



## **EMPLOYEE HANDBOOK**

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# Welcome

Whether you have just joined the agency or have been with us for a while, we are confident that you will or have found our organization to be a dynamic and rewarding place in which to work. We consider the employees of the Department of Labor to be our most valuable resource and we look forward to a productive and successful partnership.

This handbook has been prepared for you to serve as a guide for the employer-employee relationship. The topics covered in this handbook apply to all employees of the Department of Labor. It is important to keep the following things in mind about this handbook.

First, it contains general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. It is not intended to replace or supersede collective bargaining agreements that may cover many of your terms and conditions of employment. Employees covered by a collective bargaining agreement will receive a copy of their contract at orientation. You should read and become familiar with your collective bargaining agreement, this employee handbook and the agency's employment policies. If you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice, you should address your specific questions to your supervisor or contact your HR Generalist for clarification.

Second, neither this handbook nor any other agency document confers any contractual right, either expressed or implied, to remain in the agency's employ or guarantee any fixed terms and conditions of your employment.

Third, the policies, procedures, and benefits described here may be modified or discontinued from time to time. We will try to inform employees of any changes as they occur but cannot guarantee immediate advance notice of changes.

Finally, some of the subjects described here are covered in detail elsewhere. The terms of written insurance policies and/or plan documents are controlling for health, life, retirement and deferred or reduced income benefits. You should refer to those documents for specific information since this handbook is only designed as a brief guide and summary of policies and benefits.

We are pleased to have you as a member of the Department of Labor and look forward to a successful and beneficial association.



## **About the Agency**

The Department of Labor handles far more than unemployment insurance benefits. Helping employers and jobseekers with their workforce needs is our goal. An overview of the many programs and public services the agency offers is available on the website ([www.ct.gov/dol](http://www.ct.gov/dol)), which also contains information ranging from upcoming job fairs to wage and workplace guidelines.

## **Mission Statement**

The Department of Labor is committed to protecting and promoting the interests of Connecticut workers. In order to accomplish this in an ever-changing environment, we assist workers and employers to become competitive in the global economy. We take a comprehensive approach to meeting the needs of workers and employers, and the other agencies that serve them. We ensure the supply of high-quality integrated services that serve the needs of our customer.

## **Supersedence**

This revised version of the Employee Handbook supersedes all prior versions that have been issued by the Department of Labor and will be effective April 2023.

# General Highlights

## **Access Card**

Central Office and Annex employees are issued an access card to enter the building. Should your card be lost, stolen or destroyed, contact Facilities Operations so the card can be deactivated and a replacement issued.

## **Affirmative Action/Equal Employment Opportunity Employer**

The Department of Labor is committed to affirmative action/equal employment that will build on the strengths of our current workforce and continually enhance the diversity of our organization. The department opposes all forms of discrimination and has developed a set of anti-discriminatory policies. Please direct your questions about affirmative action issues to the AA/EEO Manager at Central Office, 200 Folly Brook Boulevard, Wethersfield, CT 06109; telephone (860) 263-6520. To file a complaint, please click on the link to access the form: [Internal Discrimination Complaint](#)

## **Americans with Disabilities Act**

The Department of Labor complies with all relevant and applicable provisions of the Americans with Disabilities Act (ADA). The agency will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. See the [Americans with Disabilities Act Reasonable Accommodation Policy](#)

## **Appearance & Dress Code**

It is the policy of the agency to project a business-like image to clients, visitors and co-workers. In line with this, you are required to dress appropriately in clothing which is suitable for your job responsibilities and work environment, meets the requirements established for safety reasons, and complies with the agency's dress code requirements. See [Professional Image Policy](#).

## **Building Security**

Each and every employee must follow the building security rules and regulations. Employees are not allowed on the property after hours without prior authorization from their supervisor.

## **Code of Ethics**

The department's standards of ethical conduct, which all employees are expected to be familiar with and observe, are outlined in the [Code of Ethics for Public Officials & State Employees](#) and the [Ethical Conduct Policy](#) .

## **Collective Bargaining**

Your assignment to a collective bargaining unit (union) is based on your job classification. As a bargaining unit member, you will have union dues deducted from your bi-weekly paycheck. You may elect not to join a union. Your union contract governs salary, benefits and hours of work, and other terms and conditions of employment. Collective bargaining agreements are negotiated periodically.

Exempt employees are excluded from the collective bargaining process and are not required to pay union dues.

### **Email & Internet Use**

It is the policy of the agency to provide electronic mail (email) and internet access for work-related purposes. You are required to adhere to this and related policies to ensure proper, legal and effective use of these electronic tools and resources. See [Acceptable Use of State Systems Policy](#).

### **Employee Assistance Program**

*The Employee Assistance Program (EAP) is designed to offer consultation and counseling services for employees and their dependents who are experiencing problems which may be impacting their life at work and/or at home. Some of these problems may include family, marital, alcohol/drugs, emotional distress, and job-related, legal, or financial difficulties. Participation is voluntary and confidential. EAP services are provided by Wheeler EAP. To schedule an appointment or obtain more information, call 1-800-252-4555 or 1-800-225-2527, or log on to their website at [Wheeler EAP](#).*

### **Employee Background Check**

Prior to making an offer of employment, Human Resources may conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference check, education confirmation and fingerprinting.

### **Employment Applications**

We rely upon the accuracy of information contained in an employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsification or material omission of information or data may result in exclusion of the individual from consideration for employment or, if the person has been hired, termination of employment.

### **Equal Employment Opportunity**

The Department of Labor is an equal employment opportunity employer. Employment decisions are based on merit and business needs. The Department of Labor does not discriminate on the basis of race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veterans' status, political affiliation, or any other factor protected by law. To file a complaint, please click on the link to access the form: [Internal Discrimination Complaint](#).

### **Immigration Law Compliance**

All offers of employment are contingent on verification of the candidate's right to work in the United States. On the first day of work, every new employee will be asked to provide original documents verifying his or her right to work and, as required by federal law, to complete and sign an Employment Eligibility Verification Form I-9.



### **On-the-Job Accident/Illness**

The agency promotes safety in the workplace. The State of Connecticut also has implemented a Managed Care Program for Workers' Compensation, administered by Gallagher Bassett Services, Inc. You must report a work-related accident or illness to your supervisor, who is required to call a 24-hour hotline (1-800-828-2717) to report your accident or illness and initiate a claim. If your supervisor is unavailable, you may call or have someone call for you. Your supervisor must also complete the *First Report of Injury* (Form WC-207) and submit it to [DAS\\_RfaxWCHE@ct.gov](mailto:DAS_RfaxWCHE@ct.gov) or by fax to 959-200-4841, whether or not you seek treatment or lose time from work. To become eligible for workers' compensation benefits, you must seek treatment from a network physician or medical facility. Forms can be obtained at [Workers' Compensation Rights, Responsibilities, and Claims--Documents \(ct.gov\)](#). In cases of a medical emergency call 911 to seek immediate medical attention. Contact the DAS Workers' Compensation Division at [\(860\) 713-5002">\(860\) 713-5002](tel) with any questions regarding access.

### **Photo Identification**

You are required to wear and visibly display a photo identification badge during working hours. If your identification badge is lost, stolen, or destroyed, or you have transferred to a different unit, you must request a replacement through Facilities Operations.

### **Political Activity**

As a state employee, state statutes govern your involvement in various political activities such as campaigning and running for elective office. Also, if you are working on programs financed in whole or in part by federal funds, you are subject to the provisions of the federal Hatch Act, which is generally more restrictive than state statute. The purpose of these laws is to avoid a conflict of interest between your state job and political activities. Information regarding political activity may be found in DAS General Letter 214D, link to document [General Letter 214D – Political Activity](#). The Ethical Conduct Policy also addressed these issues and you are advised to contact the agency's Ethics Liaison regarding any political activity. See Ethical Conduct Policy.

