

**State of Connecticut Human Resources
Request to Participate in Mandatory Rights Program**



Form #: CT-HR-1

Revision Date: March 2024

Date:

Employee Name:

You are receiving this document because you are eligible for mandatory rights due to the following action:

You must initiate a request to activate your rights by filling out a Freenames application through JobAps. Click [here](#) to access the Freenames application. Upon submission, DAS Talent Solutions will review your application and send you a notice once your mandatory rights application(s) have been activated. DAS Talent Solutions will also conduct a review of your Freenames application to determine if there are any additional classes which you are qualified to fill. If eligible, you will receive an email notification with an attachment and instructions for requesting rights to additional classes you are qualified to fill. Please be diligent in checking your email and updating your contact information. Most correspondence will occur via email. Failure to initiate a request to activate your rights may result in a delay in the approval of your rights and/or missed opportunities.

Please follow the steps provided in this document titled **Instructions to Activate Mandatory Rights** to initiate a request to have your rights activated.

You can check the status of your rights at any time by logging onto your [personal status board](#) and following the instructions provided in this document titled **Checking Mandatory Rights**.

You and your human resources representative must complete pages 4-7 of this form, and page 8, if applicable. Questions can be addressed to DAS.Freenames@ct.gov.

Employee Instructions

Instructions to Activate Mandatory Rights:

1. Download and save this form as PDF.
2. In your browser, type in <https://jobapscloud.com/ct>
3. Under the **Master Application and Freenames section**, select the **Freenames** link.
4. Within the Freenames page, under the **MANDATORY RIGHTS** category, click the radio button for **Mandatory Rights**.
5. Click **Start Application**.
6. Using the job classes listed on pages 7-8 of this form, select the box next to the job class(es) and associated pay plans.

NOTE: DO NOT use the search bar to select classes when completing a Freenames application. Doing so unchecks any classes that you have already selected.

7. Scroll to the top of the page and click **Add All Checked Classes to My Application**.
8. Under **Terms of Use Agreement**, select **I agree with the above terms of use** checkbox that is located in the grey box.
9. Review and take action on the following:

<u>IF</u>	<u>THEN</u>	<u>RESULT</u>
You have registered previously:	Click I have Registered Previously then enter your JobAps User ID and Password. Click Retrieve Application to select an Application Template or a Submitted Application to copy.	A Freenames Application auto-populates. You will be required to complete all areas with a red* .
You have NOT registered previously:	Click I am a New User and follow the instructions to establish a JobAps account.	A Freenames application launches. You will be required to complete all areas with a red* .

10. This will direct you to the **Profile** tab of your Freenames application. Any information displaying here has auto-populated from previous submissions you have made in JobAps.
11. Using your CT-HR-1 form, enter all requested information (boxes with a **red*** are **required fields**).
12. Complete each tab of the application and at the bottom of each page, click **Save & Continue**.

13. On the **Other** tab, upload your CT-HR-1 form. At the bottom of the page, click **Save & Continue**.

14. On the **Review** tab, carefully examine the information you have entered and if it is correct, click **Ready to Send App**.

15. When your application is complete, click the **Submit** tab. Certify the statements by clicking the box in the upper left-hand corner, then click **Submit to State of Connecticut**.

16. A pop-up confirmation displays instructing you to add the accepted address to avoid any email notifications being blocked or filtered to a spam folder. Click **OK**.

17. A **Confirmation of Employment Application Submission** page displays with the title(s) of the Freenames Mandatory Rights application(s) submitted

NOTE: If you forget to select a job class, then finish submission of the application you are working on and then start a new application with any missed job classes.

What's Next?

By submitting this application and receiving approval by DAS Talent Solutions, your name will automatically be placed on a Mandatory recruitment list(s) matching the job title(s) for which you have rights and for the selected location(s), shift(s) and type(s) of employment for a period as determined by the type of right(s) from the date you have completed the application. You will receive an email notification from DAS Talent Solutions to let you know whether your rights are approved or not approved.

Checking Mandatory Rights:

1. Log onto the State of Connecticut, Online Employment Center at <https://jobapscloud.com/ct>
2. Select the **My Applications** link *(in the gray box at the top of the page)*.
3. Enter your JobAps **User ID and Password** and click **Retrieve Application** *(your personal status board will launch)*.
4. Scroll down to the header titled **Submitted and Unfinished Applications**.
5. Under the **Job Title/Bulletin Number** (1st column), locate any Job Number starting with **MAND** (Mandatory Rights). The naming convention will be: MAND-job class code-F.
6. Under the **Status/Disposition** (4th column), select the link titled **View Approved Rights** where you can see the specific right you have to that job class title. If your rights have been denied, expired, or made inactive, the Status/Disposition column will be, **"Inactive Eligible for Referral"**.

