



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 employees 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 one year from resignation 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 along with a Reinstatement Request Application to the Department of Employee Relations. Both documents are required 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 is placed on a reinstatement list, 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 criminal conviction record review and satisfactory completion of a pre-placement medical examination and drug screen.

At the time of re-hire the individual shall receive salary, service credit towards benefits, and job class seniority according to the table below. 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 regards to their pension contributions or benefits.*

Benefits Restored Upon Reinstatement	When Reinstated Within Three Years of Resignation	When Reinstated Three or More Years after Resignation
Salary	Same salary as at time of resignation or to the minimum of the pay range, whichever is greater.	Same salary as at time of resignation or to the minimum of the pay range, whichever is greater.
Service Credit Towards Vacation Accrual	Service credit is adjusted to reflect the absence from service.	No prior service credit granted
Service Credit Towards Job Class Seniority	Job class seniority is adjusted to reflect the absence from service.	No prior service credit granted
Sick Leave Balance	Restored to balance at time of resignation	No sick leave balance is restored

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

Name: Elizabeth Lowrey

Address: [REDACTED]

Zip Code: [REDACTED]

Phone No.: [REDACTED]

Email: [REDACTED]

Employee ID: 019827

Date of Separation From Service: March 29, 2019

Reinstatement to which Department & Division: Library

Reinstatement to which Job Title: Librarian II or III (voluntary demotion from former position as Management Librarian)

Department & Division Where Last Employed: Library - CLCR/EOS

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.

Elizabeth Lowrey

9/2/21

Signature

Date

YOU MUST ATTACH A COMPLETED REINSTATEMENT APPLICATION TO THIS REQUEST



MILWAUKEE
PUBLIC LIBRARY

September 21, 2021

Board of City Service Commission
City of Milwaukee
Department of Employee Relations
City Hall – Room 706

RE: Request for Reinstatement from Elizabeth Lowrey to the position of Librarian II

Dear Commissioners:

This letter is in response to Ms. Elizabeth Lowrey requesting reinstatement to the Milwaukee Public Library to her former position of Librarian II. Ms. Lowrey was hired on August 2, 2010 as a Library Youth Educator. She was promoted to Librarian I on June 10, 2012 and to Librarian II on June 8, 2014. She resigned on November 30, 2014. She was rehired on July 17, 2017 as Management Librarian and resigned on March 30, 2019. Library Administration supports her request for reinstatement.

Sincerely,

Joan Johnson
Library Director

c: personnel file



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 2.
4. Keep a copy of completed application materials for your files.

Name (Last, First, Middle Initial) <u>Lowrey, Elizabeth M</u>					
Address <u>[REDACTED]</u>					
City, State, Zip Code <u>[REDACTED]</u>					
Day phone: <u>([REDACTED]) [REDACTED]</u>		Evening phone: <u>() - </u>			
Cell phone: <u>() - </u>		Email Address: <u>[REDACTED]</u>			
Do you currently live in the city of Milwaukee? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
When did you become a resident? (month/year) <u>07/01/2017</u>					
List any other names by which you have been known on official records:					
Are you 18 years of age or older? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If under 18, how old are you? _____ years months					
Due to limitations on employment of relatives, list the names and exact relationships of any relatives who are City of Milwaukee employees:					
List any licenses, registrations and/or certificates you possess, such as Driver's, Nursing or Professional Engineer, that are related to the job you are applying for: <u>Masters of Library and Information Studies</u>					
TYPE		NUMBER (if any)		TYPE	
				NUMBER (if any)	
EDUCATION AND TRAINING					
Circle the highest grade or year completed in school: 1 2 3 4 5 6 7 8 9 10 11 <u>12</u>					
Did you graduate from High School? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
If Yes, Name and Location of High School <u>Madison La Follette High School, 702 Pflaum Rd., Madison, WI</u>					
Have you passed a high school equivalency or G.E.D. Test? <input type="checkbox"/> Yes <input type="checkbox"/> No					
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 AND LOCATION OF SCHOOL	FULL OR PART TIME	DATES ATTENDED FROM MO. YR. TO MO. YR.	CREDITS EARNED	MAJOR OR FIELDS OF STUDY	TYPE OF DEGREE/DATE COMPLETED
University of Wisconsin-Madison Madison, WI	Full	8/04-05/09	124	Journalism	Bachelor of Science
University of Wisconsin-Milwaukee Milwaukee, WI	Full	8/10-05/12	36	Library Science	Master of Library & Information Science

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.

