

**STATE OF CONNECTICUT**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**&**  
**OFFICE OF LABOR RELATIONS**

**Memorandum No. 2016-02**

**DATE:** March 14, 2016

**TO:** Human Resources Administrators and Human Resources Staff

**SUBJECT:** Layoff Seniority Lists for All Collective Bargaining Units

The Department of Administrative Services and the Office of Labor Relations have worked together in the past to promulgate statewide seniority lists. It is necessary to utilize the same process to include layoff seniority for the following bargaining units: NP-1, NP-2, NP-3, NP-4, NP-5, NP-6, NP-8, NP-9, P-1, P-2, P-3A, and P-3B, P-4 & P-5 and Managers. (To date, the seniority calculated for NP-2 employees has been in accordance with Article 12, Section Three of the NP-2 Contract.)

In order to assist agencies with completing the steps necessary to achieve this objective, agencies must adhere to the following instructions, paying particular attention to all identified dates. *Running reports and completing data entry outside of these dates will not accurately reflect seniority for the defined "as of" date.*

**Special Notes:**

**Agencies should refer to OLR General Notices 2016-02 and 2016-03 for Updated Layoff Procedures and Summary of Layoff Seniority Definitions.**

- 1.) Agencies are reminded the data entered into the Layoff Seniority Date field is for **layoff seniority** for all bargaining units *except NP-2*. [Article 12, Section Three of the NP-2 contract requires the State provide the union with a seniority list (Uninterrupted State Service from Date of Last Hire) including creditable time in the NP-2 bargaining unit. For the NP-2 bargaining unit, agencies have used the Layoff Seniority Date field for this purpose. Nevertheless, agencies must calculate NP-2 layoff seniority (Length of Continuous Service within the NP-2 Bargaining Unit) in accordance with Article 12, Section One: "*For the purpose of layoff...*" and maintain this data in MS Excel or other electronic format.]
- 2.) **Agencies are cautioned to make sure of the following:**
  - a. **NP-1:** Seniority data reflects the total length of State Police service as a sworn State Police Officer.
  - b. **NP-2:** Seniority data reflects length of continuous service within the NP-2 bargaining unit.
  - c. **NP-3:** Seniority date reflects the length of continuous service in NP-3 bargaining unit titles. Prior to 10/1/91 service in other bargaining units is included.
  - d. **NP-4:** Seniority data reflects the length of total service in each class from date of permanent appointment to such class
  - e. **NP-5:** Seniority data reflects the total bargaining unit service with no time credited prior to 7/1/77.
  - f. **NP-6 & P-1:** Seniority data reflects the length of continuous State service since date of last hire.
  - g. **NP-8:** Seniority data reflects the length of total state service.
  - h. **NP-9:** Seniority data reflects the length of service in rank.

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- i. P-2: Seniority data reflects the length of uninterrupted State service provided the employee has held P-2 classifications for a minimum of six (6) continuous months of full-time service at the time of layoff selection or the equivalent hours for a part-time employee.
  - j. P-3A: Seniority data reflects the length of continuous service. Employee with less than one (1) year of seniority shall be deemed to have zero seniority for layoff purposes.
  - k. P-3B: Seniority data reflects the length of continuous service.
  - l. P-4: Seniority data reflects total State service.
  - m. P-5: Seniority data reflects the length of service in that bargaining unit and only includes service after 7/1/1977.
  - n. Managers: Seniority data reflects total State service.
- 3.) Agencies should review all records at their disposal very carefully to ensure accurate seniority calculations. NOTE: When data was moved over to CORE some Original Start Dates came over as 1/1/1901 or with no data. Please ensure Original Start Dates are correct.
- 4.) Refer to the Core-CT Job Aids entitled, HR Calendar for 2016 and Layoff Seniority Date Calculation and Report.
- I. **For Each Bargaining Unit Determine Creditable Service Since the Date Of Last Seniority List through March 1, 2016.**
- **Between March 11 and April 1, 2016**: Run the Time Lost Unpaid Leave report from date of last seniority list using the EPM (Public) Query CT\_HR\_TIME\_LOST\_UNPAID\_EE\_DETL. For example, if the last date that the seniority list was updated by the agency was 9/01/15, the agency should run the report from 09/01/15 through the preceding pay period end date.

**Instructions for Running the Time Lost Report:**

1. Log into the Core-CT Homepage
2. Navigate to EPM Reporting Tools>Query>Query Manager
3. Enter "CT\_HR\_TIME\_LOST\_UNPAID\_EE\_DETL" in box to the right of 'Query Name begins with'
4. Click on 'Search'
5. On the line for the query which you want to run, click, 'Run to EXCEL'
6. Answer prompts, i.e., 'Dates From', 'Dates To', and 'DeptID' (using the wildcard% is permitted, for example typing "DOC%" to get results for all DOC Dept IDs)
7. Click 'View Results'
8. Note: If you are running reports for a large agency and the query is processing for more than twenty (20) minutes, schedule the query.

## II. Determine Layoff Seniority as of 03/01/2016

- Determine layoff seniority as of 03/01/2016 for all bargaining unit employees.

Calculate layoff seniority following bargaining unit guidelines pertaining to layoff seniority for purposes of these seniority lists. Direct questions concerning layoff seniority to the Office of Labor Relations: Agency Labor Relations Designees may send any questions about these layoff procedures or seniority definitions to OLR by e-mail to [tammy.kowalski@ct.gov](mailto:tammy.kowalski@ct.gov).

- Keep in mind the type of unpaid leave utilized, if any, as this may require further adjustment to seniority data. **Several bargaining units do provide for the inclusions of specific types of unpaid leave.**
- You may wish to refer to the DAS memo, Calculating Seniority, for further instructions and are strongly encouraged to refer to OLR General Notices 2016-02 and 2016-03 for updated layoff seniority information. Always refer to the collective bargaining agreements for specific rules pertaining to seniority and direct questions concerning contract interpretation to the appropriate contact at the Office of Labor Relations (see above).
- Using the "adjusted" seniority data, manually convert YYYYMMDD format into MMDDYY (date) format for each employee. Remember, the date format must reflect seniority as of 03/01/2016.

### Instructions for Correcting Seniority Dates in Core-CT

1. Log into the Core-CT Homepage
2. Click on Workforce Administration>Job Information>Job Data
3. Enter the "EmpID" or Name of the person whose seniority must be corrected
4. Click on the employee's record
5. You will not need to add a row
6. Navigate to the "Employment Data" link at the bottom of the page
7. Find "Layoff Seniority Date" field
8. Check the "Override" box and enter the seniority date to reflect the appropriate seniority date (Years, Months and Days). Note: When reviewing the Layoff Seniority Date field in Employment Data be aware that even though the field is updated once a month by the system, the years, months, and days displayed is based on real-time (as of close of business the previous day), with the assumption there has been no deduction from the last system update to present. Therefore, information viewed via Core-CT pages may differ from the data on your report.
9. You must first determine the seniority date by converting the last date the agency ran the seniority report, i.e. 9/1/15, then adjust if there is any time since 9/1/15 that would not count toward seniority.
10. Press "Save"
11. To capture how the calculation was derived, enter the information into General Comments by navigating to: Workforce Administration> Personal Information> Biographical> General Comments

### III. Run Core-CT Seniority Report.

- Run a "test" seniority report with a March 1, 2016 effective date to ensure data is correct.
- Important Notes:
  - Agencies can run this report between March 11 and April 1, 2016.
  - All changes must be entered in Core-CT **between March 11 and April 1, 2016, close of business.**
  - On or about April 4, 2016, DAS Business Rules and Central Audit Unit will generate the official layoff seniority report for each bargaining unit (except NP-2). Again, each agency must calculate NP-2 layoff seniority and maintain this date in MS Excel or other electronic format.
  - Core-CT automatically updates seniority on a monthly basis. Running the report and completing the data entry outside of these dates will not accurately reflect March 1, 2016 seniority.

#### **Instructions for Running the CORE-CT Seniority Report**

Note: agencies will be required to run a separate seniority report for each bargaining unit

1. Log into the CORE-CT Homepage
2. Navigate to Workforce Administration>Workforce Reports>CT Seniority Report
3. Under Run Control ID, select or create a Run Control ID
4. Under Report Request Parameters:
  - i. "As of date": enter '03/01/2016'
  - ii. Click "company seniority"
  - iii. Department Set ID, enter 'AGNCY' or 'UNIVS'
  - iv. DEPT ID, enter agency's department number
5. Union, enter 2-digit labor unit code for individual bargaining unit
6. Click "Run"
7. Under Server Name: enter 'PSUNX'
8. Under Type: enter 'Web'
9. Under Format: enter 'CSV'
10. Click "OK"
11. Click "Process Monitor" at the top right of the page
12. You may need to click "Refresh" periodically until "Run Status" shows as "Success" and "Distribution Status" shows as "posted"
13. Once the report is posted, click "Details"
14. Click "View Log Trace"
15. Under "File List", click on the name of the report, "CTHRR110". **You will need to select the report, which ends with "CSV"**
16. Go to "File", then "Save As" and designate a place to save this report (i.e. Group Drive, etc.)
17. "Save As" type should be 'Microsoft EXCEL'
18. Click "Save"
19. Close Core-CT and work with the saved EXCEL version
20. Format and sort per agency needs

Reminders: Agencies may run this report effective the date of this letter. Therefore, all changes must be entered in Core-CT **between March 11 and April 1, 2016 close of business.**


**IV. Provided the above steps are completed within the prescribed timeframes a Seniority List for each bargaining unit with the exception of NP-2 will be generated.**

On or about **April 4, 2016**, DAS Business Rules and Central Audit Unit will generate the official layoff seniority report for each bargaining unit (except NP-2). Again, each agency must calculate NP-2 layoff seniority and maintain this data in MS Excel or other electronic format.

<b>CONTACT INFORMATION</b>
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Agency Human Resources Professionals are advised to contact Shari Grzyb or Heather Tweeddale of the DAS Business Rules and Central Audit Unit with questions concerning these procedures and should direct contractual questions to the Office of Labor Relations. Employees are advised to direct questions to their agency's Human Resources Office.

  
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Lisa Grasso Egan, Undersecretary  
Office of Labor Relations

  
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Nicholas Hermes, Director  
Statewide Human Resources Management