General Employee Information

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Instructions for Agency Representative: The Human Resources Representative must complete and review for accuracy all information requested under General Employee Information. This form is uploaded to the employee's JobAps Freenames Application.

Current Job Information

Employee Name:

Last, First, MI

Employee Home Email:

Employee ID:

Action Type:

Current Agency:

Instruction: Use CORE-CT to list the current agency of employment.

Current Job Class Title:

Instruction: Use CORE-CT to list the current official job title. Do not use functional titles.

**Current Job Class Code
(6-digit code):**

Instruction: Use CORE-CT to list the current complete job class code; a four digit identifier and two letter pay plan e.g. 1234TC.

**Current Pay Plan/Salary
Group/Step:**

Instruction: Use CORE-CT to obtain the current salary information e.g. AR/22/Step 2.

**Current Bi-Weekly
Salary:**

Instruction: Use CORE-CT to obtain the current bi-weekly salary.

Current Work Location:

Instruction: List the current town or city of the primary work location that the employee reports to.

Current Bargaining Unit:

Job Information At Time of Action

Service Status at Time of Action: Classified Unclassified

Hazardous Duty Employee at Time of Action? Yes No

Last Employing Agency at Time of Action:

Instruction: Use CORE-CT to list the last employing agency at the time of action.

Job Class Title at Time of Action:

Instruction: Use CORE-CT to list the job class title at the time of action. Do not use functional titles.

Job Class Code at Time of Action (6-digit code):

Instruction: Use CORE-CT to list the complete job class code at the time of action; a four digit identifier and two letter pay plan e.g. 1234TC.

Pay Plan/Salary Grade/ Step at Time of Action:

Instruction: Use CORE-CT to obtain the salary information at the time of action e.g. AR/22/Step 2.

Bi-Weekly Salary at Time of Action:

Instruction: Use CORE-CT to obtain the bi-weekly salary at the time of action.

Work Location at Time of Action:

Instruction: Use CORE-CT to list the town or city of the primary work location that the employee reports to at the time of action.

Bargaining Unit at Time of Action:

Date Working Test Period Completed:

Instruction: Use CORE-CT to determine the date that the employee's working test period was completed.

Employment Status at Time of Action: Full-Time Part-Time

Instruction: Use CORE-CT to determine if an employee is Full-Time or Part-Time.

Number of Bi-Weekly Hours:

Instruction: Use CORE-CT to determine the number of bi-weekly scheduled hours.

Seniority at Time of Action (Contractual):

Instruction: Contractual Seniority is calculated by the total time spent in the bargaining unit at the time of action.

Years: Months: Days:

Seniority at Time of Action (Statutory):

Instruction: Statutory Seniority is calculated by the total time in state service at the time of action.

Years: Months: Days:

Effective Date of Action:

Instruction: List the date of action e.g. layoff date, demotion date, separation date, request date (RUNC), etc.

Effective Date of Eligibility Expiration (Talent Solutions Only):

Employee Name:

Employee ID:

Instructions for Agency Representative: List all classified job classes the employee has held permanent status in using CORE-CT. Be sure to include all 6-digit job codes for each class, including different hourly equivalents. Access the employee's Job Data in CORE-CT. Input all classified job classes the employee has held permanent status in the past.

Note to Employee: The following is a list of job classes for which you may be eligible to have reemployment rights. It includes the job class in which you had permanent status prior to the action which may make you eligible for rights. You must have completed a working test period in all classes to qualify for reemployment rights in those classes. All Mandatory rights are subject to DAS review and approval.

Job Classes Eligible for Reemployment Right

Class Code

Salary Grade

Example: Lead Custodian

0428TC/FM

TC/FM 11

Employee Name:

Employee ID:

Instructions for Agency Representative: List job classes that are comparable to the job classes that the employee has held permanent status in. Be sure to include all 6-digit job codes for each class, including different hourly equivalents. Access the Class Comparability List on the JobAps Admin Suite Home page. Identify job classes that are deemed comparable to the reemployment classes on this form.

Note to Employee: The following is a list of job classes that are deemed comparable to the job classes you have held permanent status in. All Mandatory rights are subject to DAS review and approval.

**Comparable Job Classes Eligible for
Reemployment Right**

Class Code

Salary Grade

Example: Custodian

0429TC/FM

TC/FM 09

**Agency HR
Professional:**

Date:

Employee:

Date: