



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554

REQUEST FOR REINSTATEMENT

Rule X, Section 8 of the City Service Rules allows individuals who resigned or took a voluntary demotion, and were in good standing with their department, to request reinstatement. Requests must be approved by the department to which the former employee wants to be reinstated. Requests made more than three years from the date of separation must also be approved by the City Service Commission. An employee may only be appointed by reinstatement twice.

Applicants for reinstatement must submit this form and a Reinstatement Request Application to the Department of Employee Relations. Both documents are required in order to be considered for reinstatement.

Applicants are notified when a request is approved or denied. If approved, and the position previously held is currently vacant with an intent by the department to fill it, the individual has rights to that position. If an appropriate vacancy does not exist, the individual's name is placed on a reinstatement list for that title, and sent notices for interviews as other vacancies occur. Reinstatement lists are active for two years, but may be extended by the City Service Commission. Candidates being considered for placement via reinstatement will be subject to a conviction record review and satisfactory completion of a pre-placement testing, if required.

At the time of reappointment, the individual shall receive salary, service credit towards benefits, and job class seniority. Job class seniority is determined by City Service Rules. *The CSC policy on reinstatement does not address employee's ERS contributions or benefits. Employees who are reinstated must contact the Employees' Retirement System directly in regard to their pension contributions or benefits.*

Benefits Restored Upon Reinstatement	
Salary	Same salary as at time of resignation or to the minimum of the pay range, whichever is greater.
Service Credit Toward Vacation Accrual	Service credit is adjusted to reflect the absence from service.
Service Credit Toward Job Class Seniority	Job class seniority is adjusted to reflect the absence from service.
Sick Leave Balance	Restored to balance at time of resignation.

WHEN REQUESTING REINSTATEMENT, YOU MUST PROVIDE THE FOLLOWING INFORMATION (type or print legibly):

Name: Benjamin Roovers

Address: [Redacted]

Phone: [Redacted]

Employee ID: 02673

Date of Separation from Service: March 26, 2021

Reinstatement to which Department & Division: City Attorney's Office

Reinstatement to which Job Title: Assistant City Attorney III

Department & Division Where Last Employed: City Attorney's Office

I have read and understand the information above. I am requesting that my name be placed on the reinstatement list for the Job Title listed above.

Ben Roovers

2/18/25

Signature

Date

**YOU MUST ATTACH A COMPLETED REINSTATEMENT APPLICATION TO THIS REQUEST
ALL REINSTATEMENT REQUESTS MUST BE SENT TO DERcertification@Milwaukee.gov.**



APPLICATION FOR REINSTATEMENT TO

Dept. of Employee Relations
Room 706, City Hall
200 E. Wells St.
Milwaukee, WI 53202-3554
(414) 286-3751
TDD (414) 286-2960
www.milwaukee.gov/jobs

INSTRUCTIONS TO APPLICANT:

1. Please PRINT answers in black ink (for copying purposes).
2. Answer all questions. Credit may NOT be given for incomplete information.
3. DATE and SIGN on page 4.
4. Keep a copy of completed application materials for your files.

Name Last Roovers First Benjamin Middle Initial J

A _____

C _____

D _____

C _____

List any other names by which you have been known on official records:
N/A

Please list the following information about your previous employment with the City of Milwaukee:

POSITION TITLE	DEPARTMENT	EMPLOYEE ID #	FROM (MO./YR.)	TO (MO./YR.)
ACA III	City Attorney	026273	11/15	03/21

OPEN RECORDS/PUBLIC INFORMATION

The City sometimes receives requests under the Wisconsin Public Records Law for the identity of job applicants and copies of the job applications. However, except for those applicants who are final candidates for positions, the City is prohibited from releasing the identity of applicants who have indicated in writing that they do not wish their identity to be revealed.

Do you wish to reveal your identity? Yes No

In accordance with the Immigration Reform Control Act of 1986, the City will employ only persons legally authorized to work in the United States. Employment, offered, is conditional upon the individual's ability to establish verification of identity and authorization to work within three business days of commencement of employment.

Are you able to provide documentation that demonstrates that you are legally authorized to work in the United States?
Yes No

Do you have relatives working for the City of Milwaukee? If Yes, list names, relationship and Department/Agency
Due to limitations on employment of relatives, list the names and exact relationships of any relatives who are City of
Milwaukee employees

Yes No

EDUCATION AND TRAINING

Did you graduate from High School? Yes No

If Yes, List High School Name, Address, City and State Appleton East, 2121 E Emmers Dr, Appleton, WI 54915

If you did not graduate from high school, do you have a General Education Development Certificate (GED) or a
High School Proficiency Certification? Yes No

If Yes, enter date issued and certificate number: _____

Training beyond high school (college or university, nursing, business college, military or other training you have received).
Under credits earned, indicate Q for quarter hours or S for semester hours.

NAME, CITY & STATE MAJOR/MINOR COURSE OF STUDY DATES OF ATTENDANCE DEGREE PURSUED # OF CREDITS/DATE GRADUATED

University of Wisconsin-Madison, History/Political Science, 9/05-12/07, BA, 120 Credits, Graduated 12/07

Marquette University Law School, Law, 09/10-05/13, Juris Doctorate, 90 Credits, Graduated 05/13

LICENSES & CERTIFICATIONS

Related to or required by the position for which you are applying. Do you have any current
occupational and professional licenses and certificates? YES NO

Law License

State Bar of Wisconsin

1092395

LICENSE/CERTIFICATE TYPE

ISSUING AGENCY/BOARD

SERIAL #

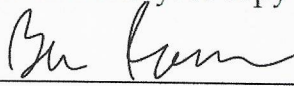
EMPLOYMENT HISTORY

Begin with current or most recent employment and work back. Account for all time during the past ten years, including periods of unemployment. IN ADDITION, LIST ANY OTHER PAID OR UNPAID WORK EXPERIENCE THAT MAY QUALIFY YOU FOR A POSITION. ATTACH ADDITIONAL PAGES IF NECESSARY.

