**Section 302.570 Reemployment Lists**

a) Employees in Titles Subject to Collective Bargaining

The Department shall establish and maintain a reemployment list, by class, option, agency and county or other designated geographical area approved by the Director before layoff. A certified employee who has been indeterminately laid off shall be placed in order of length of continuous service as defined in Section 302.190 on a reemployment list for recall to the first available assignment to a position in the class (or related classes with substantially similar requirements and duties), option, agency, and county or other designated geographical location or area in which the employee was assigned prior to being placed on the reemployment list. When circumstances warrant, at the discretion of the Director, the reemployment list may be established by related classes and options whose duties are substantially similar to the class from which the employee was laid off.

b) Employees in Merit Compensation System/Broad-banded Titles

In the event no vacancies exist as described in Section 302.545, employees in merit compensation system/broad-banded titles shall be placed on the employing agency's reemployment list for the title and option from which the employee was laid off and any other titles in which the employee was previously certified within the county from which the employee was laid off and within two additional alternate counties designated by the employee. In the event the employee's facility or office is closing, the employee may designate one additional alternate county, for a total of four counties. In no event shall the vacancies include positions that are subject to collective bargaining unless those bargaining unit vacancies remain after all contractual obligations have been fulfilled. Laid off employees shall remain on the reemployment list for three years, commencing with the effective date of layoff. Reemployment of merit compensation system/broad-banded employees to positions under term appointments is subject to the provisions of Section 302.825. Reemployment of merit compensation system/broad-banded employees to non-term appointment Senior Public Service Administrator and Public Service Administrator positions will be placed on the appropriate list for the identical classification and option designation for the position from which the employee was laid off. The employee shall be placed, in order of length of continuous service as defined in Section 302.190, on a reemployment list for recall to the first available assignment to a position in the class and option, agency, and county or other designated geographical location or area in which the employee was assigned prior to being placed on the reemployment list.

c) Qualifications for Reemployment

An agency will not be required to consider any employee who does not have the necessary qualifications for reemployment to any position, or who was not at the same or higher organizational level as the position being filled. If an agency makes such a determination, this must be documented and submitted to the Department of Central Management Services.

d) Reinstatement

An employee whose name has been placed on the reemployment list will also be eligible for reinstatement in accordance with Section 302.610.

(Source: Amended at 33 Ill. Reg. 16560, effective November 13, 2009)