



STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT

To: All Agency Heads
From: John Bacewicz, Executive Budget Officer
Date: June 25, 2009
Subject: Retirement Incentive Program (RIP) Software

Secretary Genuario outlined the need to submit your RIP refill plans and we are providing a software application to assist you in preparing your plan. This software will build off the RIP Roster software that you have been working with in your preliminary submittal.

The tasks will include: 1) defining the programs or functions in your agency that are being impacted by staff retirements, 2) updating the roster with the latest employee specific data in the RIP Roster, and 3) completion of a contemplated action plan for continuation of essential services.

You will be asked to assign a refill disposition to each position being vacated as a result of retirement. The total number of positions being requested for refill must be consistent with the targets provided to your agency; for purposes of this exercise the target percentages only apply against your appropriated fund positions.

The RIP was implemented as a means of generating significant savings to the state. Many positions will not be approved for refill.

The Governor has assigned each of us the task of developing a more cost efficient government for the people of Connecticut with a minimal disruption of services. If your plan contemplates the elimination of a lower priority program, additional details will be required, job security provisions of the SEBAC agreement may provide for the reassignment of staff on a statewide basis to other vacancies resulting from the RIP.

We recognize the challenges ahead and we will work with you to phase down operations as necessary. Your plans should account for the staffing requirements including any plans for utilizing temporary staff or overtime on a time limited basis in order to transition to your new staffing level.

Responses should be submitted no later than June 30, 2009. Any questions may be directed to your assigned Budget Analyst.

Thank you for your continued support and cooperation.

cc: Fiscal Officers
Personnel Managers