

Addendum A

**Notification to Employing Department Human Resource Office**

**Employee/Applicant Name:**

**SSN:**

**Department:**

**Prepared by Employee Services staff:**

Your request was not approved for the following reason(s):

**Loss of non-competitive rehire rights**

Documentation package was not received within 30 calendar days from the date of separation.

Documentation package did not support the request.

Comments:

**Loss of eligibility to apply for classified vacancies**

Documentation package was not received within 30 calendar days from the date of separation.

\* State employee

    All Job Classes:

        Documentation package did not support the request.

    Career Specific:

        Documentation package did not support the request.

\* Applicant

    All Job Classes:

        Documentation package did not support the request.

    Career Specific:

        Documentation package did not support the request.

Comments:

**Combined loss of noncompetitive re-hire rights and eligibility to apply for classified vacancies**

Documentation package was not received within 30 calendar days from the date of separation.

Noncompetitive Rehire Rights:

    Documentation package did not support the request.

Eligibility to Apply for All Job Classes:

    Documentation package did not support the request.

Career Specific Eligibility to Apply:

    Documentation package did not support the request.

Comments:

## Addendum B

(Date)

(Name)  
(Address)  
(City, State Zip)

Dear Ms./Mr. (Name):

This is to inform you that as a result of your separation from State service on **(date of separation)**, as a **(job class title)**, you are ineligible for noncompetitive rehire rights.

In accordance with the Personnel Rules and bargaining unit agreement provisions, rehire rights are granted to employees who separate from State service in good standing. Unfortunately, the circumstances surrounding your separation do not constitute good standing. This action affects only your rehire rights. It does not affect your right to competitively compete for vacancies in the classified service. Your name will be maintained on a list of those ineligible for noncompetitive rehire for a period of two years.

If you have any questions about this action, please do not hesitate to contact me.

Sincerely,

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Employee Services Manager

Enclosures  
cc: Management Services Group

## Addendum C

(Date)

(Name)  
(Address)  
(City, State, Zip Code)

Dear Ms./Mr. (Name):

This is to inform you of the actions we must take as a result of your separation from State service on **(date of separation)**, as a **(job class title)**.

Pursuant to applicable bargaining unit provisions and personnel rules, you will not be allowed to apply for **classified** vacancies for all job classes. Your name has been inactivated from all applicant pools in Workplace Alaska. Copies of the applicable provisions are enclosed.

If you complete **(six months / twelve months)** of work with another employer after your separation date, and supply us with written references from that employer documenting a satisfactory work record, you may be eligible for consideration for vacancies in the classified service. These references must identify your employer and be signed by your immediate supervisor. If you were self-employed, references from contractors or suppliers with whom you did business will be accepted. References will be verified.

If you have any questions about this action, please do not hesitate to contact us.

Sincerely,

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Employee Services Manager

Enclosures  
cc: Management Services Group

## Addendum D

(Date)

(Name)  
(Address)  
(City, State, Zip Code)

Dear Ms./Mr. (Name):

This is to inform you of the actions we must take as a result of your separation from state service on **(date of separation)**, as a **(job class title)**.

Pursuant to applicable bargaining unit provisions and personnel rules, you will not be allowed to apply for **classified** vacancies within the specified career area, job class, or class series, which includes the following job classes: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. Your name has been inactivated from all relevant applicant pools in Workplace Alaska. Copies of the applicable provisions are enclosed.

If you complete **(six months / twelve months)** of work with another employer after your separation date, and supply us with written references from that employer demonstrating a satisfactory work record, you may be eligible for consideration for vacancies in the classified service. These references must identify your employer and be signed by your immediate supervisor. If you were self-employed, references from contractors or suppliers with whom you did business will be accepted. References will be verified.

If you have any questions about this action, please do not hesitate to contact us.

Sincerely,

\_\_\_\_\_  
Employee Services Manager

Enclosures  
cc: Management Services Group

## Addendum E

(Date)

(Name)  
(Address)  
(City, State, Zip Code)

Dear Ms./Mr. (Name):

This is to inform you of the actions we must take as a result of your applying for state employment on **(date)**, for PCN **(number)**, **(job class title)**.

Pursuant to applicable personnel rules, you will not be allowed to apply for **classified** vacancies for all job classes. Your name has been inactivated from all applicant pools in Workplace Alaska. Copies of the applicable provisions are enclosed.

If you complete **(six months / twelve months)** of work with another employer, and supply us with written references from that employer demonstrating a satisfactory work record, you may be eligible for consideration for vacancies in the classified service. These references must identify your employer and be signed by your immediate supervisor. If you were self-employed, references from contractors or suppliers with whom you did business will be accepted. References will be verified.

If you have any questions about this action, please do not hesitate to contact us.

Sincerely,

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Employee Services Manager

Enclosures  
cc: Management Services Group

Addendum F

(Date)

(Name)  
(Address)  
(City, State, Zip Code)

Dear Ms./Mr. (Name):

This is to inform you of the actions we must take as a result of your applying for state employment on **(date)**, for PCN **(number)**, **(job class title)**.

