****

**STATE OF CONNECTICUT**

***OFFICE OF POLICY AND MANAGEMENT***

**Office of Labor Relations**

**August 18, 2011**

## General Notice 2011-19

## TO: Labor Relations Designees

**SUBJECT: Effective date of Layoffs**

Attached are two letters for your use in notifying permanent, unionized employees who have been laid off, noticed for layoff or bumped. The effective date of layoff for employees which was later in August who has not yet separated is to be changed to September 1, 2011. The date of return for any permanent employee (as of July 1, 2011) who has actually been laid off will be determined after August 31, 2011. The agreement will be submitted to the legislature next week and they have until August 31, 2011 to return to reject the agreement, otherwise the agreement will be considered approved.

This will not include individuals who are members of units that rejected their collective bargaining agreement, presently the Correctional Supervisors (NP-8). We have yet to learn of the results of the voting in the State Police Union (NP-1)

Additionally, the effective date of layoffs for individuals who are not members of bargaining units (e.g., managers and confidentials) **WILL NOT BE EXTENDED.**

Remember that individuals who are not afforded layoff protection are the following:

“i. employees in the initial working test period;

ii. those who leave at the natural expiration of a fixed appointment term, including expiration of any employment with an end date;

iii. expiration of a temporary, durational or special appointment;

iv. non-renewal of a non-tenured employee (except in units where non-tenured have permanent status prior to achieving tenure);

v. termination of grant or other outside funding specified for a particular position;

vi. part-time employees who are not eligible for health insurance benefits.”

Therefore, the effective date of layoffs for such individuals is likewise not extended. The status of individuals noted above is determined as of July 1, 2011.

Requests to rescind the layoff of any individual not granted layoff protection, including nonrepresented employees, should be made in accordance with Secretary Ben Barnes’ instructions to Agency heads dated August 12, 2011.

I know that this has been an especially trying time on all of you along with employees. You are not thanked enough for the hard work you and your staff do each and every day in the service of the state. I just wanted you to know that it was recognized and appreciated.

Agency Labor Relations Designees with questions may contact the Office of Labor Relations at 418-6447.

# Linda J. Yelmini

Linda J. Yelmini

Director of Labor Relations

**DRAFT SAMPLE RESCISSION NOTICE**

**IF HAVE NOT SEPARATED**

HAND DELIVERED OR CERTIFIED MAIL

August 18, 2011

EMPLOYEE NAME

EMPLOYEE JOB TITLE

EMPLOYEE ADDRESS

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am pleased to inform you that due to the member ratification of the SEBAC 2011 agreement and the unit agreement for your bargaining unit, the layoff or bumping notice issued to you is on hold until at least September 1, 2011 and will be rescinded as soon as the agreements receive legislative approval or the date for rejection has expired (August 31, 2011).

This has been a difficult process over the last few months, especially for staff like you who were directly impacted. I thank you for your professionalism through this process and we look forward to your continued and dedicated work for the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

[Human Resources Administrator]

CC: Union

OLR – Tammy Kowalski

DAS – Pam Libby

**DRAFT SAMPLE RESCISSION NOTICE**

**IF HAD BEEN SEPARATED**

HAND DELIVERED OR CERTIFIED MAIL

August 18, 2011

EMPLOYEE NAME

EMPLOYEE JOB TITLE

EMPLOYEE ADDRESS

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am pleased to inform you that, due to the member ratification of the SEBAC 2011 agreement and the unit agreement for your bargaining unit, the layoff or bumping notice issued to you will be rescinded as soon as the agreements receive legislative approval or the date for rejection has expired (August 31, 2011).

You will be notified separately of your date of return to work.

This has been a difficult process over the last few months, especially for staff like you who were directly impacted. I thank you for your professionalism through this process and we look forward to your continued and dedicated work for the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

[Human Resources Administrator]

CC: Union

OLR – Tammy Kowalski

DAS – Pam LIbby