



DEPARTMENT OF ADMINISTRATIVE SERVICES

450 Columbus Boulevard, Suite 1501, Hartford, CT 06103

DATE: February 3, 2023

RE: General Letter No. 193 - Establishment of Anniversary Date for New Employees in Classes Covered by Collective Bargaining (except NP-4 and NP-1)

PURPOSE

The purpose of this General Letter is to address anniversary dates for new employees hired on a temporary, emergency or provisional basis in bargaining unit classes. (This letter also contains information concerning vacation accrual for such individuals. This topic will be discussed in a separate General Letter.) This General Letter supersedes the General Letter on this same topic dated April 7, 2000.

POLICY

Effective July 1, 1977: All employees hired into bargaining unit positions will have a permanent anniversary date of January 1. Further, employees hired between July 1 and December 31 will be eligible for an anniversary increase in the second next January following date of hire. Employees hired into bargaining unit positions between January 1 and June 30 will be eligible for their first increase on January 1 next following date of hire.

SCOPE

This General Letter applies to all new employees hired into collective bargaining positions except individuals hired into positions in the NP-4 and NP-1 bargaining units. For information concerning the establishment of Anniversary Dates for either of these two bargaining units, consult the appropriate collective bargaining agreement or contact your agency Human Resources.

POST AUDIT

All transactions under this General Letter are subject to post-audit by the DAS Human Resources Policy and Information Systems Unit.