



165 Capitol Avenue  
Hartford, CT 06106-1658

**TO:** AGENCY PERSONNEL ADMINISTRATORS

**DT:** October 14, 1999

**RE:** Effective Date of Promotion to Target Class

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Several questions have arisen concerning the effective date of a promotion to a target class after completion of an approved training program.

DAS has been in communication with the Office of Labor Relations on this issue, and has been advised to request agencies to adhere to the following directive:

The effective date of the promotion to the target class upon completion of the assigned training period, should be the **day after the ending date** of the training period.

Agencies in the past have used the date of the next pay period following the completion of the training period in error, and are being asked to discontinue that practice.

Contact your human resources direct service provider with any questions.

  
Tina Lawson, Director  
Human Resources Business  
Center

**99-16**