



STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT

Office of Labor Relations

General Notice 2016-02

TO: Labor Relations Designees

DATE: March 14, 2016

SUBJECT: Updated Layoff Procedures and Summary of Layoff Seniority Definitions

Enclosed is a set of updated layoff procedures and summaries of layoff seniority definitions for all of the Executive Branch bargaining units. The summaries and procedures should be utilized in addressing layoff related matters in conjunction with the collective bargaining agreements.

Each of the procedures indicates the need to notify the Office of Labor Relations regarding impending layoffs. It is important to seek advice on contractual interpretation matters relating to layoffs in order to avoid errors which can be potentially costly to your Agency both in terms of back pay liability and disruption of your operation. Please be sure that all of your seniority lists are up to date as of March 1, 2016.

All Agency Labor Relations Designees should direct their questions and notifications in writing to Tammy Kowalski (Tammy.Kowalski@ct.gov), and she will direct it to the proper person in this office.

A handwritten signature in blue ink that reads "Lisa Grasso Egan".

Lisa Grasso Egan
Undersecretary for Labor Relations

**NP-1 STATE POLICE BARGAINING UNIT
LAYOFF PROCEDURES FOR AGENCY HUMAN RESOURCES**

Notice Period	Transmission of Notice and content thereof
Not less than 6 weeks	Reason for layoff
Does not apply to the bumpee	Certified mail with return receipt or in person with employee signing to acknowledge receipt
	Concurrent copy to the Union

1. Prepare seniority list(s) for job class(es) involved and review for accuracy.
2. Determine potential displacement created by layoff and subsequent bumping. Advise Agency Head. Identify specific position(s) to be eliminated. You must select the employee with the least departmental seniority rank.
3. Verbally notify OLR and Union of impending layoff and, upon request, arrange to meet and discuss with Union.
4. Fax or e-mail information to Nicholas Hermes (860-730-8438; nicholas.hermes@ct.gov) or Keith Anderson (860-622-2967; keith.anderson@ct.gov) in DAS in appropriate format. Review current lists of comparable classes and class series. Questions about class comparability lists should be directed to DAS.
5. Prepare list of bargaining unit vacancies in your Agency and review list of other vacancies prepared by DAS for agencies within a 25-mile radius.
6. Meet and discuss options, if any, with the employee(s) and Union, as soon as possible after delivery of the layoff notice.
7. If an employee is to be separated, be certain that the necessary form (CT-HR-1) to activate his/her reemployment and/or SEBAC rights is completed prior to separation and that the employee has had an opportunity to supply the necessary information so as to be considered for positions through reemployment and/or the SEBAC Placement and Training Program.

Transfer Opportunities for Employee(s) Noticed for Layoff

1. Transfer to vacancy in same rank or in any other position in the Agency the employee is qualified to fill. Comparability determined by DAS.
2. If the employee refuses a transfer get the refusal in writing.
3. May exercise bumping rights or be laid off if he/she refuses the transfer.

Bumping Options for Employees

1. Only those employees with more than 3 years of continuous state service may bump into a lower rank within department.
2. Bumper is credited in lower rank with total of rank seniority of the rank from which he/she is being laid off.
3. Bumper shall bump the least senior employee in the lower rank with less seniority than the bumper.
4. The bumper shall be paid in the lower rank in accordance with Regulation §5-239-2(f).

**NP-2 MAINTENANCE AND SERVICE BARGAINING UNIT
LAYOFF PROCEDURES FOR AGENCY HUMAN RESOURCES**

Pre-notice Requirement – must notify and meet with the Union at least 10 days before any steps to implement layoff decision. Cooperate to gather information to facilitate transfer, bumping and reemployment process. At meeting discuss alternative proposals to: (1) avoid layoff or (2) mitigate impact

Notice Period	Notice Content	Transmission of Notice
Not less than 6 weeks	Reason for layoff	Certified mail with return receipt or in person with employee signing to acknowledge receipt, must include copy of vacancies
Not less than 3 weeks for bumpee	Include list of vacancies in the same or comparable classes in Agency and other Agencies within 50-mile radius and qualified to fill vacancies within the Agency.	

1. Prepare seniority list(s) for job class(es) involved and review for accuracy.
2. Determine potential displacement created by layoff and subsequent bumping. Advise Agency Head. Identify specific position(s) to be eliminated. **Eliminate temporary, special payroll and other supplemental workers including reemployed retirees and employees who have not completed initial WTP in affected classes first.**
3. Verbally notify OLR and Union of impending layoff after consideration of Pre-notice Meeting and, arrange to meet and discuss with Union, if appropriate.
4. Fax or e-mail information to Nicholas Hermes (860-730-8438; nicholas.hermes@ct.gov) or Keith Anderson (860-622-2967; keith.anderson@ct.gov) in DAS in appropriate format. Review current lists of comparable classes and class series. Questions about class comparability lists should be directed to DAS.
5. Prepare list of bargaining unit vacancies in your Agency (noting those within 25-mile radius) and review list of other vacancies prepared by DAS for agencies within a 50-mile radius. Include with layoff notice.
6. Meet and discuss options, if any, with the employee(s) and Union, as soon as possible after delivery of the layoff notice. Within one week of receiving list of vacancies, employee must elect transfer or bumping in writing.
7. If you feel you have a special skills situation or affirmative action issue, call OLR. These situations will require some extra time.

NP-2 LAYOFF PROCEDURES, PAGE 2

8. If an employee is to be separated, be certain that the necessary form (CCT-HR-1) to activate his/her reemployment and/or SEBAC rights is completed prior to separation and that the employee has had an opportunity to supply the necessary information so as to be considered for positions through reemployment and/or the SEBAC Placement and Training Program.

Transfer Opportunities for Employee(s) Noticed for Layoff

1. Transfer to vacancy in same or comparable class or other position the employee is qualified to fill within the Agency. Comparability determined by mutual agreement between DAS and Union.
2. If none within 25 miles, transfer to vacancy in same or comparable class within 50-mile radius at any state facility.
3. If no vacancy or the employee refuses to transfer, exercise bumping rights.

Bumping Options for Employees

1. If the employee has refused transfer to a vacancy or has no such opportunities, he/she may bump the following, at his/her option. If Agency targets the position to eliminate, the bumping process is activated. In all cases, they must have greater seniority than the employee they bump.
 - a. The least senior employee in the same classification in the Agency.
 - b. The least senior employee in the same or lower classification in the series in the Agency at any facility within a 25-mile radius. The employee may choose which facility. The 25 miles is measured from the employee's existing work location.
2. A permanent employee who is bumped has the same rights as an employee noticed for layoff (transfer then bumping), except 3 weeks notice.
3. Bumpee cannot be terminated during the initial 6-week notice period.
4. Part-time less than 20-hour employees may bump other less than 20-hour employees. Notice requirement for layoff is 2 weeks, and the notice to the bumpee is 1 week. There can be no layoff of the bumpee for the original 2 week notice period.
5. Full-time employee may bump least senior appropriate full-time employee, even if a part-time employee is the least senior in the classification. If no less senior full-time employee a full-time employee may bump a part-time employee.

Other

Nonpermanent, temporary, reemployed retirees, special payroll and other supplemental workers cannot bump.

Revised March 14, 2016

**NP-3 ADMINISTRATIVE CLERICAL BARGAINING UNIT
LAYOFF PROCEDURES FOR AGENCY HUMAN RESOURCES**

Notice Period	State Reason for layoff	Transmission of Notice
Not less than 4 weeks	a: lack of work	Certified mail with return receipt or in person with employee signing to acknowledge receipt
Bumpee gets 10 days notice and 2 days to select	b: other economic necessity	
		Concurrent copy to the Union

1. Prepare seniority list(s) for job class(es) involved and review for accuracy.
2. Determine potential displacement created by layoff and subsequent bumping. Advise Agency Head. Identify specific position(s) to be eliminated. **Nonpermanent employees including reemployed retirees in affected classes must be eliminated first.**
3. Verbally notify OLR and Union of impending layoff and, if appropriate, arrange to meet and discuss with Union.
4. Fax or e-mail information to Nicholas Hermes (860-730-8438; nicholas.hermes@ct.gov) or Keith Anderson (860-622-2967; keith.anderson@ct.gov) in DAS in appropriate format. Review current lists of comparable classes and class series. Questions about class comparability lists should be directed to DAS.
5. Prepare list of bargaining unit vacancies in the same or comparable class in your Agency and review list of other vacancies prepared by DAS for agencies within a 25-mile radius.
6. Meet and discuss options, if any, with the employee(s) and Union, as soon as possible after delivery of the layoff notice. Inform employee of 2 week time limit to make decision, which must be in writing indicating position selected. Failure to elect equals waiver of bumping rights.
7. If you feel you have a special skills situation or affirmative action issue, call OLR. These situations will require some extra time.
8. If an employee is to be separated, be certain that the necessary form (CT-HR-1) to activate his/her reemployment and/or SEBAC rights is completed prior to separation and that the employee has had an opportunity to supply the necessary information so as to be considered for positions through reemployment and/or the SEBAC Placement and Training Program.

NP-3 LAYOFF PROCEDURES, PAGE 2

Transfer Opportunities for Employee(s) Noticed for Layoff

1. Transfer to vacancy in same class at the same location/facility in your Agency. Cannot refuse and then claim bumping rights in same class.
2. If no vacancy in your Agency may transfer to a vacancy in the same or comparable class in another Agency. Comparability determined by DAS.

Bumping Options for Employees

1. If the employee has refused transfer to a vacancy within your Agency or has no such opportunities, they may bump the following, at **their** option. In all cases, they must have greater seniority than the employee they bump.
 - a. Any nonpermanent employee (including durationals) in the same or lower class in the same series within the Agency they work.
 - b. The employee with the lowest seniority in their class in the same location/facility in your Agency.
 - c. The employee with the lowest seniority in a lower class in the same location/facility in your Agency.
 - d. The employee with the lowest seniority in their class in your Agency.
 - e. If b, c & d are unavailable, the employee with the lowest seniority in a lower class in your Agency.
2. Durational employees cannot bump either when bumped or at position expiration.

Other

1. Preprofessional Trainees (PPT's) retain permanent status in class from which they are appointed. Therefore, a PPT who is to be separated or bumped by a more senior PPT has the right to bump into their originating class series.
2. Nonpermanent employees do not have either bumping or reemployment rights.
3. Employees in 10-month positions included in same seniority/bumping lists as other employees in the same classification. A bumper must assume the schedule of the employee being bumped.
4. Employees within affected classes and locations/facilities may request a layoff. Denial of the request cannot be grieved. State shall not contest unemployment eligibility. Such employees will only have reemployment rights and shall not have any bumping or SEBAC rights.
5. Nonpermanent (including employees in a working test period & reemployed retirees) receive the same amount of notice.

Revised March 14, 2016

**NP-4 CORRECTIONS BARGAINING UNIT
LAYOFF PROCEDURE FOR AGENCY HUMAN RESOURCES**

Notice Period	Transmission of Notice and content thereof
Not less than 4 weeks	Reason for layoff
	Certified mail with return receipt or in person with employee signing to acknowledge receipt
	Concurrent copy to the Union

1. Prepare seniority list(s) for job class(es) involved and review for accuracy.
2. Determine potential displacement created by layoff and subsequent bumping. Advise Agency Head. Identify specific position(s) to be eliminated. Verbally notify OLR and Union of impending layoff and, if appropriate, arrange to meet and discuss with Union.
3. Fax or e-mail information to Nicholas Hermes (860-730-8438; nicholas.hermes@ct.gov) or Keith Anderson (860-622-2967; keith.anderson@ct.gov) in DAS in appropriate format. Review current lists of comparable classes and class series. Questions about class comparability lists should be directed to DAS.
4. Prepare list of bargaining unit vacancies in your Agency and review list of other vacancies prepared by DAS.
5. Meet and discuss options, if any, with the employee(s) and Union, as soon as possible after delivery of the layoff notice.
6. If an employee is to be separated, be certain that the necessary form (CT-HR-1) to activate his/her reemployment and/or SEBAC rights is completed prior to separation and that the employee has had an opportunity to supply the necessary information so as to be considered for positions through reemployment and/or the SEBAC Placement and Training Program.
7. Nonpermanent employees appointed on an emergency, provisional, summer or intermittent basis shall be laid off first.

Transfer Opportunities for Employee(s) Noticed for Layoff

1. Transfer to vacancy in same class in your Agency. If multiple vacancies exist, employee has the option to select facility based on seniority.
2. If refuses a transfer get the refusal in writing.
3. If refuses a transfer, employee has no bumping rights.

Bumping Options for Employees

1. If there are no vacancies, the employee may exercise the following options:
 - a. Bump the least senior employee in the facility in his/her classification or lower class in which he/she held status.
 - b. Bump the least senior employee in the same classification in the Agency
 - c. Laid off with reemployment rights
2. Bumper shall bump the least senior employee in the lower class with less seniority than the bumper.

The bumper shall be paid in the lower class at the closest rate of pay in the lower salary range to the rate held by the employee at the time of reassignment, but not higher.

**NP-5 PROTECTIVE SERVICES BARGAINING UNIT
LAYOFF PROCEDURES FOR AGENCY HUMAN RESOURCES**

Notice Period	State Reason for layoff	Transmission of Notice
Not less than 6 weeks	a. lack of work	Certified mail with return receipt or in person with employee signing to acknowledge receipt
Does not apply to the individual being displaced by a bump (the “bumpee”)	b. economy	
	c. insufficient appropriation	Concurrent copy to the Union
	d. abolition of position	
	e. change in departmental organization	

1. Prepare seniority list(s) for job class(es) involved and review for accuracy.
2. Determine potential displacement created by layoff and subsequent bumping due to programmatic reductions, agency abolition or consolidations. Advise Agency Head. Identify specific position(s) to be eliminated. You must select the employee with the least seniority in the class in your Agency.
3. Temporary employees, including reemployed retirees and employees who have not completed their initial working test period, must be laid off first, and they do not have bumping rights.
4. Verbally notify OLR and Union of impending layoff and, if appropriate, arrange to meet and discuss with Union.
5. Fax or e-mail information to Nicholas Hermes (860-730-8438; nicholas.hermes@ct.gov) or Keith Anderson (860-622-2967; keith.anderson@ct.gov) in DAS in appropriate format. Review current lists of comparable classes and class series. Questions about class comparability lists should be directed to DAS.
6. Prepare list of bargaining unit vacancies in your Agency and review list of other vacancies prepared by DAS.
7. Meet and discuss options, if any, with the employee(s) and Union, as soon as possible after delivery of the layoff notice.
8. If you feel you have a special skills situation, call OLR. These situations will require some extra time.
9. If an employee is to be separated, be certain that the necessary form (CT-HR-1) to activate his/her reemployment and/or SEBAC rights is completed prior to separation and that the employee has had an opportunity to supply the necessary information so as to be considered for positions through reemployment and/or the SEBAC Placement and Training Program.

NP-5 LAYOFF PROCEDURES, PAGE 2

Transfer Opportunities for Employee(s) Noticed for Layoff

1. Transfer to vacancy in same class in your Agency ***OR***
2. Transfer to a vacancy in a comparable class or to any position that the employee is qualified to fill within any agency. Comparability and qualifications determined by DAS.
3. Get refusal of transfer in writing.

Bumping Options for Employees

1. If the employee has refused transfer or has no such opportunities, they may bump into a lower class in the series only within the Agency they work.
2. Bumper shall bump the least senior employee in the lower class with less seniority than the bumper.
3. The bumper shall be paid in the lower class in accordance with Regulation §5-239-2(f).

**NP-6 PARAPROFESSIONAL HEALTH CARE
P-1 PROFESSIONAL HEALTH CARE BARGAINING UNITS
LAYOFF PROCEDURES FOR AGENCY HUMAN RESOURCES**

Notice Period	State Reason for layoff	Transmission of Notice
Not less than 6 weeks Part-time under 20, not less than 2 weeks; if 5 or more years of continuous service since last date of hire, 3 weeks	Notice must state reason for layoff. During notice period, meet with Union to discuss possible alternatives to (1) avoid layoff and/or (2) mitigate impact and/or (3) retraining options.	Certified mail with return receipt or in person with employee signing to acknowledge receipt Concurrent copy to the Union

1. Prepare seniority list(s) for job class(es) involved and review for accuracy. In Agencies with multiple facilities or regions, you must select the employee with the least seniority in the class in the facility or region for layoff. Each parenthetical is deemed a separate class. Separate list for those less than 20-hour employees.
2. Determine potential displacement created by layoff and subsequent bumping. Advise Agency Head. Identify specific position(s) to be eliminated.
3. Temporary employees, including Per Diems, reemployed retirees and employees who have not completed their initial working test period, must be separated first, and they do not have bumping rights.
4. Verbally notify OLR and Union of impending layoff and arrange to meet and discuss with Union (this can be done during the notice period).
5. Fax or e-mail information to Nicholas Hermes (860-730-8438; nicholas.hermes@ct.gov) or Keith Anderson (860-622-2967; keith.anderson@ct.gov) in DAS in appropriate format. Review current lists of comparable classes and class series. Questions about class comparability lists should be directed to DAS.
6. Prepare list of bargaining unit vacancies in your Agency and review list of other vacancies prepared by DAS for agencies within a 25-mile radius. Post the list of vacancies and provide a copy to the Union.
7. Meet and discuss options, including layoff, bumping, retirement, etc. with the employee(s) and Union, as soon as possible after delivery of the layoff notice.
8. If you feel you have a “special skills” situation or there may be an adverse affirmative action impact, call OLR to set up a meeting with the Union. These situations will require some extra time and close scrutiny.

NP-6/P-1 LAYOFF PROCEDURES, PAGE 2

9. If an employee is to be separated, be certain that the necessary form (CT-HR-1) to activate his/her reemployment and/or SEBAC rights is completed prior to separation and that the employee has had an opportunity to supply the necessary information so as to be considered for positions through the SEBAC Placement and Training Program.

Posting of Vacancies

Once layoff notices are sent, all vacancies must be posted and all employees shall have the right to transfer to those vacancies. This posting shall only occur once. Resulting vacancies are then offered to those noticed for layoff.

Transfer Opportunities for Employee(s) Noticed for Layoff

1. Transfer to vacancy in same or comparable class or any position in a class the employee is qualified to fill in your Agency within a 25-mile radius. Comparability and qualifications in all cases determined by DAS.
2. If nothing available under 1 above, transfer to a vacancy in the same or comparable class in another Agency within a 25-mile radius, provided the employee has the ability to perform the job after a reasonable period of orientation.
3. If no vacancy within 25 miles radius, transfer to a vacancy in the bargaining unit that the employee is qualified to fill. Must meet the experience and training and merit system requirements and is in the same or lower salary group and subject to successful completion of working test period.
4. If nothing available under 3 above, consider for vacancies within 1199 bargaining units that the employee is qualified to fill. Employee must express the desire to be considered in writing. Must meet the experience and training and merit system requirements and is in the same or lower salary group and subject to successful completion of working test period.
5. If employee refuses transfer, may exercise bumping rights. Get refusal of transfer in writing.

Bumping Options for Employees

1. If there are no transfer opportunities available or if the employee refuses to accept a transfer, an employee may bump (or be laid off). Employee has 1 week from time options are provided to inform you in writing if they elect to bump. This election is binding, and a failure to elect waives bumping rights.
2. Employee may bump a less senior employee as follows at their option:
 - a. Least senior in same class in Agency.
 - b. Least senior in the lower class in the same series at the bumper's facility. If facility is closed or closing, least senior in a lower class in the same series in the Agency.

NP-6/P-1 LAYOFF PROCEDURES, PAGE 3

- c. Bumping across 1199 bargaining unit lines may occur if they fall within the same series; e.g. RT1 (P-1) to RTA (NP-6).
3. Bumpers into a lower class shall be paid at the closest rate in the lower salary range to his/her former salary in the higher classification, but not more than the rate he/she was receiving at the time of the bump.
4. Bumpee has same bumping rights as bumper, but shall receive 3 weeks notice. However, a bumpee shall not be terminated during the initial six (6) week period required by Article 16, Section Three.
5. A bumpee who works under twenty (20) hours a week shall receive as much notice as possible, but not less than ten (10) calendar days notice of layoff.

Reemployment Lists

1. Arranged in order of seniority.
2. Union to receive copies of all reemployment lists and notified of all appointments from the lists.
3. Employees may remain on the list for up to 3 years. If employee refuses 3 job offers, put to the bottom of the list. Failure to respond is a refusal.
4. Preference to employees on reemployment list over outside hires and promotional requests other than reclassification of filled positions and active employees on shift and lateral transfer if they have greater seniority than employee seeking transfer.

