



**STATE OF CONNECTICUT**  
**OFFICE OF POLICY AND MANAGEMENT**  
**Office of Labor Relations**

**General Notice 2017-05**

**TO: Labor Relations Designees**

**DATE: April 21, 2017**

**SUBJECT: Updated Layoff Procedures and Summary of Layoff Seniority Definitions**

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Attached is the revised layoff procedure for classified managerial, confidential and other non-represented employees, together with an outline of seniority for the purpose of layoff. You are reminded that these documents only deal with classified employees. The revised material on represented employees can be found in General Notice 2017-04.

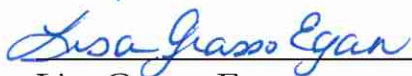
Important new procedures to follow:

1. DAS and OPM shall identify the individuals for layoff based upon the positions and other pertinent information provided by the Agency.
2. DAS and OPM shall enter the affected employees into Layoff Tracking.
3. The Agency shall determine the work status of the affected employees during the notice period, based on operational needs and any other business considerations, and advise OPM and DAS accordingly.
4. DAS shall generate the appropriate layoff notices for each Agency (sample will be sent at a later date).
5. Prior to distribution, the Agency shall review each such notice and confirm the accuracy of the same no later than 24 hours prior to the assigned layoff date.
6. The Agency shall meet with the affected employees.

**Please be sure that all of your seniority lists are up to date with seniority as of April 1, 2017.**

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All Agency Labor Relations Designees should direct their questions and notifications in writing to Tammy Kowalski (Tammy.Kowalski@ct.gov), and she will direct it to the proper person in OLR.



Lisa Grasso Egan

Undersecretary for Labor Relations

**CLASSIFIED MANAGERIAL, CONFIDENTIAL and NON-REPRESENTED EMPLOYEES**

**LAYOFF PROCEDURES FOR AGENCY HUMAN RESOURCES**

Notice Period – At least		Transmission of Notice and content thereof
Up to 5 years	2 weeks	Reason for layoff -- lack of work, economy, insufficient appropriation, change in departmental organization, abolition of position or other cause
5-10 years	4 weeks	
10-15 years	6 weeks	
15+ years	8 weeks	
		Certified mail with return receipt or in person with employee signing to acknowledge receipt
		Concurrent copy to the Commissioner of Administrative Services

1. Prepare seniority list(s) for job class(es) involved and review for accuracy.
2. Prior to deciding to layoff an employee, the Agency must provide the employee with oral or written notice of the possible layoff, the reasons for it and a specific time and place for a meeting with the appointing authority or designee where the employee will be given an opportunity to present any information he/she deems pertinent.

If written notice of the meeting is given, it must be mailed, return receipt requested or hand delivered to the employee at work. If the notice is mailed, the time of the meeting shall be no sooner than five (5) working days following the mailing of the notice. If the notice is hand delivered to the employee at work or given orally, the time of the meeting may be any time following receipt of the notice, including a time immediately following receipt of the notice. Regulation CGS §5-241(a)

The purpose of the meeting is to determine if there are alternatives to layoff or whether the wrong employee has been selected for layoff.

3. Within a week of a decision to layoff an employee (subsequent to the above referenced meeting), the appointing authority shall provide written notice stating the reasons for the decision. It is suggested such notice also be sent return receipt requested, or, if hand delivered at work, that the employee sign a copy of the notice indicating receipt. A copy of such notice should immediately be forwarded to the Commissioner of Administrative Services. The notice periods listed above apply to this notice.
4. Select for layoff the employee in the Agency in the impacted job classification performing comparable duties, who has the least amount of total state service not just classified service. Individuals with the same job class code are presumed to

be performing comparable duties, but this presumption may be rebuttable. If you would like to discuss the matter, please call the Office of Labor Relations prior to final selection. In the event the layoff is due to closing a facility, the individual at the closing facility, if not the least senior, will then be transferred to the vacancy created by the layoff of the least senior.

5. Fax or e-mail information to Nicholas Hermes (860-730-8438; [nicholas.hermes@ct.gov](mailto:nicholas.hermes@ct.gov)) or Keith Anderson (860-622-2967; [keith.anderson@ct.gov](mailto:keith.anderson@ct.gov)) in DAS in appropriate format. DAS is to review vacancies and determine if the individual qualifies for any vacancies under the standards outlined under CGS §5-241.
6. If an employee is to be separated, be certain that the necessary form (CT-HR-1) to activate his/her reemployment rights is completed prior to separation.

### **Bumping Options for Employees**

1. None.

**LAYOFF SENIORITY – ISSUED APRIL 21, 2017**

CLASSIFIED MANAGERIAL, CONFIDENTIAL and NON-REPRESENTED EMPLOYEES

**Definition of Seniority for Layoff:** Length of total state service and war service.

**INCLUDE:**

All Paid leaves	Workers compensation	War service
Military leave, paid or unpaid	Unpaid authorized leaves of absence of 3 days or less	“Furlough” days in 91-92 & 2009-2011
Voluntary leave days		

**PART-TIME EMPLOYEES:**

1. Prorated (hour for hour), up to a maximum of full-time credit.

**TIEBREAKER:** No provision

**EXEMPTIONS:** No provision.