To: Agency Fiscal Officers

From: Paul Potamianos, Executive Budget Officer

Date: June 30, 2011

Subject: Instructions for Layoff Tracking Database

In response to the decision to begin the process of layoff notification, we are requiring agencies to utilize a reporting process to track relevant information in a consistent, statewide fashion. An application has been developed which will allow for central tracking and reporting of the complete layoff process. We will be distributing a link to download this application with these instructions.   Once you have downloaded the application, please refer to the following directions:

There will be two tabs in the application, the left tab "Roster" will be populated with the employee data for your agency, the right tab "Layoff Tracking" will be for tracking of employees who receive notification of layoff or at risk for layoff. If an employee is not on the roster and is noticed for layoff or risk of layoff, you will have to enter their data manually in the layoff tracking tab.

Employee Roster:

1. You will check the box on the far left side for each individual who is going to be noticed for layoff (including bumping or at risk) and then using the toolbar at the top, hit save. This will move the respective data on those employees to the layoff tracking tab.

Layoff Tracking:

1. Once the data from the employee roster is moved into this area, you are required to complete the information areas that are blank.

    A. **Date of Notice**: Enter the actual date the employee is given notice by your agency. This may be the initial notice; at risk notice or notice of displacement (bumping).

    B. **Reason for Notice:** Note whether layoff is required as part of the plan to balance the budget. A drop down menu in this field captures the reason for the notification.

        1)   **Budget Balancing Plan**: This is for employees who are being noticed for layoff due to the plan to balance the budget.
        2)   **Bump Due to Plan**: This for employees who are being displaced (bumped) due to the plan to balance the budget.

    C. **Disposition:** This field is intended to capture the final action that occurs as a result of the notification. There is a drop down menu provided:

        1)   **Retirement in Lieu of Layoff:** Employee is eligible and opts to retire
        2)   **Separated:** Employee has no options and is separated from State service.

3) **Bump:** Employee will displace a less senior employee either in your agency or a different agency.

4) **Returned to Original Position:** Employee was in promotional working test period and returned to former position.

D. **Date of Disposition**: Actual date of above action

E. **Employee Bumping**: Yes (employee that will displace (bump) another employee) or No

F. **Agency Result**: Is the employee remaining at your agency (*Same Agency*) or moving to a different agency (*New Agency*)?

G. **New Position Number (PCN)**: Enter the position number to which an employee will be assigned if known or provided by DAS (cross-agency bumping). If unknown, leave blank.

H. **New Salary**: Enter this if known or provided by DAS. If unknown, leave blank.

I. **Change of Hours**: If there is a change of hours due to the layoff process, enter the former and new hours. A change in hours can be caused by bumping into another position; returning to their former position or bumping into a part time position.

J. **Salary of Displaced Employee**: Provide the salary of the employee **WHO** is being displaced (bumped)

K. **New Agency:** In cases of cross-agency bumping, enter the new agency code for the position where the employee has bumped into.

L. **SAVE**: When you have finished entering the information, hit save (located on the top toolbar). This toolbar will also allow for edits such as adding a line for a new employee; or correcting mistakes.

Reporting Deadlines: Notification made on Friday, July 1st and thereafter must be entered into the system within TWENTY-FOUR HOURS of notification to allow for daily information tracking.

If you have any questions or issues regarding the use of the tracking application, please contact Charles Pomeroy at (860) 418-6370 charles.pomeroy@ct.gov or Diane Fitzpatrick (860)-418-6327 Diane.Fitzpatrick@ct.gov

cc: Agency Human Resources Directors