



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

Office of Labor Relations

April 24, 2023

GENERAL NOTICE NO. 2023-02

TO: Labor Relations Designees

RE: Reporting New Hires Under the NP-5 (CPFU) and P-5 (A&R) Contract

Please be reminded that new contract language requires agencies provide collective bargaining representatives with information regarding new appointments to the bargaining unit. Language in the CPFU and A&R contracts specifically requires that agencies copy the union on the appointment letters. For these two (2) bargaining units, please ensure that each respective union receives a simultaneous copy of all appointment letters. For your convenience, the relevant contract language and the appropriate email addresses are shown below.

A&R Contract: Article 8, Section 11: The State will provide notice to the Union of new members of the bargaining unit, by forwarding the Union a simultaneous copy of the position appointment letter which initiates entry into the bargaining unit (via any relevant transaction, including hire, promotion, transfer, demotion, accretion, etc.) The hiring Agency shall transmit said position appointment letter to a union-designated email address.

THE EMAIL ADDRESS FOR SENDING POSITION APPOINTMENT LETTERS TO A&R IS:
hires@andr.org

CPFU Contract: Article 7, Section Eight (b) (1): Notice to the Union. The State will provide notice to the Union of new members to the bargaining unit, by forwarding a simultaneous copy of the position appointment letter which initiates entry into the bargaining unit (via any relevant transaction, including hire, promotion, transfer, demotion, etc.). The hiring Agency shall transmit said position appointment letter to a union-designated email address.

THE EMAIL ADDRESS FOR SENDING POSITION APPOINTMENT LETTERS TO CPFU IS:
newhires@cpfu.org

Labor Relations Designees with questions concerning this request should contact the Office of Labor Relations via email to Michael.Carey@ct.gov. All other employees should contact their local Human Resources or Labor Relations Professional.

A handwritten signature in black ink, appearing to read "David Kraveski", written over a horizontal line.

David Kraveski
Undersecretary for Labor Relations

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