

Department of Human Resources  
 Labor Relations Division  
 120 State Street – 5th Floor  
 Montpelier, VT 05620-2505

**APPLICATION FOR PRIOR CLASSIFIED SERVICE CREDIT FORM**

A permanent-status classified employee (i.e., having successfully completed an original probationary period) who was not dismissed for cause and who is rehired into a classified State position within two (2) years of separation from such prior classified position, may receive an adjusted service date for purposes of prospective leave accruals and seniority for reduction in force rights, if they meet the contractual eligibility requirements. This benefit is available to Non-Management, Supervisory, State Police, and Corrections Bargaining Unit employees, as well as classified managerial and confidential employees.

**EMPLOYMENT HISTORY**

Employee's Current Name:	Employee Number (5-digit ID):
Did you work previously under another name(s)? Please list all.	
Employing Department:	Work Location:
Position Title:	
Most Recent Date of Hire into a Classified Service Position (month, day year):	
<b>List below any prior employment in a classified position(s) in which you successfully completed an original probationary period, separated and were subsequently re-employed back into the classified position within two years. List last previous employment first. Attach additional sheets to document previous employment if necessary.</b>	
Employing Department:	Date of Hire:
Position Title:	
Date of Separation (month, day, year):	
Did you successfully complete original probation in this position? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you returned to another classified position within two (2) years of separation from this position? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Were you dismissed for cause from this position? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Human Resources Representatives DHR Field Operations Team REVIEW & APPROVAL**

The above named employee has presented, and I have verified, satisfactory information to this agency/department that s/he is eligible to receive classified prior service credit. This employee was rehired or transferred into a classified position within two (2) years of separation from a classified position(s) in which s/he successfully completed an original probationary period.

Date of receipt by DHR Field Operations Team \_\_\_\_\_

**Signature of delegated HR Business Partner authorizing credit** \_\_\_\_\_

Date of receipt by the Labor Relations Division \_\_\_\_\_

Department of Human Resources adjusts Service Date for RIF and leave accrual to \_\_\_\_\_