Continuity of Employment Process only applies when deinstitutionalizing

Revised March 14, 2016

**NP-8 CORRECTIONAL SUPERVISORS BARGAINING UNIT
LAYOFF PROCEDURES FOR AGENCY HUMAN RESOURCES**

Notice Period	State Reason for layoff	Transmission of Notice
Not less than 6 weeks	a: lack of work b: economic necessity c. insufficient appropriation d. departmental reorganization; or e. abolition of positions	Certified mail with return receipt or in person with employee signing to acknowledge receipt
Bumpee gets 10 days notice and 2 days to select		Concurrent copy to the Union

1. Prepare seniority list(s) for job class(es) involved and review for accuracy.
2. Determine potential displacement created by layoff and subsequent bumping. Advise Agency Head. Identify specific position(s) to be eliminated. You must select the least senior employee in the agency, by classification. **Temporary employees and employees in the working test period in affected classes must be eliminated first.**
3. Verbally notify OLR and Union of impending layoff.
4. Fax or e-mail information to Nicholas Hermes (860-730-8438; nicholas.hermes@ct.gov) or Keith Anderson (860-622-2967; keith.anderson@ct.gov) in DAS in appropriate format. Review current lists of comparable classes and class series. Questions about class comparability lists should be directed to DAS.
5. Prepare list of funded, approved bargaining unit vacancies in your Agency.
6. During six week notice period, meet and discuss with Union if any alternatives to layoff. Discuss procedures to backfill vacancies caused by layoff. If there is no agreement within two (2) weeks prior to date of layoff, the Employer has the right to involuntarily transfer the least senior at the facility affected by the position reduction.
7. Meet and discuss bumping options, if any, with the employee(s) and Union, as soon as possible after delivery of the layoff notice. Inform employee of time limit to elect bumping, with employee decision to be in writing. Failure to elect equals waiver of bumping rights.
8. If an employee is to be separated, be certain that the necessary form (CT-HR-1) to activate his/her reemployment and/or SEBAC rights is completed prior to separation and that the employee has had an opportunity to supply the necessary information so as to be considered for positions through reemployment and/or the SEBAC Placement and Training Program.

Transfer Opportunities for Employee(s) Noticed for Layoff

In lieu of layoff or bumping, an employee will be offered an approved, funded vacancy in the same or comparable classification.

Bumping Options for Employees

1. An employee may bump the least senior in the next lower class in the bargaining unit, provided the bumper had obtained permanent status in the next lower class.
2. A bumpee may bump the least senior in the next lower class in the bargaining unit.
3. In all cases, the bumper must have greater seniority than the employee they bump.
4. The bumper shall be paid in the lower class as if he/she had been serving in the lower class.

Other

Nonpermanent employees do not have reemployment rights.

Revised March 14, 2016

**NP-9 STATE POLICE CAPTAINS AND
LIEUTENANTS BARGAINING UNIT
LAYOFF PROCEDURES FOR AGENCY HUMAN RESOURCES**

Notice Period	Transmission of Notice and content thereof
None Required, but 2 to 4 weeks would be reasonable	Reason for layoff
	Certified mail with return receipt or in person with employee signing to acknowledge receipt
	Concurrent copy to the Union

1. Prepare seniority list(s) for job class(es) involved and review for accuracy.
2. Determine potential displacement created by layoff and subsequent bumping. Advise Agency Head. Identify specific position(s) to be eliminated. You must select the employee with the least departmental seniority rank.
3. Verbally notify OLR and Union of impending layoff.
4. Fax or e-mail information to Nicholas Hermes (860-730-8438; nicholas.hermes@ct.gov) or Keith Anderson (860-622-2967; keith.anderson@ct.gov) in DAS in appropriate format. Review current lists of comparable classes and class series. Questions about class comparability lists should be directed to DAS.
5. Prepare list of bargaining unit vacancies in your Agency and review list of other vacancies prepared by DAS.
6. Meet and discuss options, if any, with the employee(s) and Union, as soon as possible after delivery of the layoff notice.
7. If an employee is to be separated, be certain that the necessary form to activate his/her reemployment and/or SEBAC rights is completed prior to separation and that the employee has had an opportunity to supply the necessary information so as to be considered for positions through reemployment and/or the SEBAC Placement and Training Program.

Transfer Opportunities for Employee(s) Noticed for Layoff

1. Transfer to vacancy in same rank or in any other position in the Agency the employee is qualified to fill. Comparability determined by DAS.
2. If the employee refuses a transfer get the refusal in writing.
3. May exercise bumping rights or be laid off if he/she refuses the transfer.

NP-9 LAYOFF PROCEDURES, PAGE 2

Bumping Options for Employees

1. Bumper shall bump the least senior employee in the lower rank with less seniority than the bumper.
2. May accept a vacancy in a classification outside of the bargaining unit if the employee has attained permanent status in the lower class outside of the bargaining unit, and no employee of in that bargaining unit can claim a superior right.
3. Bumper is credited in lower rank with total of rank seniority of the rank from which he/she is being laid off.
4. The bumper shall be paid in the lower rank in accordance with Regulation §5-239-2(f).

**P-2 SOCIAL AND HUMAN SERVICES BARGAINING UNIT
LAYOFF PROCEDURES FOR AGENCY HUMAN RESOURCES**

Notice Period	State Reason for layoff	Transmission of Notice
Not less than 6 weeks	a: lack of work	Certified mail with return receipt or in person with employee signing to acknowledge receipt
Bumpee must have not less than 1 week notice	b: economy c. insufficient appropriation	
	d. abolition of position	Concurrent copy to the Union
	e. change in departmental organization	

1. Prepare seniority list(s) for job class(es) involved and review for accuracy.
2. Determine potential displacement created by layoff and subsequent bumping. Advise Agency Head. Identify specific position(s) to be eliminated.
3. You must eliminate positions in the classification(s) affected by layoff held by nonpermanent employees in the work unit in which layoffs will occur.
4. Verbally notify OLR and Union of impending layoff and arrange to meet and discuss with Union. Meeting with Union during the notice period (including OLR) is **required** to discuss possible alternatives to layoff or to mitigate the impact on employees.
5. Fax or e-mail information to Nicholas Hermes (860-730-8438; nicholas.hermes@ct.gov) or Keith Anderson (860-622-2967; keith.anderson@ct.gov) in DAS in appropriate format. Review current lists of comparable classes and class series. Questions about class comparability lists should be directed to DAS.
6. Prepare list of bargaining unit vacancies in your Agency and review list of other vacancies prepared by DAS.
7. Meet and discuss options, if any, with the employee(s) and Union, as soon as possible after delivery of the layoff notice.
8. If an employee is to be separated, be certain that the necessary form (CT-HR-1) to activate his/her reemployment and/or SEBAC rights is completed prior to separation and that the employee has had an opportunity to supply the necessary information so as to be considered for positions through reemployment and/or the SEBAC Placement and Training Program.

Transfer Opportunities for Employee(s) Noticed for Layoff

1. Transfer to vacancy in same or comparable class at the same work location/facility. If no vacancy, employee may exercise a bump.
2. Comparability and qualifications determined by DAS.