### **Rideshare**

The department promotes the statewide Rideshare Program, an opportunity to reduce your transportation expenses to work. Consider using a ride-sharing mode (carpool, vanpool or bus) as an alternative to driving alone. Ride sharing saves you money, energy and preserves the environment. For information call 800-972-EASY (800-972-3279) or visit the website at [www.rideshare.com](http://www.rideshare.com).

### **Safety**

The safety and health of employees is our top priority. The agency makes every effort to comply with all federal and state workplace safety requirements. Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Promptly report safety concerns to your supervisor.

### **Sexual Harassment**

The Department of Labor does not tolerate sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical contact

of a sexual nature when such conduct creates an offensive, hostile and intimidating work environment and prevents an individual from effectively performing the duties of their position. See Sexual Harassment Policy.

### **Smoking**

Smoking is prohibited throughout agency buildings and offices, including in rest rooms, private offices, lounges and similar areas. Smoking is permitted only in designated areas outside office buildings and other work locations. The use of smokeless tobacco and e-cigarettes are also prohibited and subject to the same restrictions.

### **Standards of Conduct**

The work rules and standards of conduct for employees are important and the agency regards them seriously. All employees are urged to become familiar with and must follow these rules and standards. See Employee Conduct Policy.

### **Telephones - Cellular Telephones**

The agency recognizes that occasionally it is necessary for employees to make or receive personal telephone calls during working hours. You are expected to restrict your personal telephone usage, both on state-owned phones and personally owned cellular phones, to reasonable, incidental calls that do not interfere with your work schedule or the performance of your duties. To avoid being disruptive to others in the workplace, please make certain audible alerts are disabled.

### **Travel**

Your position may require travel to conduct state business. If you are required to travel for work, you may obtain a state-owned vehicle from a central carpool with a valid driver's license. Use of your personal vehicle in the performance of Agency duties is allowable only when the use of a State-owned vehicle is not reasonably available for use and request mileage reimbursement. You must present proof of automobile insurance with the minimum coverage requirements. Contact your supervisor or Business Management if you have any questions.

### **Uniformed Services Employment & Reemployment**

As an equal opportunity employer, the Department of Labor is committed to providing employment and reemployment services and support as set forth in the Uniformed Services and Reemployment Rights Act of 1994 (USERRA).

### **Violence in the Workplace**

The Department of Labor has a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment and/or coercion, which involve or affect the organization and its employees will not be tolerated. See [Violence in the Workplace Prevention Policy](#).

## **Visitors**

To provide for safety and security, only authorized visitors are allowed in the workplace. All visitors must enter through the main reception area, sign-in and sign-out at the front desk and receive a visitor identification to wear while on the premises. Authorized visitors will be escorted to their destination and must be accompanied by an employee at all times.

## **Weather & Emergency Closings**

At times, emergencies such as severe weather or power failures can disrupt business operations. Everbridge, is a system that the state utilizes to notify enrolled individuals on safety and weather concerns. You can determine by which methods you want to be notified. Sign-up is free. Any personal information provided (such as cell number) will be used for important employee notifications purposes only directed by DAS. Everbridge will never give or sell contact or location information to any vendor or other organization.

The [Department of Emergency Service & Public Protection](#) website is the official source of information for state employees. Use this page to find any official announcements about closures or delayed openings that have been declared by the Governor.

[Everbridge system](#) can send alerts to your work phone and email as well as your home phone, cell phone, and home email.

The [Statewide CT Alert system](#) can also keep you informed of state emergencies and send you emails and text alerts.

[FEMA's Ready.gov](#) preparedness site has information on how to keep safe during the winter.

# Collective Bargaining

## **Bargaining Unit Representation**

Labor unions and management at times negotiate collective bargaining agreements (union contracts). The contracts govern such areas as salary, benefits, hours of work, and the terms and conditions of employment. Most state job classifications have been assigned to particular bargaining units (unions) and state employees have voted to have unions represent them in the negotiation process.

If you are a nonexempt employee, you have been assigned to a bargaining unit based on your job classification and will be represented by that specific union. If you are an exempt employee, you have been excluded from the collective bargaining process. The terms and conditions of your employment will be governed by state statutes, rules and regulations.

## **Union Contracts**

Union contracts, established through the formal negotiation process, outline the terms and conditions of your employment. You should familiarize yourself with your contract. Benefits and provisions vary between bargaining units. Contract language has been crafted to avoid disputes and eliminate misunderstandings. Contract provisions, however, may be open to interpretation and subject to the grievance and arbitration process. Direct your questions about your union contract to your supervisor, union representative or Human Resources Generalist.


## **Grievance Procedure**

Your problems or complaints should be resolved quickly and fairly. First, discuss the issue with your supervisor, who may help you find a solution. If your supervisor or another employee in the chain of command cannot resolve your problem or complaint, or if you feel that you have been treated unjustly, contact your union steward or Agency Labor Relations Specialist. If an issue cannot be resolved informally, you may follow the grievance procedure outlined in your union contract. This procedure helps resolve disputes concerning the interpretation and application of a contract. You should, however, make every effort to resolve an issue before filing a grievance. Though specific procedures may vary, your union contract establishes time limits for initiating grievances and obtaining responses.

The first steps of the grievance process are informal to encourage quick resolution. If an issue still cannot be resolved, more formal meetings are conducted until the grievance reaches the highest level of the process. Most grievance procedures permit arbitration when an issue cannot be resolved at the highest level. An arbitrator, an impartial party chosen by the union and management, will hear both sides of an issue and render a binding decision.

A union normally requests arbitration, but you as an employee may also request it in certain circumstances. Arbitration is permitted only if negotiated as a step in the grievance procedure.

You or a group of employees may present a grievance to management for resolution without your union's participation. However, the resolution must be consistent with your union contract and your union must be given the opportunity to attend all meetings.



If you are an exempt classified employee, you may appeal certain actions through the grievance procedure as outlined in Sec. 5-202 of the Connecticut General Statutes.

# Appointment and Promotion

## **Merit System**

The appointment and promotion of state employees is based on the merit principles in the State Personnel Act. As with other federal, state and municipal merit systems, this system was established to minimize the influence of electoral politics on the employment and retention of state employees. The system strives to place the best qualified people in state service and to ensure that they are fairly treated in the appointment and promotion process. The merit system is not subject to collective bargaining.

## **Job Classification**

The state, as an employer of thousands of people, must systematically describe and group jobs to ensure consistent and fair treatment when assigning, compensating and promoting employees. Consequently, it has established a classification plan for all jobs in the executive branch of state service. Individual positions are grouped into job classes, with each class consisting of positions with similar duties, responsibilities and required qualifications. Your job classification is the foundation for the employment process.

## **Classified & Unclassified Positions**

Most positions in the executive branch of state government are classified. Unclassified positions may be exempt from job announcements. The State Personnel Act lists a number of unclassified categories: agency heads, members of boards and commissions, officers appointed by the governor, deputies and executive assistants to the head of departments, executive secretaries, employees in the Senior Executive Service and professional specialists.

## **Competitive & Non-Competitive Positions**

Most classified positions are competitive and require an application. The type of experience required depends on the job classification. Applicants must meet minimum general experience and training requirements, however, to be eligible for appointment if a position requires a professional license or degree, there may be no additional requirements beyond possession of the professional license or degree.

## **Scheduled & Continuous Recruitment Job Announcements**

Most state job opportunities are announced to the general public with a specific closing date. If you apply for a job opening, you will be notified if you are selected for an interview by the hiring agency.

When the state considers continuous recruiting necessary, it may postpone the closing date for filing applications until it receives a suitable number of candidates. A job posting will indicate when recruiting is continuous and that applications may be filed until further notice.