Employer Madison Metropolitan School District	From (month/year): <u>January 2022</u> To (month/year): <u>Present</u>
Address 545 W Dayton St, Madison, WI 53703	
Your Title Associate General Counsel	
<input type="checkbox"/> Part time <input checked="" type="checkbox"/> Full time Hours per week: <u>40+</u>	
Supervisor's Name, Title and Phone Number Mankah Mitchell, General Counsel, 608.663.1868	
Reasons for leaving: Returning to City of Milwaukee	
Duties: Represent MMSD in various areas of law including labor, employment, public records, open meetings, and education.	
Employer Milwaukee Public Schools	From (month/year): <u>April 2021</u> To (month/year): <u>January 2022</u>
Address 5225 W Vliet St, Milwaukee, WI 53208	
Your Title Employment Relations Specialist	
<input type="checkbox"/> Part time <input checked="" type="checkbox"/> Full time Hours per week: <u>40</u>	
Supervisor's Name, Title and Phone Number Therese Freiberg, ER Director, 414-475-8280	
Reasons for leaving: Offered position at MMSD	
Duties: Assisted employees with questions about employee handbook, policies, and procedures. Conducted internal investigations. Assisted with complaints and labor relations.	
Employer City of Milwaukee	From (month/year): <u>November 2015</u> To (month/year): <u>March 2021</u>
Address 200 E Wells St, Milwaukee, WI 53202	
Your Title Assistant City Attorney III	
<input type="checkbox"/> Part time <input checked="" type="checkbox"/> Full time Hours per week: <u>40+</u>	
Supervisor's Name, Title and Phone Number Miriam Horwitz, Deputy City Attorney, 414-286-2601	
Reasons for leaving: Offered job at MPS	
Duties: Represented the City in grievances, prohibited practice complaints, discrimination complaints, and CSC hearings.	

READ CAREFULLY BEFORE SIGNING -- I certify that all answers to questions on this application are true and complete. I understand that falsification of this application may result in disqualification or removal from a City position. I authorize the City to make any inquiries about and receive any information about my suitability for employment. I give permission to persons contacted to provide such information. Such inquiries may include, but are not limited to the quality and quantity of my work, work record, qualifications, education and criminal records as defined above.

NOTE: Convictions are not an automatic bar to employment but are reviewed in relation to the job for which you applied. I forever waive, release and covenant not to sue any person or organization as a result of providing, obtaining or acting upon such information. I understand that such information is sought with confidentiality. A copy of this authorization shall be effective as the original.

SIGNATURE 

DATE: 2/17/25

EVAN C. GOYKE
City Attorney

MARY L. SCHANNING
ROBIN A. PEDERSON
NAOMI E. SANDERS
JULIE P. WILSON
Deputy City Attorneys



Milwaukee City Hall Suite 800 • 200 East Wells Street • Milwaukee, Wisconsin 53202-3551
Telephone: 414.286.2601 • TDD: 414.286.2025 • Fax: 414.286.8550

KATHRYN Z. BLOCK
THOMAS D. MILLER
PETER J. BLOCK
PATRICK J. MCCLAIN
ANDREA J. FOWLER
JOANNA FRACZEK
HANNAH R. JAHN
MEIGHAN M. ANGER
ALEXANDER R. CARSON
GREGORY P. KRUSE
ALEXANDER T. MUELLER
ALEXANDER D. COSSI
LISA A. GILMORE
KATHERINE A. HEADLEY
SHEILA THOBANI
STACY J. MILLER
JORDAN M. SCHETTLE
THERESA A. MONTAG
ALEXANDER E. FOUNDOS
TRAVIS J. GRESHAM
KYLE W. BAILEY
JOSEPH M. DOBBS
WILLIAM K. HOTCHKISS
CLINT B. MUCHE
TYLER M. HELSEL
ZACHARY A. HATFIELD
MEGHAN C. MCCABE
CYNTHIA HARRIS ORTEGA
OLUWASEUN CHRIS IBITOYE
KEVIN P. TODT
NATHANIEL E. ADAMSON
JUSTIN J. DREIKOSEN
Assistant City Attorneys

February 18, 2025

City Service Commissioners
Sent via email to Liz Moore (elmoor@milwaukee.gov)
Dept. of Employee Relations


Re: Reinstatement of Benjamin Roovers

Dear City Service Commission,

The City Attorney's Office recommends that you approve the reinstatement of Benjamin Roovers to the position of Assistant City Attorney III. Mr. Roovers previously worked in the City Attorney's Office for over five years. He left city service in good standing. Mr. Roovers' work was more than satisfactory during his 5+ years in the City Attorney's Office and we look forward to welcoming him back.

I respectfully request that the City Service Commission approve Benjamin Roovers' reinstatement request. Please reach out to Deputy City Attorney Mary Schanning at (414) 286-2290 or Mary.Schanning@milwaukee.gov if you have any questions.

Very truly yours,


EVAN GOYKE
City Attorney

cc: Aisha Hendree, DER
Benjamin Roovers