P-2 LAYOFF PROCEDURES, PAGE 2

Bumping Options for Employees

1. Bumper must have more layoff seniority than the Bumpee.
2. A permanent employee may bump **any** of the following:
 - a. Nonpermanent employee in the same or lower class within the series within the Agency; or
 - b. Employee with the lowest layoff seniority in the **same** class within the same work region of the Agency; or
 - c. Employee with the lowest layoff seniority in a **lower** class within the series within the same work region of the Agency; or
 - d. Employee with the lowest layoff seniority in the same class within the Agency; or
 - e. Employee with the lowest layoff seniority in the same classification series within the Agency.
3. If none of the above options provide a position, employee may bump into any previously held or comparable position in the bargaining unit within the Agency.
4. Bumper has two weeks following receipt of notice to:
 - a. State whether he/she elects to bump
 - b. Position he/she elects to bump
 - c. Election should be in writing
5. Bumpee must be notified by Agency in writing and has 2 calendar weeks to choose to bump any of the following: *[Note: the response period for bumpees has been changed from 2 business days to 2 calendar weeks by agreement with the Union.]*
 - a. Nonpermanent employee in the same or lower class within the series within the Agency; or
 - b. Employee with the lowest layoff seniority in a **lower** class within the series within the same work region of the Agency; or
 - c. Employee with the lowest layoff seniority in the same class within the Agency
 - d. Election is binding and failure to elect = waiver
6. Employees noticed for layoff or bump may elect layoff and be placed on appropriate list(s).
7. The bumper shall be paid in the lower class at the closest rate of pay in the lower salary range to the rate held by the employee at the time of bumping, but not higher.
8. A nonpermanent employee does not have bumping or reemployment rights.

Revised March 14, 2016

**P-3A EDUCATION ADMINISTRATORS BARGAINING UNIT
LAYOFF PROCEDURE FOR AGENCY HUMAN RESOURCES**

Notice Period	Transmission of Notice and content thereof
Not less than six (6) weeks	Reason for layoff
	Certified mail with return receipt or in person with employee signing to acknowledge receipt
	Concurrent copy to the Union

1. Prepare seniority list(s) for job class(es) involved and review for accuracy.
2. Determine potential displacement created by layoff and subsequent bumping. Advise Agency Head. Identify specific position(s) to be eliminated.
3. Verbally notify OLR and Union of impending layoff and, if appropriate, arrange to meet and discuss with Union.
4. Fax or e-mail information to Nicholas Hermes (860-730-8438; nicholas.hermes@ct.gov) or Keith Anderson (860-622-2967; keith.anderson@ct.gov) in DAS in appropriate format. Review current lists of comparable classes and class series. Questions about class comparability lists should be directed to DAS.
5. Prepare list of bargaining unit vacancies in your Agency and review list of other vacancies prepared by DAS.
6. Meet and discuss options, if any, with the employee(s) and Union, as soon as possible after delivery of the layoff notice.
7. If you feel you have a special skills situation or affirmative action issue, call OLR. These situations will require some extra time.
8. If an employee is to be separated, be certain that the necessary form (CT-HR-1) to activate his/her reemployment and/or SEBAC rights is completed prior to separation and that the employee has had an opportunity to supply the necessary information so as to be considered for positions through reemployment and/or the SEBAC Placement and Training Program.

Transfer Opportunities for Employee(s) Noticed for Layoff

1. Transfer to vacancy in same class within the Agency.
2. If there is no vacancy or if transfer is refused, then may exercise bump within the Agency.
3. Comparability and qualifications determined by a Committee made up of 3 Management and 2 Union representatives.

P-3A LAYOFF PROCEDURES, PAGE 2

Bumping Options for Employees WITH MORE THAN 3 YEARS OF SENIORITY

1. May bump into a lower class for which they are qualified within the bargaining unit within the Agency. (Note: BRS may bump into DOE if employee hired into state service before 7/1/98)
2. Bump the employee with the lowest class seniority in such lower class with less class seniority than bumper.
3. The bumper shall be paid in the lower class in accordance with Regulation §5-239-2(f).

Revised March 14, 2016

**P-3B EDUCATION PROFESSIONALS BARGAINING UNIT
LAYOFF PROCEDURE FOR AGENCY HUMAN RESOURCES**

Notice Period	State Reason for layoff	Transmission of Notice
Not less than 6 weeks	a: lack of work b: other economic or statutory necessity	Certified mail with return receipt or in person with employee signing to acknowledge receipt
Bumpee must have not less than 10 calendar days notice		Concurrent copy to the Union

1. Prepare seniority list(s) for job class(es) involved and review for accuracy.
2. Determine potential displacement created by layoff and subsequent bumping. Advise Agency Head. Identify specific position(s) to be eliminated.
3. Employees who have not attained permanent status in the class identified for layoff must be removed first. They may, if applicable, then exercise their bumping rights.
4. Select the least senior within the series and certification within the facility or DDS Region.
5. Verbally notify OLR and Union of impending layoff and, if applicable, arrange to meet and discuss with Union
6. Fax or e-mail information to Nicholas Hermes (860-730-8438; nicholas.hermes@ct.gov) or Keith Anderson (860-622-2967; keith.anderson@ct.gov) in DAS in appropriate format. Review current lists of comparable classes and class series. Questions about class comparability lists should be directed to DAS.
7. Prepare list of bargaining unit vacancies in your Agency.
8. Meet and discuss options, if any, with the employee(s) and Union, as soon as possible after delivery of the layoff notice.
9. If you feel you have an affirmative action situation, call OLR. These situations will require some extra time and a meeting (including OLR) must be held with the Union at least 30 days prior to layoff.
10. If an employee is to be separated, be certain that the necessary form (CT-HR-1) to activate his/her reemployment and/or SEBAC rights is completed prior to separation and that the employee has had an opportunity to supply the necessary information so as to be considered for positions through reemployment and/or the SEBAC Placement and Training Program.

P-3B LAYOFF PROCEDURES, PAGE 2

Transfer Opportunities for Employee(s) Noticed for Layoff

1. Transfer to vacancy in same class or lower P-3B class for which qualified within the Agency. If round trip commuting distance to the same class is within 40 miles of the employee's current commute, the employee must accept or be placed on reemployment list(s). If no such vacancy in same class, employee may exercise a bumping option.
2. If there is such a vacancy within the mileage, cannot refuse and elect to bump.
3. Comparability and qualifications determined by DAS. Comparability lists of October 1995 to be used with new or revised classes added.

Bumping Options for Employees

1. Bumper must have more layoff seniority than the Bumpee.
2. Bumper has two weeks to provide written notice whether he/she elects to exercise bumping rights or accept layoff. Election is binding and failure to elect = waiver of right.
3. Bumper may displace the least senior employee in the Agency in the same class series in the same certification area.
4. Bumpee has right to transfer to vacancy, but not the right to bump.
5. Bumping Options for State School Teacher series:
 - a. Original displaced employee may displace either the least senior 10 or 12 month teacher, at his/her option.
 - b. Original displaced employee, if tenured with multiple certifications, who is the least senior in the class and certification in which he/she currently working may bump the least senior employee working in another area of certification.
6. Employee may bump into a lower class and certification in which he/she had permanent status and for which he/she is still qualified.
7. The bumper shall be paid in the lower class in accordance with Regulation §5-239-2(f).