## **Job Announcements**

To meet merit system objectives, the state has developed competitive job classifications to fill many of its positions. They are not used to fill unclassified positions or those in classes designated as non-competitive. State job announcements fall into the following categories:

Open to the Public. If you meet the minimum experience and training qualifications for a position, you may participate in this type of recruitment. Open-competitive job announcements are administered periodically usually when a state agency is recruiting for a vacant position.

Statewide & Agency Promotion. If you are a state employee who meets the minimum experience and training qualifications for a position and has completed six months continuous service in a state agency, you may participate in a statewide recruitment. Agency promotional announcements will have the additional requirements that you must be a current agency employee.

### **Employment Opportunities**

Agency job announcements are posted on the DAS Online Employment Center. You should check regularly for the most up to date information.

To apply for employment, you must complete a Master Application on the DAS Website. Check the state employment pages on the Department of Administrative Services website ([Job Openings - Department of Administrative Services \(jobapscloud.com\)](http://jobapscloud.com)) for information about completing the application form, job opportunities, and to sign up for e-mail notification of current job openings.

### **Application Accommodations for People with Disabilities**

The state may conduct recruitments in various ways. If you need special accommodations for a particular recruitment, you or someone on your behalf should immediately notify the DAS at (860) 713-7463. You must supply the application title and job number, and a description of your special needs and documentation of the disability.

### **Rejection from State Application**

Your application for a state job opening may be rejected if (1) your application was received after the closing date, (2) you did not meet the minimum requirements, (3) your years of experience did not match the requirements, (4) specific information was missing from your application, (5) you failed to meet the special requirements for the position, or (6) your years of experience did not match the special requirements.

### **Appointment Types**

**Durational.** An employee hired for a specific term, for a reason not provided above, including a grant or specially funded program, not to exceed one year. A durational employee shall become permanent after six months, or the length of the working test period, whichever is longer.

**Emergency.** The state may appoint you to an emergency position to meet short-term agency needs. The appointment may extend for as long as two months but may not be renewed in a fiscal year.

**Intermittent.** Intermittent employment is also work on an "as needed" basis. The agency may use intermittent interviewers to supplement permanent staff in times of high unemployment. They are paid an hourly rate for time worked and may receive benefits. They are eligible to apply for agency promotional postings following the completion of 1044 hours of intermittent service.

**Permanent.** The state may appoint you to a permanent competitive position from a certification list. You must successfully complete the working test period to gain permanent status.

**Provisional.** The state may provisionally appoint you to a position that must be filled immediately if no active certification list exists, or an insufficient number of candidates are listed. The appointment may extend for as long as six months or until a job announcement for the position has been held and a certification list promulgated. You may not receive more than one provisional appointment in a fiscal year or serve more than six months as a provisional appointee. Your job performance while a provisional must be satisfactory. To receive a permanent appointment, you must be appointed from a competitive process for the position. If you are not appointed from a competitive process and do not have a permanent position to which you may return, you must be separated from state service. If the competitive process is not completed for a position within six months, an additional temporary or emergency appointment may be authorized.

**Seasonal.** Seasonal employment for a position established for a specific period, usually during summer months. Individuals employed are paid an hourly rate and are not entitled to any fringe benefits.

**Temporary.** Position filled for a short term, seasonal, or an emergency situation, including to cover for a permanent position when the incumbent is on workers' compensation or other extended leave, not to exceed 6 months. May be extended up to one year. If a temporary employee is retained greater than 12 months, said employee shall be considered durational.

### **Working Test Period**

The working test period, or probationary period, for a state employee is an extension of the state recruitment process. You must serve this period to gain permanent status following initial appointment or promotion. Your initial test period is generally six months, depending on the applicable contract or state regulation. Your promotional test period is generally four to six months, again depending on the applicable contract or regulation. Exceptions may occur in the length of the trial period for trainee positions. Questions about your working test period may be directed to your supervisor or Human Resources Generalist.

During an initial working test period, you are considered a probationary employee and will work closely with supervisors and colleagues to learn your duties. This period also gives your supervisor the opportunity to evaluate your response to training and job requirements. If you demonstrate acceptable performance during your initial test period, you will be given a satisfactory service rating and gain permanent status as a state employee.

Your working test period may be extended in certain circumstances. If you do not meet acceptable performance standards during the initial working test period, you will be separated from state service. You may not appeal a dismissal during your initial test period through the contractual grievance procedure, but you may request an administrative review. If you fail to meet acceptable performance standards during a promotional working test period, you will revert to your previous classification.



## **Service Ratings**

You will receive a service rating for your initial working test period or promotional test period, and at least three months before your annual increase date. Depending on your union contract or state statutes, you may receive a service rating at any time, particularly when your job performance has changed significantly.

Service ratings record your progress and performance as training and job experience increase. The state recognizes satisfactory performance by awarding annual salary increases (as negotiated) until reaching the maximum step in a salary group. For employees at the maximum step, some bargaining units award a lump sum payment in lieu of an annual increment. A “less than good” rating may prevent you from receiving an increase. An “unsatisfactory” during the working test period signifies failure. After attaining permanent status, two successive “unsatisfactory” ratings may result in your dismissal.

Managers are evaluated in accordance with the provisions of the Performance Assessment and Recognition System (PARS) Program.


## **Promotion & Reclassification**

Generally, there are two ways in which you may receive an appointment to a higher-level job classification. First, you may compete for a new position or an opening that arises when another employee leaves an existing position. The agency may use a formal state employment application process to obtain a list of candidates to be considered for an opening or it may use a less formal recruitment and selection process. In either event, in order to be considered you must meet the minimum qualifications for the higher classification and comply with the application procedures. Recruitment notices are posted internally on the agency intranet, and at times externally on the Department of Administrative Services website. It is your responsibility to monitor them and respond according to the instructions on the job posting.

Additionally, you may progress to a higher level through reclassification. After working for the agency for some time, you may find that your duties have expanded and are more consistent with a higher-level job classification. In such cases, your supervisor will ask you to complete a job duties questionnaire, which will be evaluated by Human Resources. If you are found to be working “out of class,” the agency has the option of either removing the higher-level duties or reclassifying your position to the higher level. Certain conditions must be met for reclassification. You must be in your current position for at least six months, have a rating of “good” or better on your last two performance evaluations and meet the minimum experience and training requirements for the higher class. If you have applied for a job opening and did not qualify for the classification, this is evidence that you do not meet the qualifications for the higher-level class and cannot be considered for reclassification.

## **Temporary Service in a Higher Class**

When a temporary vacancy occurs in a non-entry level classification, such as the result of an employee being on an extended leave of absence, the agency may fill the opening by temporarily assigning you to a higher level as long as the assignment lasts for more than 30 days and meets any other relevant union contract provisions. You must meet the minimum qualifications of the class. While serving in this type



of service, you are paid at the higher level, but you retain status in your permanent (lower) classification. Benefits such as longevity and vacation accrual are based on the permanent class.

### **Transfers**

You may voluntarily transfer within the agency or to another state agency. To place your name on a Statewide Transfer list, for your current job class in which you hold permanent status, please visit the DAS Website, [Freenames - Department of Administrative Services \(jobapscloud.com\)](https://www.jobapscloud.com), scroll down and follow the process of Statewide Transfers. If your job classification is unique to the agency, your transfer options will be limited to those classes deemed comparable to the one in which you have permanent status. Consult your union contract for more information.

If you are interested in transferring to another work location within the agency and meet the eligibility of the job requirements, Human Resources will send emails periodically with transfer opportunities, to be considered you must follow the procedures noted on the email.