If you do not wish us to reveal your identity, please check the following box: ☐

Are you legally authorized to work permanently for any employer within the United States? Yes ☒ No ☐

There may be a possibility of employment with other organizations. If so, may we refer your name? Yes ☐ No ☒

Give the titles and dates of all City examinations you have taken within the last six months (if none, print "NONE"):

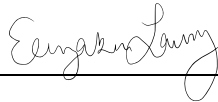
None

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

Management Librarian - Children's Library - CLCR/EOS	019827	07/17-03/19
Library Youth Educator, Librarian I/II Library - various	019827	08/10-11/14
POSITION TITLE	DEPARTMENT	EMPLOYEE ID # FROM (MO./YR.) TO (MO./YR.)

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 understand that residency in the City of Milwaukee within six months of appointment and throughout employment is required by City Charter 5-02*. 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 09/07/21

*The City of Milwaukee's ability to continue enforcement of the residency requirement is currently in litigation. Please contact the Department of Employee Relations for specific questions regarding your situation.

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 Waukesha Public Library, City of Waukesha	From (month/year): <u>03/21</u> To (month/year): <u>Present</u>
Address 321 Wisconsin Ave Waukesha, WI 53186	Salary/Wage: \$ _____ per _____
Your Title Children's Collection Development and Customer Service Librarian	<input type="checkbox"/> Part time <input checked="" type="checkbox"/> Full time Hours per week: <u>40</u>
Supervisor's Name, Title and Phone Number Carolyn Peil, Materials Collection Manager 262-524-3680	Reasons for leaving: Currently employed but interested in reinstatement to City of Milwaukee
Duties: Select and review all children's and young adult library materials. Assist patrons at Children's Reference Desk. Work with other departments and organizations to ensure materials are circulating.	
Employer North Shore Library	From (month/year): <u>04/19</u> To (month/year): <u>03/21</u>
Address 6800 N Port Washington Rd Glendale, WI 53217	Salary/Wage: \$ _____ per _____ year
Your Title Head of Youth Services	<input type="checkbox"/> Part time <input checked="" type="checkbox"/> Full time Hours per week: <u>40</u>
Supervisor's Name, Title and Phone Number Susan Draeger-Anderson Director, 262-339-3278	Reasons for leaving: Communities began dissolving library partnership.
Duties: Managed and scheduled children's desk, planned and presented children and young adult programming, selected and evaluated youth collections. Managed children's staff, performed outreach to schools and community.	
Employer Milwaukee Public Library, City of Milwaukee	From (month/year): <u>07/17</u> To (month/year): <u>03/19</u>
Address 814 W Wisconsin Ave Milwaukee, WI 53233	Salary/Wage: \$ _____ per _____ year
Your Title Management Librarian - Children's	<input type="checkbox"/> Part time <input checked="" type="checkbox"/> Full time Hours per week: <u>40</u>
Supervisor's Name, Title and Phone Number Kelly Wochinske, Coordinator of Youth Services 414-286-6065	Reasons for leaving: Pursued more public facing role.
Duties: Managed day-to-day operations of the Central Library Children's Room. Coordinated teen services for Central Library and Branches. Served as Librarian in Charge of Central Library when scheduled. Partnered with local organizations serving children and teen to provide library services. Managed 7 full-time staff members including training, scheduling and evaluation.	

City of Milwaukee
Supplementary Applicant Information

No applicant for employment shall be discriminated against because of race, color, creed, religion, sex, genetic testing, sexual orientation, marital status, membership in the military reserves, national origin, ancestry, age, arrest or non-job-related conviction record, non-job-related physical or mental disability, or the use or nonuse of lawful products off the employer's premises during nonworking hours.

Completion of this form is voluntary. We ask, however, for your cooperation in completing the following information. It will be treated confidentially and used only to help us monitor the City's Affirmative Action efforts and to comply with Federal recordkeeping requirements.

Your birthdate: 8/12/1986 *(Must be provided and will be used for conviction verification)*

NOTE: Convictions are not an automatic bar to employment but are reviewed in relation to the job for which you applied.

PLEASE PRINT OR TYPE

1. Name: Lowrey Elizabeth Meghan
LAST FIRST MIDDLE

2. Sex (please check one): MALE _____ FEMALE X _____

3. Race (please check one):


- ☐ Black/African American (not of Hispanic origin)
☐ Hispanic/Chicano/Puerto Rican/Mexican/Cuban/Central or South American
☒ White/Caucasian/European/North African/Middle Eastern (not of Hispanic origin)
☐ Native American Indian/Alaskan Native
☐ Asian American/Pacific Islander/Far Eastern/Indian subcontinent or Southeastern Asian (i.e., China, Japan, Korea, Philippine Islands, Samoa)

4. List any languages, other than English, which you speak **FLUENTLY**: _____

5. Certain Federal grant positions may require public housing development residency. Please complete the following if you are currently living in a City of Milwaukee public housing development.

I live in the _____ Housing Development.

The above completed information is true to the best of my knowledge.

SIGNATURE  DATE 9/7/21