

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

APPLICATION FOR PRIOR EXEMPT SERVICE CREDIT FORM

An exempt employee who has either transferred into the classified service, or is rehired into the classified service within two (2) years of separation from an exempt position, and who was not dismissed for cause, may be eligible for prior exempt service credit in accordance with the terms of applicable collective bargaining agreement provisions. If found eligible, and upon successful completion of any required original probationary period, the employee may receive an adjusted service date for purposes of prospective leave accruals and reduction in force rights. 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 Classified Service (month, day year):	
List below any prior employment in an exempt State position with less than a two (2) year break in service. List most recent exempt employment first. Attach additional sheets to document previous employment if necessary.	
Employing Department:	Date of Hire:
Position Title:	
Date of Separation or Transfer to Classified Service (month, day, year):	
Performance Rating at least Satisfactory? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Were you transferred to a classified position, or rehired into a classified position within two (2) years of separation from this exempt 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 to a classified position within two (2) years of separation from this exempt position and had a performance rating of at least satisfactory.

Date of receipt by DHR Field Operations Team _____

Signature of delegated HR Business Partner authorizing credit _____

Date of receipt by Labor Relations _____

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