The agency may involuntarily transfer you under certain circumstances, generally defined in your union contract or state personnel regulations. Transfers occur for a variety of reasons: when the agency seeks to better use its resources, to avoid layoffs, to meet emergency or seasonal conditions, or to accommodate you.

If you are an exempt employee, your transfer is subject to state regulations and the State Personnel Act.

### **Dual Employment**

You may be authorized to work at a secondary agency subject to the dual employment provisions of the regulations for state agencies. For this to occur, the secondary agency must initiate and complete the appropriate paperwork. The secondary agency will forward a copy of the dual employment request form to the primary agency for completion and return. If all provisions are met, subject to any fair labor standards considerations and the operating needs of the department, you may be eligible for secondary employment. Secondary employment may not pose a conflict of interest or interfere with the performance of your job duties and your approved work schedule for the Department of Labor.

# Personnel Records

## **Personnel Files**

The agency maintains a digital personnel file containing information about your employment: service ratings; personnel processing forms; appointment, promotion, and disciplinary letters. The agency also maintains a separate, confidential file that contains your medical documents, including doctor's notes and medical certificates.

You may review your digital personnel file by contacting Human Resources. You may sign a waiver to allow another person, such as a union official, to review your files. The agency must comply with written requests for information about its employees under the state freedom-of-information law. If the agency considers an information request to be a possible invasion of your privacy, you will be notified.

## **Change of Personal Data**

Whenever you change your name, address, number of dependents, telephone number, or marital status, you must promptly notify Payroll so that agency records and files may be updated. You may also need to complete a new federal or state withholding allowance certificate (W-4 or CT W-4), or various health insurance forms.

## **Working Hours**

The negotiated workweek for most staff members currently averages 40 hours per week. Some union contracts provide for a 35 or 37.5-hour workweek. Many employees work a standard schedule of 8:00 a.m. to 4:30 p.m. The agency has also established nonstandard work schedules, which are approved in advance by the appointing authority in consultation with the Director of Human Resources. Provision for flex time has been included in some contracts. If your position is covered by flex time or other nonstandard workweek, your supervisor will explain its operation. The Payroll Unit will maintain your attendance record.

From time to time and consistent with the terms of the applicable collective bargaining agreement, it may be necessary to temporarily or permanently change your work schedule to meet operational needs. In such a situation you will be given as much notice as possible, at a minimum that is required by your union contract. Regardless of your work schedule, you are expected to arrive at work on time, return from lunch and breaks on time, and not leave your job prior to quitting time.

## **Meal & Break Periods**

Full-time employees are permitted two 15-minute breaks and a 30-minute unpaid meal period. Longer unpaid meal periods are allowed with supervisory approval. The schedule for all meal and break periods is determined by your supervisor based on business operations and staffing needs. Your supervisor will inform you of your schedule and any required changes.

Employees are ***not*** permitted to work through lunch to leave early. Breaks do not accumulate, nor may they be used to start late or leave early.

## **Overtime & Compensatory Time**

Overtime occurs when you work in excess of your regular established weekly schedule. Overtime assignments must be approved in advance, except in extreme emergencies. The Fair Labor Standards Act (FLSA), state statutes and regulations, and your union contract govern your eligibility for overtime and the rate of compensation. Compensatory time is a form of accrued leave time that may be used later; it does not constitute a basis for additional compensation. Compensatory time must be taken in accordance with the provisions of your contract and agency policy.

The FLSA may conflict with your union contract regarding compensation for overtime. Generally, you will be paid by the method that provides the greater benefit. Hours worked in excess of 40 in one week are generally compensated at the rate of time-and-one half. The time-and-one-half rate is derived from your basic hourly wage rate. Some employees may be ineligible for the overtime provisions of FLSA. Questions may be directed to Payroll.

## **Shift Assignments**

Some areas engage in multi-shift operations. Depending on the starting and ending times of your shift and union contract, you may be eligible for shift-differential payments. These usually take the form of additional pay for the hours worked on your assigned shift. Generally, any shift that begins before 6:00 a.m. or after 2:00 p.m. is subject to shift-differential payments. Some employees may not be eligible for these payments, even when assigned to such a shift. Consult your union contract for information regarding eligibility for the shift and weekend differentials, and the applicable pay rate.

## **Attendance**

You are responsible for maintaining a good attendance record. Frequent absenteeism reduces the level of your service to the agency and the public, increases operational costs, and places a burden on your co-workers. Use your accrued leave in accordance with agency policies and procedures and ensure that you comply with Employee Dependability Policy requirements. You should request leave time as far in advance as possible. Refer to your union contract for additional guidelines. Agency operating needs, the reasonableness of the request, and the specific language contained in the union contract govern the approval or denial of your leave request. Whenever possible, avoid unscheduled leave.

# Paid Leave Time

## Holidays

The state grants 13 paid holidays per year to permanent, full-time employees: New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, Washington's Birthday, Good Friday, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and Christmas Day. Intermittent and durational employees must work the equivalent of six months (1044 hours) to be eligible for holiday pay.

If a holiday falls on a Saturday or Sunday, the state generally designates the Friday preceding or the Monday following as the day it will be observed. A calendar detailing the exact day of holiday observance appears on the Human Resources intranet site.

You will be paid for a holiday if you are on the payroll on or immediately before or after the day it is celebrated; you normally will not receive holiday pay if on a leave of absence without pay before and after a scheduled holiday. Consult your union contract for information about compensation for work performed on a state holiday.

## Sick Leave

As a permanent employee, you accrue sick leave from your date of employment for each fully completed calendar month of service, except as otherwise provided in the statutes. You must use sick leave when incapacitated or in the special cases described in your union contract. Upon exhaustion of sick leave, you must use other accrued leave in lieu of sick leave unless FMLA rules dictate otherwise. If an employee is sick while on annual vacation leave, the time will be charged against accrued sick leave if supported by a properly completed medical certificate.

Sick leave is not an extension of vacation or personal leave. You should maintain a sick leave balance as a form of insurance in the event of a long-term illness.

**Accrual.** Full-time employees accrue paid sick leave at the rate of 1¼ days per completed month of service or 15 days per year. If you are absent without pay for more than forty hours in any month, you do not accrue sick leave in that month. If you are an eligible part-time employee, you accrue paid sick leave on a pro-rated basis or on the amount of your scheduled hours as a percentage of a full-time schedule.

**Balances.** Payroll records your sick leave balance (time accrued but not used) in hours and minutes. When you retire, the state will compensate you for 25 percent of your accrued sick leave balance (to a maximum of 60 days).

**Call-In Procedure.** If you are unexpectedly absent as a result of injury or illness, you must notify your supervisor or designee as early as possible, but no later than one-half hour before your scheduled reporting time. If your absence is continuous or lengthy and you have not been granted a medical leave

of absence, you must notify your supervisor on a daily basis. If you fail to call in, you may be placed on unauthorized leave without pay and subject to corrective action.

**Medical Documentation.** Your physician must complete a medical certificate if you are absent as the result of injury or illness for more than five working days or as otherwise outlined in your union contract or state personnel regulations. If you fail to provide the required medical documentation, you may be placed on unauthorized leave, which can lead to loss of pay and disciplinary action. Medical certification forms should be emailed directly to [DAS.BenefitsandLeavesPod4@ct.gov](mailto:DAS.BenefitsandLeavesPod4@ct.gov). Any questions must be sent directly to [DAS.BenefitsandLeavesPod4@ct.gov](mailto:DAS.BenefitsandLeavesPod4@ct.gov).

**Additional Use of Sick Leave.** You may use sick leave for situations other than your own injury or illness (a medical certificate or written statement supporting a request may be required):

- Medical, dental or optical examination or treatment when arrangements cannot be made outside working hours.
- Death in your immediate family.
- Illness or injury to a member of your immediate family.
- Funeral for a person other than an immediate family member.
- Birth, adoption or taking custody of a child.