Pursuant to applicable personnel rules, you will not be allowed to apply for **classified** vacancies within the specified career area, job class, or class series, which includes the following job classes:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. Your name has been inactivated from all relevant applicant pools in Workplace Alaska. Copies of the applicable provisions are enclosed.

If you complete **(six months / twelve months)** of work with another employer, and supply us with written references from that employer demonstrating a satisfactory work record, you may be eligible for consideration for vacancies in the classified service. These references must identify your employer and be signed by your immediate supervisor. If you were self-employed, references from contractors or suppliers with whom you did business will be accepted. References will be verified.

If you have any questions about this action, please do not hesitate to contact us.

Sincerely,

\_\_\_\_\_  
Employee Services Manager

Enclosures  
cc: Management Services Group

## Addendum G

(Date)

(Name)  
(Address)  
(City, State, Zip Code)

Dear Ms./Mr. (Name):

This is to inform you of the actions we must take as a result of your separation from State service on **(date)**, as an **(title of job class)**.

In accordance with the Personnel Rules and bargaining unit agreement provisions, rehire rights are granted to employees who separate from State service in good standing. Unfortunately, the circumstances surrounding your separation do not constitute good standing. Your name will be maintained on a list of those ineligible for noncompetitive rehire for a period of two years.

Pursuant to applicable Personnel Rules, you will not be eligible for consideration for **classified** vacancies for all job classes. Your name has been inactivated from all classified applicant pools in Workplace Alaska. Copies of the applicable provisions are enclosed.

Your name will be maintained on a list of those ineligible for consideration until such time as you regain eligibility for consideration for vacancies in the classified service. If you complete **(six months / twelve months)** of work with another employer after your separation date, and supply us with written references from that employer documenting a satisfactory work record, you may be eligible for consideration for vacancies in the classified service. These references must identify your employer and be signed by your immediate supervisor. If you were self-employed, references from contractors or suppliers with whom you did business will be accepted. References will be verified.

We are sorry that your employment with the State was not successful. If you have any questions about this action, please do not hesitate to contact us.

Sincerely,

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Employee Services Manager

Enclosures  
cc: Management Services Group

# Addendum H

(Date)

(Name)  
(Address)  
(City, State, Zip Code)

Dear Ms./Mr. (Name):

This is to inform you of the actions we must take as a result of your separation from State service on **(date)**, as an **(title of job class)**.

In accordance with the Personnel Rules and bargaining unit agreement provisions, rehire rights are granted to employees who separate from State service in good standing. Unfortunately, the circumstances surrounding your separation do not constitute good standing. Your name will be maintained on a list of those ineligible for noncompetitive rehire for a period of two years.

Pursuant to applicable bargaining unit provisions and personnel rules, you will not be allowed to apply for **classified** vacancies within the specified career area, job class, or class series, which includes the following job classes: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. Your name has been inactivated from all relevant applicant pools in Workplace Alaska. Copies of the applicable provisions are enclosed.

Your name will be maintained on a list of those ineligible for consideration until such time as you regain eligibility for consideration for vacancies in the classified service. If you complete **(six months / twelve months)** of work with another employer after your separation date, and supply us with written references from that employer demonstrating a satisfactory work record, you may be eligible for consideration for vacancies in the classified service. These references must identify your employer and be signed by your immediate supervisor. If you were self-employed, references from contractors or suppliers with whom you did business will be accepted. References will be verified.

We are sorry that your employment with the State was not successful. If you have any questions about this action, please do not hesitate to contact us.

Sincerely,

\_\_\_\_\_  
Employee Services Manager

Enclosures  
cc: Management Services Group

## Addendum I

(Date)

(Name)  
(Address)  
(City, State, Zip Code)

Dear Ms./Mr. (Name):

Thank you for your recent letter and reference from **(name of reference)**.

Unfortunately, I am unable to reinstate your rights to apply for **classified** vacancies. To be considered for reinstatement of eligibility to apply for **classified** vacancies you must submit a written request for reinstatement with supporting documentation that includes:

- A reference letter documenting your satisfactory work record that identifies your employer and is signed by your immediate supervisor.
- If you were self-employed, written references from contractors or suppliers with whom you did business can be accepted.

If you have any questions regarding this matter, please feel free to contact us.

Sincerely,

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Employee Services Manager

Enclosures  
cc: Management Services Group

## Addendum J

(Date)

(Name)

(Address)

(City, State, Zip Code)

Dear Ms./Mr. (Name):

Thank you for your recent letter of reference from **(name of reference)**.

I am pleased to be able to reinstate your rights to apply for **classified** vacancies. I have updated your records to show the reinstatement of your rights. I am sending a copy of this letter to the department who initially took action to revoke your eligibility to apply for **classified** vacancies.

If you have any questions regarding this matter, please feel free to contact us.

Sincerely,

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Employee Services Manager

Enclosures

cc: Management Services Group