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**STATE OF CONNECTICUT**

***OFFICE OF POLICY AND MANAGEMENT***

**Office of Labor Relations**

**August 30, 2011**

## General Notice 2011-21

## TO: Labor Relations Designees

**SUBJECT: Rescission of Layoff and return to work Notices**

Attached are letters which can be sent to bargaining unit employees as of close of business on August 31, 2011. Also, if your Agency’s Plan to rescind other layoffs has been approved by OPM, you may issue the attached applicable letter to impacted nonrepresented or nonpermanent employees.

Agency Labor Relations Designees with questions may contact the Office of Labor Relations at 418-6447.

# Linda J. Yelmini

Linda J. Yelmini

Director of Labor Relations

**DRAFT SAMPLE NOTICE to:**

**Permanent State Employees as of June 30, 2011 (bargaining unit members) who were noticed for Layoff and HAVE NOT SEPARATED**

HAND DELIVERED OR CERTIFIED MAIL

September 1, 2011

EMPLOYEE NAME

EMPLOYEE JOB TITLE

EMPLOYEE ADDRESS

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am pleased to inform you that the legislature did not reject the revised 2011 SEBAC Agreement and, thus, it is considered approved under the statutes. Therefore, by way of this letter, your layoff has been rescinded.

Sincerely,

[Human Resources Administrator]

CC: Union

 OLR – Tammy Kowalski

 DAS – Pam Libby

**DRAFT SAMPLE NOTICE to:**

**Permanent State Employees as of June 30, 2011 (bargaining unit members) who were noticed for Layoff and HAVE SEPARATED**

HAND DELIVERED OR CERTIFIED MAIL

September 1, 2011

EMPLOYEE NAME

EMPLOYEE JOB TITLE

EMPLOYEE ADDRESS

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am pleased to inform you that the legislature did not reject the revised 2011 SEBAC Agreement, thus, it is considered approved under the statutes. Therefore, by way of this letter, your layoff has been rescinded.

Please return to work on September 1, 2011 at a.m. If you are unable to return on this date, please contact me to arrange a mutually convenient date to return. Thank you.

Sincerely,

[Human Resources Administrator]

CC: Union

 OLR – Tammy Kowalski

 DAS – Pam Libby

**DRAFT SAMPLE NOTICE to:**

**Managerial and Confidential State Employees who were noticed for Layoff**

HAND DELIVERED OR CERTIFIED MAIL

September 1, 2011

EMPLOYEE NAME

EMPLOYEE JOB TITLE

EMPLOYEE ADDRESS

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

The Office of Policy and Management has approved our Agency’s rescission plan regarding the continued employment of certain nonrepresented employees. I am pleased to inform you that, by way of this letter, your layoff has been rescinded.

This has been a difficult process over the last few months, especially for staff like you who were directly impacted. I thank you for your professionalism through this process and we look forward to your continued and dedicated work for the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

[Human Resources Administrator]

CC: OLR – Tammy Kowalski

 DAS – Pam Libby

**DRAFT SAMPLE NOTICE to:**

**Nonpermanent bargaining unit employees who were noticed for Separation**

HAND DELIVERED OR CERTIFIED MAIL

September 1, 2011

EMPLOYEE NAME

EMPLOYEE JOB TITLE

EMPLOYEE ADDRESS

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

The Office of Policy and Management has approved our Agency’s rescission plan regarding the continued employment of certain nonpermanent employees. I am pleased to inform you that, by way of this letter, your separation of employment has been rescinded. (If a durational employee put in sentence regarding the date the durational appointment will be ended)

Sincerely,

[Human Resources Administrator]

CC: Union

OLR – Tammy Kowalski

 DAS – Pam Libby