To determine the exact number of days allowed, refer to your union contract.

**Extended Illness or Recuperation.** If you exhaust your accrued sick leave during a prolonged illness or injury, you may be permitted to use other accrued time. You must obtain approval from your immediate supervisor for use of other accrued leave to cover the remainder of the absence. In certain circumstances, you may be granted an advance of sick leave if you have at least five years of full-time state service. Consult your union contract for information regarding the sick leave bank or donation of leave time.

If an employee has no accrued leave time available, a written request for a medical leave without pay must be submitted to [DAS.BenefitsandLeavesPod4@ct.gov](mailto:DAS.BenefitsandLeavesPod4@ct.gov), and the request must be followed up in writing upon return to work. Failure to do so will result in charging the absence to Sick Leave Without Pay.

**Illness or Injury While on Vacation.** If you become ill or injured while on vacation, you may request that the recovery time be charged to your sick leave rather than to your vacation leave. A medical certificate or documentation support your request will be required.

### **Vacation Leave**

**Usage.** As a full-time employee, you may begin taking paid vacation leave after six months of continuous service. Unless otherwise stated in a union contract, a part-time employee may begin taking paid vacation after completing the equivalent of six months of full-time service (1044 hours). Requests for vacation leave are subject to the approval of your supervisor, based on the operating needs of the unit and the seniority provisions of your contract.

**Accrual.** You accrue vacation leave at the end of each full calendar month of service. Absence without pay for more than five days (equivalent to 40 hours) in a month result in the loss of accrual for that month. You accrue vacation leave at the following rate for each completed month of service (prorated, if part-time):

- 0-5 years of service: 1 day per month (12 days per year).
- 5-20 years: 1-1/4 days per month (15 days per year).
- 20 or more years: 1-2/3 days per month (20 days per year)

As a manager and confidential employees excluded from collective bargaining, you accrue vacation leave at the rate of 1-1/4 days per completed month of service or 15 days per year. After completing 10 years of service, on January 1 of each subsequent year you will receive the following number of days in addition to the normal accrual:

- 11 years of service: 1 additional day
- 12 years: 2 additional days
- 13 years: 3 additional days
- 14 years: 4 additional days
- 15 or more years: 5 additional days

**Balances.** Payroll will record your vacation leave balance in hours and minutes. Without agency permission, you cannot carry more than 10 days of accrued vacation leave from one year to the next if you are a nonexempt employee. If you are a nonexempt employee, refer to your bargaining union contract regarding your maximum accrual. If you are a nonexempt employee or a manager, you may accumulate as many as 120 days of vacation time. When separated from state service, if a permanent employee, you will receive a lump-sum payment for your vacation leave balance.


### **Personal Leave**

As a full-time employee who has attained permanent status, you are credited with three days of personal leave to conduct private affairs, including the observance of religious holidays. On January 1 of each year thereafter, three days of personal leave will be credited to your leave balance. You must request authorization in advance from your supervisor to use personal leave. Personal leave must be used prior to the end of the calendar year or it will be forfeited. You are responsible for monitoring your time charges to ensure that your personal leave is used within the calendar year.

Part-time employees generally are entitled to prorated personal leave; consult your union contract for the specifics. Payroll will maintain your balance.

### **Jury Duty**

If you are summoned for jury duty, you will not lose your regular salary or benefits. You must notify your supervisor immediately and supply the jury notice; your supervisor will forward it along with the reason for your absence to the Payroll Unit. The court will supply you with verification of your attendance; which is then submitted through your supervisor to Payroll. You must return to work



whenever not actively serving on jury duty. With the exception of travel allowances, you must return the money received for jury duty to Payroll.

### **Military Leave**

If you are a member of the National Guard or a reserve component of the U.S. armed forces and a permanent employee, you may apply for leave to attend required training. To verify the leave, you must submit a copy of your military orders to [DAS.BenefitsandLeavesPod5@ct.gov](mailto:DAS.BenefitsandLeavesPod5@ct.gov) or fax to 860-622-4928. The state permits as many as three weeks in a calendar year for field training. Paid leave for military call-ups other than annual training is limited to unscheduled emergencies, subject to the provisions of your union contract. Notify your supervisor as soon as you become aware of your military leave schedule.



# Leave Without Pay

## Leave of Absence Without Pay (LAW)

Depending on the terms of your union contract, you may be granted a LAW without endangering your status as a state employee. Your benefits, however, may be affected. You will not accrue vacation or sick leave in any month on a LAW for more than five working days (hourly equivalent of) without pay, and service credit toward retirement, seniority and longevity may be suspended. If you are on a LAW for pregnancy, illness, injury, or an FMLA-qualifying reason, the state will continue to pay the same portion of your health insurance as while you were working. You will, however, be billed directly for the amount that you previously paid through payroll deduction. If on a LAW for another reason, you will be billed for the full cost of medical coverage.

If possible, submit your LAW request to [DAS.BenefitsandLeavesPod4@ct.gov](mailto:DAS.BenefitsandLeavesPod4@ct.gov) in advance and in writing with appropriate documentation. Your manager may grant a LAW for as many as five consecutive days. A LAW of longer than five days must be authorized by the Benefits and Leaves Pod before the leave, except in extraordinary situations such as emergency medical leave. You may be granted a LAW for a variety of purposes on a position-held or not-held basis. Your LAW must be consistent with the requirements in your union contract or state regulations if you are an exempt employee. If your position is held, you may resume employment on the expiration of the LAW. You must be cleared by a physician to return to normal duties if you are on a medical LAW. This needs to be done before you return to work. If your position is not held, your return to active service depends on the availability of a position. The agency will consider the reason for your request, your work record and agency operating needs when deciding whether to grant you a LAW and to hold your position.

## Maternity Leave

If pregnant, you must use accrued sick leave to cover time before, during or after your delivery when a physician certifies you as “unable to perform the requirements of your job.” You must send a [Medical Certificate - P33A](#) to [DAS.BenefitsandLeavesPod4@ct.gov](mailto:DAS.BenefitsandLeavesPod4@ct.gov) to substantiate your disability. When your disability period ends or you have exhausted your sick leave balance prior to the end of your disability period, you may request to use accrued vacation and personal leave. When all your paid leave has been used, you may request a LAW with your position held. Refer to your union contract and the FMLA Policy for further information.

## Medical Leave

You must use accrued sick leave to cover the time which you are unable to work because of illness. If that period extends beyond five days, you will need to supply a [Medical Certificate - P33A](#) to [DAS.BenefitsandLeavesPod4@ct.gov](mailto:DAS.BenefitsandLeavesPod4@ct.gov) to substantiate your use of sick time to. When your sick leave balance is exhausted, you must apply vacation or personal leave to cover your absence unless FMLA rules dictate otherwise. Your union contract may contain provisions for advance of sick leave, a sick leave bank, and donation of leave time in cases of prolonged illness. You may also request a leave of absence without pay. Details on the requirements and provisions of such leaves are in your union contract and the FMLA policy.



## **Family Leave**

You may request a LAW for the birth or adoption of a child; the serious illness or health condition of a child, spouse or parent; your own serious health condition; the placement of a foster child in your care and certain other conditions. A medical certificate must be submitted by email to [DAS.BenefitsandLeavesPod4@ct.gov](mailto:DAS.BenefitsandLeavesPod4@ct.gov) to substantiate a request for leave under the Family and Medical Leave Act (FMLA). You must request forms by sending an email to [DAS.BenefitsandLeavesPod4@ct.gov](mailto:DAS.BenefitsandLeavesPod4@ct.gov).

# SALARY

## **Payment**

Your job classification determines your salary grade. Classifications are assigned to a salary group based on the amount and type of required experience and training, technical complexity, difficulty and level of responsibility. The state establishes a number of steps for salary groups other than managerial and confidential classes. As a new employee, you will generally start at the salary range minimum for your job classification.