Part-time under 20 hours.

4. For part-time employees under 20 hours/week, to be given at least 2 weeks notice of layoff selection with two business days to exercise bumping and 1 week for notice to the bumpee.
5. Part-time under 20 hours may only bump another under 20 hour employee.

Revised March 14, 2016

**P-4 ENGINEERING, SCIENTIFIC AND TECHNICAL BARGAINING
UNIT LAYOFF PROCEDURE FOR AGENCY HUMAN RESOURCES**

Notice Period	Transmission of Notice and content thereof
Not less than 6 weeks*	Reason for layoff
Does apply to bumpee who is subsequently laid off	Certified mail with return receipt or in person with employee signing to acknowledge receipt
Does apply to both permanent and non-permanent employees of the bargaining unit.	Concurrent copy to the Union

1. Prepare seniority list(s) for job class(es) involved and review for accuracy.
2. Determine potential displacement created by layoff and subsequent bumping. Advise Agency Head. Identify specific position(s) to be eliminated. Agencies should not use at risk notices.
3. You **must** eliminate positions in the classification(s) held by temporary employees and employees who have not completed their initial WTP. Such temporary employees and employees who have not completed their initial working test period do not have bumping rights.
4. In DOT & DEP lay off least senior in facility or region by class. All others, least senior by class:
 - a. DOT regions
 - i. District offices
 - ii. DOT Headquarters
 - iii. Rocky Hill Laboratory
 - b. DEP regions
 - i. DEP Headquarters and satellite offices in Hartford area
 - ii. The field
5. Verbally notify OLR and Union of impending layoff and, arrange to meet and discuss with Union. Meeting with Union during the notice period (including OLR) is **required** to discuss possible alternatives to layoff or to mitigate the impact on employees.
6. Fax or e-mail information to Nicholas Hermes (860-730-8438; nicholas.hermes@ct.gov) or Keith Anderson (860-622-2967; keith.anderson@ct.gov) in DAS in appropriate format. Review current lists of comparable classes and class series. Questions about class comparability lists should be directed to DAS.
7. Prepare list of bargaining unit vacancies in your Agency and review list of other vacancies prepared by DAS.

P-4 LAYOFF PROCEDURES, PAGE 2

*Exception: Part-time employees working less than twenty (20) hour positions require notice period of not less than three (3) weeks.

8. Meet and discuss options, if any, with the employee(s) and Union, as soon as possible after delivery of the layoff notice.
9. If a permanent employee is to be separated, be certain that the necessary form (CT-HR-1) to activate his/her reemployment and/or SEBAC rights is completed prior to separation and that the employee has had an opportunity to supply the necessary information so as to be considered for positions through reemployment and/or the SEBAC Placement and Training Program.

Transfer Opportunities for Employee(s) Noticed for Layoff

1. Transfer to vacancy in same or comparable class within the Agency. If no vacancy, employee may exercise a bump.
2. If there is a vacancy, cannot refuse vacancy and elect to bump.
3. Comparability and qualifications determined by DAS.
4. Basis for comparability should be criteria utilized for the October 1995 comparability tables promulgated by DAS.

Bumping Options for Employees

1. Bumper must have more layoff seniority than the Bumpee.
2. Bumper has two weeks to provide written notice whether he/she elects to exercise bumping rights or accept layoff. Election is binding and failure to elect = waiver of right.
3. Bumping occurs in the following order. These are not choices. If a. is not available can go to b. However, if a. is available, bumping stops.
 - a. Least senior employee in the same class within the Agency. Same class = the same specific orientation (parenthetical).
 - b. Least senior employee in the next lower class in the series in the Agency.
 - c. Least senior employee in a comparable class or a comparable class series in the Agency.
4. Bumpee must be notified by Agency in writing and has 2 business days to choose to bump or be laid off.
5. The bumper shall be paid in the lower class in accordance with Regulation §5-239-2(f).
6. A nonpermanent employee does not have bumping or reemployment rights.

P-4 LAYOFF PROCEDURES, PAGE 3

7. **Information Technology titles:** If no bump available in 3a or 3b of the above sequence, a bumper may select to bump as outlined in number 3c above, or may bump into another agency and proceed with the bumping process as outlined in number 3 above, but must be capable of working with the data system used in the new agency.

**P-5 ADMINISTRATIVE AND RESIDUAL BARGAINING UNIT
LAYOFF PROCEDURES FOR AGENCY HUMAN RESOURCES**

Notice Period	State Reason for layoff	Transmission of Notice
Not less than 6 weeks	a: lack of work b: economic necessity	Certified mail with return receipt or in person with employee signing to acknowledge receipt and must include employee's options Concurrent copy to the Union.

1. Prepare seniority list(s) for job class(es) involved and review for accuracy.
2. Determine *potential displacement* created by layoff and subsequent bumping. Advise Agency Head. Identify specific position(s) to be eliminated. If the employee in that position is not the least senior in the class in your Agency, he/she has the right to displace the *least senior* in the class in the Agency. Agencies should not use at risk notices. If the employee being laid off is FULL-TIME and a full-time, LESS SENIOR option exists, the person being laid off MUST be given the FULL-TIME OPTION even if the LEAST senior person in the class is a part-timer. The employee being laid off does not get to “choose” between the full-time and part-time positions. The full-time employee would only be offered the full-time option, not both the full-time and part-time pursuant to an arbitration award.
3. Verbally notify OLR and Union of impending layoff and, if appropriate, arrange to meet and discuss with Union.
4. Fax or e-mail information to Nicholas Hermes (860-730-8438; nicholas.hermes@ct.gov) or Keith Anderson (860-622-2967; keith.anderson@ct.gov) in DAS in appropriate format. Review current lists of comparable classes and class series. Questions about class comparability lists should be directed to DAS.
5. Prepare list of bargaining unit vacancies in your Agency and review list of other vacancies prepared by DAS.
6. Meet and discuss options, if any, with the employee(s) and Union, as soon as possible after delivery of the layoff notice.
7. If an employee is to be separated, be certain that the necessary form (CT-HR-1) to activate his/her reemployment and/or SEBAC rights is completed prior to separation and that the employee has had an opportunity to supply the necessary information so as to be considered for positions through reemployment and/or the SEBAC Placement and Training Program.

P-5 LAYOFF PROCEDURES, PAGE 2

Transfer Opportunities for Employee(s) Noticed for Layoff

1. Transfer to vacancy in same class or comparable class or to any position that the employee is qualified to fill within the Agency or institution in which employee works. Comparability and qualifications determined by DAS.
2. Get acceptance or refusal of transfer in writing. If refuses, may then elect to bump.

