



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

OFFICE OF LABOR RELATIONS

DATE: August 28, 2025

GENERAL NOTICE NO. 2025-04

TO: Labor Relations and Human Resources Personnel

FROM: Office of Labor Relations

**SUBJECT: Protected Communications and Rights Guaranteed by C.G.S. § 5-271
During Periods of Suspension or Administrative Leave**

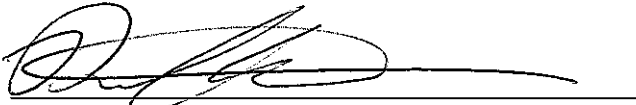
This General Notice clarifies certain rights of unionized state employees when they are serving disciplinary suspensions or when they are placed on an administrative leave.

It is standard practice for state agencies to issue letters to unionized employees upon issuance of disciplinary suspensions, or upon placement on an administrative leave pending investigation. Often times, such letters explicitly prohibit the subject employee from engaging in certain actions, such as contacting other employees during the suspension/administrative leave, or entering the premises of state-owned or leased property.

Agencies should be aware that when imposing communication or travel restrictions of this nature, they should explicitly inform subject employees that the restriction does not prohibit the employee from engaging in protected communications or otherwise bar the exercise of rights guaranteed by C.G.S. § 5-271, also known as the State Employee Relations Act, or SERA. For example, an agency should not prohibit a suspended bargaining unit employee who is actively running for union office from attending a campaign event on state property, solely due to their suspension.

When agencies issue administrative leave letters or suspension letters, they should include language to the following effect: ***Nothing in this letter shall be construed to prohibit protected communications or otherwise bar the exercise of rights guaranteed by C.G.S. § 5-271.***

Labor Relations Designees with questions concerning this issue should contact their Agency Labor Relations Program Manager or the Office of Labor Relations via an email to Tammy.Kowalski@ct.gov. All others should contact their local Human Resources or Labor Relations professional.

A handwritten signature in black ink, appearing to read 'David Krayski', is written over a horizontal line.

David Krayski
Undersecretary for Labor Relations