomery County, or Montgomery Airport Authority are eligible for re-employment/transfer.

#### Kind of Examination

Complete the on-line questionnaire and application or the standard application and Re-employment/Transfer Request. Your request will be reviewed, and if eligible, you will be placed on the list for either re-employment or transfer. You may also apply for any open competitive or promotional job for which you qualify. This request does not guarantee re-employment or transfer.

#### General Information

An employee who requests to be placed on the re-employment or transfer list will be referred to any department which requests the transfer and/or re-employment list for a specific job. If the employee declines three offers of employment, fails to show up for a scheduled appointment, or fails to respond when contacted, his/her name will be removed from the list. Rule VII, Section 6.

If your name is currently on a transfer or re-employment register, you need not apply again. There is no expiration date for transfer or re-employment applications. If unsure, you may contact the Personnel Department regarding your transfer or re-employment status.

Applicants for Service Maintenance Worker, Recreation Aide or Library Page must contact the department directly to request re-employment. The Personnel Department does not maintain Transfer or Re-employment lists for Service Maintenance Worker, Recreation Aide, or Library Page.

## Re-employment/Transfer Request Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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

**Please select one.**

- Veteran's Re-employment
- Re-employment
- Transfer

**With which agency are you or were you employed? Select all agencies with which you have been employed in your lifetime.**

- City of Montgomery
- Montgomery County
- Montgomery Airport Authority
- None of the above.

**What position did you/do you hold with the above agency?**

**To what position(s) are you requesting transfer/re-employment?**

**With what agency are you requesting transfer/re-employment?**

- City of Montgomery
- Montgomery County
- Montgomery Airport Authority
- None of the above.

**Date of last employment with above agency:**

**List all names by which you were employed.  
(ex. Hired under Smith, Jane R, present name is Jones or Smith-Jones,  
R).**