Bumping Options for Employees

1. An employee has 4 weeks from notice of layoff to exercise bumping rights.
2. If the employee noticed for layoff is not the *least senior* in the class in your Agency or has refused the transfer, he/she has the right to displace the least senior in the class in the Agency.
3. Employee being laterally displaced may elect any of the following:
 - a. Accept a layoff
 - b. Laterally displace the *least senior* employee in the State in the same classification.
 - c. Bump the employee with the lowest seniority in a lower class within the same series or comparable class in the Agency.
4. Employee **with 2 or more years of continuous state service** who is bumped by an employee noticed for layoff shall bump to a lower or comparable class within the same series *in the Agency in which the layoff originally occurred*.
5. Employees with less than 2 years of continuous state service do not have the right to exercise option 3c. above. They shall be laid off.
6. Bumper shall bump the *least senior* employee in the lower class.
7. The bumper shall be paid in the lower class in accordance with Regulation §5-239-2(f).

Other

1. State shall attempt to provide training for employees who, but for absence of certain identifiable skills, would be eligible for current vacancies in the bargaining unit.
2. Individuals actually laid off get 6 weeks notice. You should, therefore, consider identifying potential bumpees and issuing layoff notices, so the 6-week notice for those employees can start as soon as possible.

LAYOFF SENIORITY – REVISED MARCH 14, 2016

NP-1 – STATE POLICE BARGAINING UNIT

Definition of Seniority for Layoff: Length of departmental seniority in each rank (classification). **INCLUDE:**

All Paid leaves	Workers compensation	War service while in rank
Military leave, paid or unpaid	Up to 1 year of continuous layoff, if reemployed within 3 years	
Suspensions	Voluntary leave days	“Furlough” days in 91-92 & 2009-2011
Prior seniority if reemployed in same rank after break in service, as described below		

Notes:

1. Subtract one year of seniority if last service rating was unsatisfactory. Recredit at the next satisfactory service rating.
2. Do not compute until permanent appointment after successful completion of WTP and/or trainee class, then include retroactively.
3. Restore if reemployed in same rank within 1 year of break in continuous service.
4. If reemployed prior to 7/1/77, restore if reemployed in same rank.
5. Break is defined as resignation, dismissal or retirement or by failure to report for 5 consecutive days without authorization.
6. Employees with less than 18 months of service in DPS deemed to have zero seniority for layoff.

TIEBREAKER: Apply the following in order listed to determine who is least senior in rank.

1. Total DPS service as a sworn State Police Officer
2. Total State service
3. Draw lots

STEWARDS: No provision.

EXEMPTIONS: None.

BUMPING SENIORITY: An employee with more than 3 years of continuous state service may bump to a lower rank. The lower rank seniority thereafter includes service in the higher rank.

LAYOFF SENIORITY – REVISED MARCH 14, 2016

NP-2 – SERVICE AND MAINTENANCE BARGAINING UNIT

Definition of Seniority for Layoff: Length of continuous service in NP-2 bargaining unit titles, including war service. **INCLUDE:**

Military leave, paid or unpaid	For employees with more than 1 year of service, up to 1 year of continuous layoff. For employees with 6 mos. – 1 year of service, up to 6 months of continuous layoff.	Unpaid authorized leaves of absence of 3 days or less
All Paid leaves	Workers compensation	War service – Article 12, §5
Unpaid medical leave (up to 4 months) for employees with 1 or more year of service*	Nondisability maternity, leave up to 6 months per birth*	Service as a durational employee in an NP-2 title if directly transition to permanent status
Voluntary leave days	“Furlough” days in 91-92 & 2009-2011	Prior seniority if reemployed after break in service as described below

Notes:

1. *Credit leave if employee returns to work immediately following the leave.
2. For employees with service in non-NP-2 titles appointed to a NP-2 title prior to 2/26/92, seniority for layoff includes such service.
3. Service in non-NP-2 titles is not included as seniority for layoff for those promoted or transferred on or after 2/26/92. For such individuals, except for war service, periods in the above chart, which occurred prior to appointment to a NP-2 title, do not count.
4. Do not include suspensions.
5. Do not compute until permanent appointment after successful completion of WTP, then include retroactively.
6. Restore if reemployed in within 1 year of break in continuous service. If break due to failure to report for 5 days, restoration is at the State’s discretion.
7. If reemployed prior to 7/1/77, restore.
8. Restore service if reemployed within 36 months of layoff for those employees with at least 6 months of service.
9. Break is defined as resignation, dismissal or retirement or by failure to report for 5 consecutive days without authorization or justifiable reason.

PART-TIME EMPLOYEES:

1. Prorated (hour for hour), up to a maximum of full-time credit.
2. 20 or more hour employees are considered together with full-time employees for layoff selection and bumping.
3. Less than 20 hour employees are compared separately with other less than 20 hour employees for layoff selection and may only bump other less than 20 hours employees.

TIEBREAKER: Apply the following in order listed to determine who is least senior.

1. Total State service
2. Classification seniority
3. Employee number (lower number is the more senior)

STEWARDS: Must have permanent status and have been a steward for at least 2 months considered to have the highest seniority.

EXEMPTIONS: Bumpee must have requisite skills and ability to perform the remaining work and exemption where layoffs have an adverse impact on affirmative action goals.

LAYOFF SENIORITY – REVISED MARCH 14, 2016

NP-3 – ADMINISTRATIVE CLERICAL BARGAINING UNIT

Definition of Seniority for Layoff: Length of continuous service in NP-3 bargaining unit titles, including paid leave and war service. Time served as a temporary or durational employee shall be credited upon completion of WTP in a permanent position if no break between two types of employment.

INCLUDE:

All Paid leaves	Workers compensation	War service
Military leave, paid or unpaid	Up to 1 year of continuous layoff, if reemployed within 3 years	Unpaid authorized leaves of absence of 3 days or less
Unpaid medical leave*	Nondisability maternity, paternity, family leave up to 6 months*	Union leave under Article 8.9 (b)*
Voluntary leave days	“Furlough” days in 91-92 & 2009-2011	Prior seniority if reemployed after break in service as described below

Notes:

1. *Credit leave if employee returns to work immediately following the leave.
2. **For employees with service in non-NP-3 titles appointed to a NP-3 title prior to October 1, 1991, seniority for layoff includes such service.**
3. Do not include suspensions.

SERVICE AFTER 10/1/91:

1. Do not compute until permanent appointment after successful completion of WTP and/or trainee period in a NP-3 title, then include retroactively.
2. Restore if reemployed in bargaining unit within 1 year of break in continuous NP-3 service.
3. Time spent as a confidential exclusion in NP-3 title count, i.e. time as a confidential Secretary 1 would count, but time as a confidential Executive Secretary would not, as it is not a NP-3 unit title.

SERVICE BEFORE 10/1/91 (If in an NP-3 title before 10/1/91):

1. Length of continuous State Service
2. Do not compute until permanent appointment after successful completion of WTP and/or trainee period, then include retroactively.
3. Restore if reemployed within 1 year of break in continuous service.
4. If reemployed prior to 7/1/77, restore.

NP-3 – LAYOFF SENIORITY – PAGE 2

5. Break is defined as resignation, dismissal or retirement or by failure to report for 5 consecutive days without a valid explanation.

