

Priority Referral System

Employees Eligible

Employees eligible for reemployment assistance through the Priority Referral System are:

- employees who have been given written notification of impending separation by reduction-in-force, or
 - employees separated from an exempt policy-making/confidential or an exempt managerial position, for reasons other than cause, who have less than ten years of cumulative service in subject positions prior to placement in the exempt position from which separated, or
 - employees with less than 10 years of service prior to placement in an exempt managerial position who are removed from the exempt managerial position for a violation of G. S. 126-14.2.
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Priority Reemployment Report

Upon giving notification of separation for the reasons listed above, the agency shall:

- **submit to the Office of State Personnel a Priority Reemployment Report,**
- **attach to the Report an Application for Employment (PD-107) for each employee wishing to be advantaged by the Priority Referral System,**
- **assist employees in determining classifications of interest which are at the same salary grade or below that held at time of notification of separation for which the employee is minimally qualified, and**
- **get a written statement from employees who do not want assistance in finding another State job and file a copy with OSP.**

Any delay in submitting the Priority Reemployment Report and completed applications can potentially cause employees to miss opportunities for which they would have priority.