## **Payday**

The state issues salary payments bi-weekly through a checkless system called e-pay. You will receive payment for the work you performed during the previous two weeks. The delay allows for processing. If you are a new employee, you should receive your first salary payment four weeks after your first workday. If you separate from state service, you will receive your last salary payment two weeks following the end of the last pay period worked. Earnings, itemized deductions and leave accruals are viewable online. Questions should be directed to Payroll.

## **Annual Increments**


Annual increments are based on the terms of your union contract. You may be raised to the next higher step in a salary group on your anniversary date. Consult your union contract for details. If an appointed official or manager, you may be awarded an increase by the governor, usually effective on January 1. The amount of the increase will be based on your goal attainment and performance under PARS, the Performance Appraisal and Recognition System for managers.

## **Collective Bargaining & Cost-of-Living Increases**

If you are a union member, your increase will result from the collective bargaining process. An increase generally will be calculated as an across-the-board percentage within a negotiated salary structure and payable in July. If you are an appointed official or a manager, the governor may award you a cost-of-living increase, usually a percentage of your annual salary, also payable in July. When promoted, you will normally receive a salary increase of at least one full step in the salary group, unless you are placed at the maximum step. If promoted to a managerial position, you will receive an increase of five percent or the minimum of the new salary range, whichever is greater.

## **Longevity Pay**

Employees hired on or after July 1, 2011, shall not be entitled to a longevity payment however, any individual hired on or after said date who shall have military service which would count toward longevity under current rules shall be entitled to longevity if they obtain the requisite service in the future. Employees hired prior to July 1, 2011, are eligible for longevity. For those eligible employees, when you complete the equivalent of 10 years of full-time state service (generally continuous) you will receive a longevity payment. The amount of longevity payment increases when you complete 15, 20, and 25 year years of service. Longevity schedules appear in your union contract and other pay plans. To qualify, you must attain the required years of service by April 1 or October 1. Longevity payment are also paid



in these months. Employees not included in any collective bargaining unit are no longer eligible for longevity payments.

# DEDUCTIONS

## **Federal Income Tax & Social Security Tax**

Federal income and Social Security taxes will be deducted from your paycheck in accordance with federal law.

## **Connecticut Income Tax**

State income tax will be deducted from your paycheck in accordance with state law.

## **Health Insurance**

Health insurance coverage for eligible employees who choose to enroll in the state's health benefit plan will be effective the first of the month immediately following the employee's hire date or date of eligibility. For example, if you were hired on November 9, you must submit your application within thirty days; your effective date of coverage would be December 1.

You may extend health and dental coverage to cover your spouse, dependent children under age 26, and/or disabled children over age 26. Please contact Payroll for enrollment eligibility. Refer to the Office of State Comptroller's website for a summary of health insurance options and rates.

You must remain with your insurance carrier until the next open enrollment period, the one time a year when you can change carriers. You may add a dependent newborn or spouse within one month of the birth or marriage (please note if adding a new spouse, a marriage certificate is required); other dependent changes generally are restricted to the open enrollment period. If your spouse's insurance was terminated through his/her employer, you may be eligible to add them as a special exception. A letter from the employer stating insurance has been cancelled will be required. All additions, deletions, or other changes must be processed through the Payroll Unit.

You must provide documentation of each dependent's eligibility status at the time of enrollment. It is your responsibility to notify the Payroll Unit when any dependent is no longer eligible for coverage.

## **Group Life Insurance**

You may purchase term life insurance at group rates. The state pays a portion of this coverage. You may authorize payroll deductions for this insurance after six months of employment. If you waive coverage and later decide to enroll, you must apply with medical evidence of insurability and wait for approval. The amount of life insurance coverage is based on your annual salary and is automatically adjusted on April 1 and October 1 as your salary increases. Contact the Payroll Unit to obtain forms or arrange for beneficiary changes. You may visit the Office of State Comptroller's website (<https://carecompass.ct.gov/supplementalbenefits/>) for more information.

## **Supplemental Benefits**

The state offers various supplemental benefits to qualified employees and retirees, which are designed to complement the benefits provided by the state. These benefits are on a voluntary basis and are paid entirely by the employee through the convenience of payroll deduction. Available supplemental benefits

are listed on the OSC website [Supplemental Benefits - Care Compass \(ct.gov\)](http://www.ct.gov/osc/benefits). Contact the authorized vendors for information and assistance with the enrollment process.

**Direct Deposit**

You may deposit your paycheck in a checking or savings account in a financial institution that is a member of the automated clearinghouse. Your funds will be electronically transmitted and available to you after 9:00 a.m. on the date of the check. You must complete an authorization form to adjust or cancel direct deposit. Authorization forms can be obtained from Payroll.

**Deferred Compensation**

Permanent employees who work more than 20 hours a week are eligible for the state’s deferred compensation plan. Through payroll deduction, you may set aside a portion of your taxable wages (prior to tax deferrals). The minimum contribution is \$20 per pay period. Obtain details by contacting the plan administrator.

**State Employees Campaign**

Through the state employee campaign, you may contribute to your choice of a range of service organizations via payroll deduction.

**Union Dues**

As a member of a collective bargaining unit, you may elect to join the union and have union dues deducted from your check. Your union determines the amount by using a set-rate or sliding-scale formula based on the amount of your salary.

**Credit Unions**

As an agency employee, you may join the, [CT Labor Department Federal Credit Union](http://www.ct.gov/labor), 200 Folly Brook Blvd., Wethersfield, CT 06109 (telephone 860-263-6500).

As a State of Connecticut employee, you may also join the [CT State Employees Credit Union](http://www.ct.gov/osc/benefits). Offices are as follow:

|   |  |  |  |
|---|--|--|--|
| 84 Wadsworth Street<br>Hartford, CT 06106<br>860-522-5388   | 1244 Storrs Road<br>Storrs, CT 06268<br>860-429-9306             | 401 West Thames Street<br>Norwich, CT 06360<br>860-889-7378    | Southbury Training School<br>Southbury, CT 06488<br>203-267-7610 |
| 2434 Berlin Turnpike<br>Newington, CT 06111<br>860-667-7668 | 1666 Litchfield Turnpike<br>Woodbridge, CT 06525<br>203-397-2949 | Silver & Holmes Street<br>Middletown, CT 06457<br>860-347-0479 |  |

# Retirement Tiers


The state and collective bargaining units negotiate the pension agreement. The retirement system includes five plans: Tier I, II, IIA, III and IV. For details, contact Office of the State Comptroller's at [osc.crsp@ct.gov](mailto:osc.crsp@ct.gov) or consult the specific retirement booklet for which you are a member. Online copies are available at the OSC website [Retiree Resources \(ct.gov\)](http://www.osc.ct.gov/RetireeResources).

**Tier I.** Usually, you are member of this retirement plan if you were hired on or before July 1, 1984 and contribute by payroll deduction to your pension. You may retire at age 55 with 25 years of service, or at age 65 with 10 years of service, or retire early at age 55 with 10 years of service – at a reduced rate. This tier is divided into three plans. Members of Plans A and C contribute five percent of salary toward retirement. Members of Plan A have chosen not to participate in the Social Security plan; Plan C members pay Social Security taxes and are eligible for Social Security benefits. Plan B members contribute two percent of salary toward retirement until they reach the Social Security maximum, and five percent of salary above the maximum; they will receive reduced pensions when Social Security payments begin. You also may purchase periods of service for which you have not made contributions: war service, prior state service, and leaves of absence for medical reasons.

