

FREQUENTLY ASKED QUESTIONS ABOUT “HARDSHIP” REDUCTION IN FORCE (RIF) FOR A REASSIGNED DUTY STATION

Please be advised this document is intended to provide general information about the hardship Reduction In Force (RIF) provisions of the Collective Bargaining Agreement (“CBA”) relating to certain reassignments of an employee’s duty station. This is an overview and individual situations may vary. It is important to read the contract language and contact the Department of Human Resources Representative assigned to support your department (DHR Field Operations Team) if you have specific questions. [HR Representative Locator](#) The contractual provisions – not this summary – ultimately apply.

What is a hardship Reduction in Force (RIF)?

A hardship RIF may occur when an employee is prevented from accepting an involuntary reassignment to a new duty station because of a personal or family hardship(s). If approved, the employee is laid off and entitled to Reemployment Rights as specified in the collective bargaining agreements (“CBA”).

Who can request a “hardship RIF”?

You may request a “hardship RIF” if you:

- Are a permanent or limited status classified employee; and
- Have been officially reassigned to a duty station that is more than 15 road miles from your current duty station; and
- Can demonstrate a personal or family hardship(s) that prevents you from accepting the reassignment.

Note: if your new duty station is more than 35 miles away from your current one, you may qualify for Reemployment Rights under different provisions in the contract (Geographic RIF). If your reassigned duty station is less than 15 miles from your current duty station, the “hardship RIF” provisions are not applicable.

Who will review/approve my request?

Your request will be subject to review and approval by your Department Head and the Commissioner of Human Resources.

How do I apply for a “hardship RIF”?

Once you are notified that you are being reassigned to a new duty station more than 15 road miles from your current duty station, you may submit a written request for a hardship RIF to your Department Head. The request should clearly identify the personal and/or family hardship(s) that prevents you from accepting the reassignment of your duty station. You should make your request as soon as possible after notification of reassignment. Your Department Head would make a determination on your request and, if approved, would then forward your request to the appropriate DHR Field Operations Team for additional review by the DHR Commissioner.

If my request is approved, what happens?

1. You will be laid off and separated from your job effective at the close of business on the last day you are assigned to work at your current duty station, or effective at the close of business on the day your request is approved, whichever is later.

2. Your Reemployment Rights would begin the day after your separation from employment. At that time, you would be placed directly onto the Reemployment list. You would not have Reemployment Rights for any period prior to the effective date of separation.
3. Once you are on the Reemployment list, the contractual Reemployment Rights, obligations, and benefits apply.
4. Mandatory offers of reemployment will not be made until you have filed a complete and up-to-date on-line employment application and established Reemployment parameters with the Department of Human Resources' Recruitment Services Division. Contact information may be found at [Talent Acquisition | Department of Human Resources](#)
5. Reemployment Rights are in effect for up to two (2) years from the effective date of separation, unless otherwise terminated (or extended) in accordance with CBA provisions.

What happens if my "hardship RIF" request is not granted?

You must report to your new duty station. If you decline to do so, you may be deemed to have voluntarily resigned.

Would I have any "bumping" rights in a "hardship RIF" situation?

No. The "bumping" (displacement) provisions of the CBA are not applicable to hardship RIF.

Will I still get paid if I request a "hardship RIF"?

Yes, you will be paid for any days you work or use authorized paid leave until the effective date of separation from employment.

What happens to my leave balances and benefits if my request for a "hardship RIF" is approved?

Some accrued leave time may be paid out at the time of separation under the RIF provisions of the CBA. Additional information is available on the Department of Human Resources' website: [Information for Employees Notified of RIF | Department of Human Resources](#)

Can I collect unemployment compensation if I am a "hardship RIF"?

Eligibility for unemployment compensation is determined by law and applicable rules of the Vermont Department of Labor. We urge all employees who are considering hardship RIF to determine their individual eligibility before requesting a hardship RIF. More information about unemployment benefits is available at <http://labor.vermont.gov>

Where can I find more information about RIF?

Read the Reduction In Force FAQs, pages 4-7 (B. General RIF Reemployment (Recall) Information), located on the Department of Human Resources' website:

<https://humanresources.vermont.gov/content/information-employees-notified-rif>

[Reduction in Force FAQ | Department of Human Resources](#)