



**Request for Inclusion or Revision to an
Administrative Directive
Connecticut Department of Correction**

CN 1301
REV 06/29/18

Administrative Directive Number: 2.3

Title: Employee Selection, Transfer and Promotion

☒ I recommend the following inclusion or revision to the above referenced Administrative Directive
(provide detailed explanation regarding reason for change):

The following revision is suggested to cover collective bargaining unit contracts that may have alternative criteria for promotions.

Section 12(c)

Promotion to Vacant Position. A promotion may be made to fill an existing vacancy through the examination and selection process. Whether a position is competitive or noncompetitive, employees shall meet the experience and training requirements enumerated in the appropriate job specification to qualify for a promotion. All promotions shall be based on the employees' history of performance and shall be subject to the following criteria, unless otherwise specified in the appropriate collective bargaining agreement:

☐ See attached documents

ORIGINATOR

Name: James DelPeschio

Title: Captain

Date: 8/19/26

Signature: *James DelPeschio*

Facility/Unit: OSP

OFFICE OF STANDARDS AND POLICY REVIEW:

Reviewed by:



Office of Standards and Policy Staff signature:

*Stt
CC Street*

Date: *8/19/26*

UNIT/DISTRICT/DIVISION RECOMMENDATIONS:

Approved

Denied



Unit Administrator's signature:

James DelPeschio

Date: *8-19-26*



District Administrator's signature:
(only needed if originating from facility)

Date:



Division Administrator's signature:

William Mulligan

Date: *8-24-26*

COMMISSIONER'S DECISION:

This request is:

☒ **APPROVED**

☐ **DENIED**

Effective date of request:

8/31/26



The language/provisions of this inclusion/revision shall be effective as of and subsequently added to the Administrative Directive at the next update:

Date:



This inclusion/revision shall be added to the Administrative Directive prior to:

Date:



This inclusion/revision shall be added immediately to the Administrative Directive.

Commissioner's signature:

James DelPeschio

Date:

8/27/2026