**Tier II.** If you were hired into state service from July 2, 1984 to June 30, 1997, you are automatically covered under this noncontributing plan. If you were employed by the state on or before July 1, 1984, and were not a member of any other state retirement plan, the Tier II plan also covers you. You contribute two percent of your salary towards retirement. You are eligible for normal retirement benefits after you attain: (1) age 60 with at least 25 years of vesting service; (2) age 62 with at least 10, but less than 25 years of vesting service; or (3) age 62 with at least five years of actual state service. If you have at least 10 years of service, you can receive retirement benefits – at a reduced rate – if you retire on the first day of any month following your 55<sup>th</sup> birthday. Retirements on or after July 1, 2022 are subject to the age and years of service specified in the SEBAC 2011 agreement.

**Tier IIA.** If you entered state service from July 1, 1997 to June 30, 2011, you are covered under this plan as of the date of your employment. You contribute two percent of your salary towards retirement have the same options and benefits as a Tier II employee. If you are not eligible for any retirement benefits when you leave state service, you may withdraw your retirement contributions. You also may purchase periods of service for which you have not made contributions: war service and leaves of absence for medical reasons.

**Tier III.** This plan covers employees hired on or after July 1, 2011 to July 30, 2017. As a Tier III member, you contribute two percent of your total annual salary. Your normal retirement date is the first of any month on or after you reach age 63 if you have at least 25 years of service, or age 65 with at least 10, but less than 25 years of service. If you have 10 years of vesting service, you can receive early retirement benefits on the first of any month following your 58<sup>th</sup> birthday. If you are not eligible for any retirement benefits when you leave state service, you may withdraw your retirement contributions.



**Tier IV.** This plan covers employees hired on or after July 31, 2017. The Tier IV retirement plan provides elements of both a defined benefit and defined contribution plan. Defined Benefits – Participants that satisfy the minimum eligibility criteria will qualify for a pre-defined monthly retirement income for life, with the amount being determined by years of service, retirement age and Final Average Earnings. You contribute 7% of your annual salary (this rate is for fiscal year July 2023 through June 2024). Defined Contribution – You contribute 1% to a defined contribution plan with a 1% employer match. This plan also has a risk sharing component wherein for any given year the employee contribution can be up to 2% higher depending on the plan’s performance for the previous year. This contribution will be computed by the plan’s actuaries. (You may also contribute to a 457 plan). For additional information please see the [State Comptroller’s Retirement Resources website](#) . Please note: If you were a former state employee who contributed to a different state retirement plan, please contact Payroll 860-263-6195 or [dol.payroll@ct.gov](mailto:dol.payroll@ct.gov) to see if you qualify to be placed into a different retirement plan.



# Separation

## Resignation

The personnel regulation on resignation reads: “An employee in the classified service who wishes to voluntarily separate from state service in good standing shall give the appointing authority at least two working weeks written notice of resignation, except that the appointing authority may require as much notification as four weeks if the employee occupies a professional or supervisory position.”

If you resign, your written notice must include your last day of work and be submitted to your supervisor at least two weeks before you leave. You will receive a lump-sum payment for unused vacation time if you are a permanent employee. You may arrange to continue your health insurance benefits at the COBRA rate for a specific period of time. Contact Payroll for details on the length of coverage and payment amount. If you are not eligible for any retirement benefits when you leave state service, you may withdraw your retirement contributions. If you do not return to state service within five years and have not withdrawn your contributions, the Retirement Division will send you a refund application. After you complete the form and return it, you will receive your contributions plus interest. If the Retirement Division cannot locate you within 10 years after your employment ends, your contributions will become part of the retirement fund.

If you submit your resignation less than two weeks before leaving, your separation may be regarded as not in good standing and may affect your re-employment rights. An unauthorized absence of five or more working days also will be considered as a resignation not in good standing. You will be notified if your resignation is considered as not in good standing and you may file an appeal with the Commissioner of the Department of Administrative Services.

## Layoff

The state defines a layoff as an involuntary, non-disciplinary separation from state service resulting from a lack of work, program cutback or other economic necessity. Consult your union contract for particulars. If you are an exempt employee, consult Sec. 5-241 of the Connecticut General Statutes.

## Reemployment Rights

In an effort to deliver services in a contemporary and cost effective fashion, the State of Connecticut uses a module called [Freenames](#) through the Online Employment Center (JobAps) as a platform for processing the following:

- Mandatory rights for eligible individuals (reemployment/SEBAC/other mandatory rights)
- Statewide Transfer requests (non-mandatory transfers)
- Rescind of Resignation or Retirement requests

This section applies to:

### **Current or former State Employees who have been affected by the following:**

- Layoffs
- Noticed for layoff
- Accepted a demotion in lieu of layoff

- Notified of eligibility for mandatory rights
- Recently failed a working test period and has permanent classified status
- Exercising rights to return to the classified service from the unclassified service
- Recently separated NP-2 employee with Article 39 Rights
- Current employees who request to place their names on a Statewide Transfer list
- Former employees who request to rescind their resignation in good standing or voluntary retirement.

If you retire from state service, you are eligible for temporary employment in any class in which you had permanent status. As a re-employed retiree, you may work as many as 120 days per calendar year (bases on 40 hours per week prior to retirement) without adversely affecting your pension. Such appointments are totally at the discretion of the agency.

### **Rescind of Resignation or Retirement**

If you have permanent status and resign in good standing, you may, within one year of the date of your separation, request to rescind your resignation by completing the Rescind Resignation request via the JobAps, [Freenames Application](#) within one year from date of resignation. This will enable you to be considered for any classes in which you had permanent status. Reinstatement is strictly voluntary on the part of the Agency and may occur at any time up to two years from the date of your separation.

Former employees shall be fully independent in and responsible for conducting their own search for reinstatement by requesting rescind privileges via the JobAps, Freenames Application.

Use the rescind of resignation or retirement option to request to rescind a resignation in good standing, or a retirement from state service in accordance with [DAS General Letter 177](#).

**Note:** There are no reemployment rights associated with a rescind of resignation. The State of Connecticut is not required to rehire individuals who rescind resignation. Rather, certain privileges may be granted depending on the job class and effective date of rehire.

### **Requirements**

A former State employee must meet the following conditions:

- Attained permanent status as a State employee
- Separated from state service in good standing from a position in the Classified service or a bargaining unit position in the Unclassified service
- You must know the job class you resigned or retired from. To locate this information, contact your former Human Resources Representative or refer to your last paycheck as an active employee.
- You must include each job code matching your last held title including different hourly equivalent. For example:

7603EU= Information Technology Analyst 1 (35 hours)

7603FD= Information Technology Analyst 1 (40 hours)

DAS will conduct a review and approve or deny all rescind requests for any or all job classes identified. Applicants will be notified of the status of their requests via email. Please be sure to keep your contact information updated and check your email and spam folders often as **most communication will occur via email.**

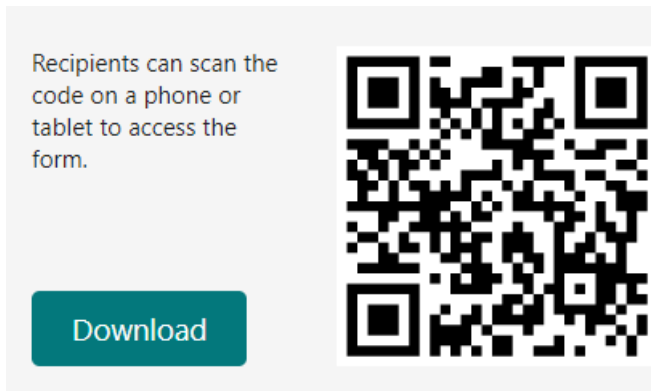
For detailed instructions to request to rescind a resignation in good standing or retirement, refer to [Instructions Rescind Resignation or Retirement](#).

