<Name /Address>

<Date>

Dear <Employee Name>:

This letter is your official notification that the job responsibilities in your current position no longer align with the operational needs of the organization. This has resulted in an on-going and significant lack of work assignments for your position, and we have been unable to identify alternative assignments.

As a result of these circumstances, it is with regret that your employment with the <Agency Name> will end on<Date>. This letter is your official written notification of separation due to the reduction-in-force (RIF). This decision has been made in compliance with the State of North Carolina’s Reduction-in-Force Policy.

We have outlined below key information that you should find helpful. Staff in the Human Resources Office will also be available to explain these provisions in greater detail and to answer other questions you may have concerning your status as a RIF employee, including the extension of health benefits.

**LAST PAYCHECK**

Your <Date> paycheck will be directly deposited to your bank account on <Date> per the payroll schedule for this year.

**SEVERANCE SALARY CONTINUATION**

Your eligibility for severance salary continuation will be reviewed. If you are eligible and severance is approved, you will be notified of the amount and date of payment(s). <**If you are eligible for retirement and apply for retirement before separation, you would not be entitled to severance pay>.**

**EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The EAP provides confidential support services for employees experiencing professional or personal concerns. Employees separated due to RIF are eligible for 90 days of EAP services after separation. Simply call 888-298-3907 or 704-717-5295 to access NC EAP. An employee assistance professional may assess your situation prior to scheduling an appointment to ensure that you are receiving the most appropriate care.

**VACATION LEAVE**

You may request, subject to approval by management, to exhaust vacation leave and be paid in a lump sum for the balance not to exceed 240 hours. If you have over 240 hours of vacation leave at the time of separation the excess leave shall be reinstated if you are reemployed within one year after separation.

**BONUS LEAVE**

Eligible bonus leave will be paid in a lump sum.  You will receive your check on the earliest payroll possible following your separation. 

**SICK LEAVE**

You cannot be paid for accumulated sick leave when you are separated.  However, if you return to state employment within five years from your separation date, the balance will be reinstated.  If you transfer to another agency or department, your sick leave transfers with you.

**LONGEVITY PAY**

If you are eligible to receive longevity pay and are separated from state government, you will receive a prorated amount on the earliest payroll possible following the date of your separation.  If you are transferred to another agency or department, you will receive longevity on your regularly scheduled eligibility date.

**RETIREMENT**

You may still receive a retirement benefit, even if you leave early or before service retirement.  You are entitled to a benefit later if you leave for any reason at any age after you have completed five years of creditable service, provided you do not withdraw your contributions. It is important to note that if you have your contributions refunded and are re-employed by the State at a later date, you have to contribute five years to the retirement system before you are eligible to buy back your prior state service.

If you leave the State of North Carolina before you have five years of creditable service in the retirement system, the only payment you will receive is a refund of your contributions.

**ORBIT**

For additional retirement information, here is the link to your Online Retirement Benefits through Integrated Technology website with the N.C. Teachers’ and State Employees’ Retirement System: <https://orbit.myncretirement.com/>

**HEALTH INSURANCE**

If you have 12 months of service in a position subject to the State Human Resources Act and are a participating member of the health plan at the time of separation because of reduction in force, the State of North Carolina will pay the employer portion of your health coverage for up to twelve months following your separation. After this, you may continue coverage on a fully contributory basis for as long as you desire. If you have dependent coverage, it also may be continued on a fully contributory basis.

If you do not have 12 months of consecutive service, health coverage may be continued for employee and eligible dependents under the State Health Plan’s COBRA provisions. Information regarding continuation rights under COBRA will be mailed to your home address directly from the State Health Plan once the employer-provided health coverage ends.

**PAYROLL DEDUCTIONS**

If you are enrolled in any group life, accident, disability income, or cancer coverage insurance plans paid through payroll deduction, you will need to contact the company that provides the service.

**UNEMPLOYMENT BENEFITS**

Employees separated due to reduction-in-force may collect unemployment insurance provided they meet the normal eligibility requirements. Contact the Division of Employment Security (DES) for more information. The customer call center phone number for DES is 888-737-0259.

**JOB SEARCH RESOURCES**

Search and apply for open jobs in North Carolina State Government at any time at [Job Opportunities | Sorted by Job Title ascending | Careers with the State of NC (governmentjobs.com)](https://www.governmentjobs.com/careers/northcarolina).

**PRIORITY REEMPLOYMENT CONSIDERATION**

An eligible employee shall receive priority reemployment consideration for a period of 12 months from the date of the official written notification of RIF. Employees who have priority status at the time of application for a vacant position and who apply during the designated agency recruitment period will be considered as priority applicants until the selection process is completed for that position.

To exercise your reemployment priority, you must submit a state application (PD107) directly to the state agency with the position opening for which you want to apply. You will be responsible for informing the hiring agency that you are a RIF applicant who is eligible for RIF priority employment consideration. You may do this by notating your RIF status in the checkbox provided on the state application.

**APPEAL RIGHTS**

An employee separated through a reduction in force may appeal the separation only on the grounds listed in the applicable Employee Grievance Policy.

**MORE INFORMATION**

We realize you may have additional questions concerning your benefits related to the RIF. Please contact <Name, Title, and Phone Number> for further assistance.

Thank you for your contributions to the <Agency Name> and to the State of North Carolina. We wish you the very best in your future endeavors.