### **Exit Interview**

Below you will find the link and QR code to access a confidential exit interview survey. Thank you for taking the time to engage in the exit interview process. This survey will only take approximately three minutes to complete. The information collected will help us evaluate factors like pay, benefits, work environment, and your overall work experience. All your answers are confidential, so please be candid with your responses. The information collected will help us to identify any potential areas where we can implement new strategies to increase the satisfaction of our workforce. Thank you again for your time and attention.

Link to survey: [Confidential Exit Survey State of Connecticut - DAS \(office.com\)](#)

QR code:



# Retirement

## Retirement Types

State employees are members of one of several retirement programs. Once an employee has completed the required actual or vesting service required by the retirement system, he/she is eligible for a pension. Retirements are effective on the first of the month following the last working day of the previous month. For retirement purposes, an employee who is on prolonged sick leave will retire the first of the month following the last working day that sick leave was used in the previous month (a medical certificate is required) and may qualify for a disability retirement. Types of retirement include, Normal, Early, Hazardous Duty or Disability. If you plan to retire you must send your Notice of Intent to Retire and Retirement Information Form via fax to 860-622-4928 or via email to [DAS.BenefitsandLeavesPod5@ct.gov](mailto:DAS.BenefitsandLeavesPod5@ct.gov). Please refer to the Plan Summary which can be found on the Office of the State Comptroller's website at [Retiree Resources \(ct.gov\)](#).

Regardless of the type of separation from service; on the last day of work, the terminating employee must return State property to her or his supervisor.

## Pension Payment Options

**Option A - 50% Spouse:** This option will pay you a reduced benefit for your lifetime in exchange for the protection that, should you pre-decease your spouse, the state will continue to pay 50% of your reduced benefit for your spouse's lifetime.

**Option B - 50% or 100% Contingent Annuitant:** This option provides you a reduced monthly benefit for your life and allows you to guarantee lifetime payments after your death to a selected beneficiary. After your death, a percentage of your reduced benefit, either 50% or 100%, whichever you choose, will continue for your beneficiary's life.


**Option C - 10 Year or 20 Year Period Certain:** This option provides you a reduced monthly benefit for your lifetime in exchange for the guarantee that monthly benefits will be paid for at least 10 or 20 years from your retirement date (whichever you choose).

**Option D - Straight Life Annuity:** This option pays you the maximum monthly benefit for your lifetime only. All benefits will end upon your death, including state-sponsored health insurance for any surviving eligible dependents.

## Insurance Benefits

You must meet age and minimum service requirements to be eligible for retiree health coverage. Service requirements vary. For more about eligibility for retiree health benefits, contact the Retiree Health Insurance Unit at 860-702-3533.

Regardless of the retirement option you choose, you will receive a monthly pension for the rest of your life, and, if you qualify for health insurance benefits, coverage will extend to your eligible dependents. Once you or your dependents become eligible for Medicare, this is your primary medical plan provider and the state plan is supplementary.



If you retire with at least 25 years of service and have state-sponsored life insurance, the state will pay for 50 percent of the amount of coverage (at least \$7,500) as when employed. If you retire with less than 25 years of service, the state will pay a prorated amount. The Group Life Insurance Section of the Retirement Division will contact you following your retirement concerning conversion options.

Disability retirement and pre-retirement death benefits are a part of your pension agreement. Pensions also are subject to cost-of-living increases as outlined in the agreement.

For further information regarding retirement benefits call or email:

Office of the State Comptroller Retirement Division  
165 Capitol Avenue  
Hartford, CT 06106  
Telephone: (860) 702-3490  
Email: [osc.rsd@ct.gov](mailto:osc.rsd@ct.gov)

# TRAINING & DEVELOPMENT

## **In-Service Training**

You may apply for Department of Administrative Services in-service training courses. Courses should be relevant to your position or career mobility, or to your unit's operational needs. They are generally held during regular work hours in the spring and fall. Supervisor approval is required. For information, contact Employee and Organizational Development.

## **Management Development Courses**

A calendar of courses focusing on leadership, supervisory and management development, strategic planning, customer service skills and total quality management techniques is distributed twice a year. Contact Employee and Organizational Development for particulars.

## **Tuition Reimbursement**

You may seek tuition reimbursement from the state for courses taken during non-working hours at colleges, universities, technical schools or other accredited educational institutions. You do not need supervisory approval. Eligibility and funding provisions are outlined in your union contract if you are a bargaining unit employee.

As a non-exempt employee, you may be reimbursed for a non-credited course through your union. Convert course hours to credits. For example, 6-14 hours equal one credit for tuition reimbursement; 15-29 hours, two credits; and 30-44, three credits.

As a manager, you are eligible for tuition reimbursement from the State Management Advisory Council or agency funds.

As a non-managerial confidential employee, you may apply for reimbursement in accordance with the union contract that would have included your job classification had your class not been excluded. For a fall semester class, you must document by Feb. 1 that you paid for a course and passed it, and by June 1 for a spring semester class.

Forms and assistance are available through Employee and Organizational Development. You must submit your application to that unit at Central Office, 200 Folly Brook Blvd., Wethersfield, CT 06109-1114, at least two weeks before the start of a class.

## **Conferences, Workshops & Seminars**

Your union contract may pay costs associated with conferences, workshops or seminars such as registration fees, travel expenses and meals. You must receive supervisory approval before processing a payment request. Consult your union contract for details.

# EMPLOYMENT POLICIES

(Ctrl + Click to follow links below)

[Acceptable Use of State Systems Policy - Statewide \(2019\)](#)

[ADA Reasonable Accommodation Policy](#)

[Affirmative Action Policy Statement – DOL \(2023\)](#)

[AIDS Policy – DOL \(7/16/2012\)](#)

[Background Check Policy and Procedures – DOL \(10/31/2022\)](#)

[Disposition of Public Records Policy – DOL \(11/28/2011\)](#)

[Discrimination and Illegal Harassment Prevention Policy – DOL \(April 2023\)](#)

[Drug Free Workplace State Policy – DOL \(7/16/2012\)](#)

[Employee Conduct Policy – DOL \(8/3/2018\)](#)

[Employee Dependability Policy – DOL \(7/16/2012\)](#)

[Employee Discipline Policy – DOL \(7/16/2012\)](#)

[Ethical Conduct Policy – DOL \(8/2013\)](#)

[Family Violence Leave Policy – Statewide GL 34 \(1/2022\)](#)

[Federal Family & Medical Leave Act – DOL \(7/16/2012\)](#)

[Health and Safety Policy – DOL \(7/16/2012\)](#)

[Internal Discrimination Complaint Procedure – DOL \(4/18/2023\)](#)

[Internal Security Standards - DOL](#)

[Office Automation Policy, Standards and Guidelines – DOL \(7/16/2012\)](#)

[Personal Wireless Device Policy \(Rev. 9/9/2020\)](#)

[Phone Use Policy \(Rev. 4/23/2023\)](#)

[Policy for DOL Facility Occupancy – DOL \(7/9/2020\)](#)

[Professional Image Policy – DOL \(3/1/2023\)](#)

[Prohibition of Weapons in DOL Worksites Policy – DOL \(8/10/16\)](#)

[Public Officials and State Employees Guide to the Code of Ethics - Statewide 07/16/2012](#)

[Software Anti-Piracy Policy – DOL \(7/16/2012\)](#)

[Vehicle-Use-for-State-Business-Policy--DAS-General-Letter-115--April-1-2012.pdf \(ct.gov\)](#)

[Violence in the Workplace Prevention – DOL \(4/2012\)](#)

[Workers Compensation Rights Responsibilities and Claims \(ct.gov\)](#)

[Workplace Incident Report and Footprints Instructions – DOL \(2015\)](#)

**\*\*Please refer to online Employee Handbook for link activation.**