PART-TIME EMPLOYEES:

1. Prorated (hour for hour), up to a maximum of full-time credit.
2. 20 or more hour employees are considered together with full-time employees for layoff selection and bumping.
3. Less than 20 hour employees are compared separately with other less than 20 hour employees for layoff selection and may only bump other less than 20 hour employees.

TIEBREAKER: Apply the following in order listed to determine who is least senior.

1. Classification seniority.
2. Coin toss or draw lots.

STEWARDS: Must have permanent status in their respective classes and have been stewards for at least 6 months. For layoff selection, up to 250 stewards considered to have the highest seniority in their respective class series. Restrictions on steward transfer waived if necessary to comply with superseniority.

EXEMPTIONS: Special skills exemptions and where layoffs have an adverse impact on affirmative action goals.

LAYOFF SENIORITY – REVISED MARCH 14, 2016

NP-4 – CORRECTIONS BARGAINING UNIT

Definition of Seniority for Layoff: Length of total service in each class from date of permanent appointment (completion of WTP) to such class. Time served as a temporary or durational employee shall be credited upon completion of WTP in a permanent position if no break between two types of employment. **INCLUDE:**

All Paid leaves	Workers compensation	War service while in classification
Military leave, paid or unpaid		Unpaid authorized leaves of absence of 3 days or less
Voluntary leave days	“Furlough” days in 91-92	Prior seniority if reemployed after break in service as described below

Notes:

1. Do not include suspensions.

2. Do not compute until permanent appointment after successful completion of WTP and/or trainee classification, then include retroactively.

3. Restore if reemployed in same classification within 1 year of break in continuous service. Agency has the discretion to restore if reemployed in the same classification within 3 years of the break.

4. If reemployed in the same classification prior to 7/1/77, restore.

5. Break is defined as resignation, dismissal or retirement or by failure to report for 5 consecutive days without authorization.

PART-TIME EMPLOYEES:

1. Prorated (hour for hour), up to a maximum of full-time credit.

2. 20 or more hour employees are considered together with full-time employees for layoff selection and bumping.

3. Less than 20 hour employees are not members of the bargaining unit.

TIEBREAKER: Ties will be broken utilizing the employee’s employee number. The employee first hired and assigned an employee number by the State of Connecticut has the higher seniority.

STEWARDS: Stewards and Executive Board members considered to have the highest seniority in their respective class.

EXEMPTIONS: No provision.

LAYOFF SENIORITY – REVISED MARCH 14, 2016
NP-5 – PROTECTIVE SERVICES BARGAINING UNIT

Definition of Seniority for Layoff: Total bargaining unit service.

INCLUDE: ONLY IF OCCURRED WHILE IN THE BARGAINING UNIT, NO TIME CREDITED BEFORE 7/1/77

All Paid leaves	Workers compensation	War Service
Military leave, paid or unpaid	“Furlough” days in 91-92 & 2009-2011	
Sick leave Bank time	Voluntary leave	Union leave

Notes:

1. Subtract one year of seniority if last service rating was unsatisfactory.

PART-TIME EMPLOYEES:

1. Prorated (hour for hour), up to a maximum of full-time credit.
2. 20 or more hour employees are considered together with full-time employees for layoff selection and bumping.
3. Less than 20 hour employees are not members of the bargaining unit.

TIEBREAKER: Apply the following in order listed to determine who is least senior.

1. Time in Classification, including trainee time in the target class.
2. Time in Agency.
3. Coin toss.

STEWARDS: For layoff selection, up to 44 Union stewards with permanent status considered to have the highest seniority in their classification.

EXEMPTIONS: Special skills exemption limited to 5% of employees (at least 1 person) in classification within the Agency.

LAYOFF SENIORITY – REVISED MARCH 14, 2016
NP-6 PARAPROFESSIONAL HEALTH CARE AND
P-1 PROFESSIONAL HEALTH CARE BARGAINING UNITS

Definition of Seniority for Layoff: Length of continuous state service since date of last hire. **INCLUDE:**

All Paid leaves	Workers compensation	War service
Military leave, paid or unpaid	Unpaid authorized leaves of absence of 5 days or less which occurred before 7/1/79	Unpaid sick leave, disability leave, family emergency due to illness, parental and authorized leaves of absence which occurred on or after 7/1/79
“Furlough” days in 91-92 & 2009-2011	Voluntary leave days	Parental leaves granted on or after 7/1/79
Layoff which occurred on or after 7/1/79 up to the lesser of 12 months or the length of the employees service, provided however, a full-time employee who returns to work part-time during the maximum twelve (12) month period or length of employee’s service, whichever is less, shall accrue full-time seniority for the remainder of the period.		Prior seniority if reemployed after break in service as described below

Notes:

1. Do not include suspensions or unauthorized leaves of any duration
2. If reemployed prior to 7/1/79, restore.
3. Restore if reemployed within 1 year of break in service
4. Restore if reemployed for two years for those employees with 3 consecutive years of service at the time of the break.
5. Do not compute until permanent appointment after successful completion of trainee period, or initial working test period then include retroactively.
6. Break is defined as resignation, dismissal or retirement or by failure to report for 5 consecutive days without authorization absent a valid explanation.

PART-TIME EMPLOYEES:

1. Prorated (hour for hour), up to a maximum of full-time credit.
2. 20 or more hour employees are considered together with full-time employees for layoff selection and bumping.

NP-6/P-1 LAYOFF SENIORITY – PAGE 2

3. Less than 20 hour employees are compared separately with other less than 20 hour employees for layoff selection and may only bump other less than 20 hour employees.

TIEBREAKER: Apply the following in order listed to determine who is least senior.

1. Bargaining Unit seniority
2. Classification seniority.
3. Coin toss or draw lots.

STEWARDS: No provision.

EXEMPTIONS: Requisite skills and ability to perform the remaining work exemption and where layoffs have an adverse impact on affirmative action goals.

LAYOFF SENIORITY – REVISED MARCH 14, 2016
NP-8 – CORRECTIONAL SUPERVISORS BARGAINING UNIT

Definition of Seniority for Layoff: Length of total state service and war service.

INCLUDE:

All Paid leaves	Workers compensation	War service
Military leave, paid or unpaid	Unpaid authorized leaves of absence of 3 days or less	Union leave under Article 8.5 (b)
Voluntary leave days	“Furlough” days in 91-92	Prior seniority if reemployed after break in service as described below

Notes:

1. Restore if reemployed after resignation within 1 year of break in continuous service.
2. Do not include suspensions.
3. Time served as a provisional employee shall be credited upon completion of WTP in a permanent position.
4. Break is defined as resignation, dismissal or retirement or by failure to report for 5 consecutive days without authorization.

PART-TIME EMPLOYEES:

1. Prorated (hour for hour), up to a maximum of full-time credit.

TIEBREAKER: Employee number (lower number is the more senior)

STEWARDS: For layoff or involuntary transfer, stewards considered to have the highest seniority in their respective classifications.

EXEMPTIONS: No provision.

LAYOFF SENIORITY – REVISED MARCH 14, 2016
NP-9 STATE POLICE CAPTAINS AND LIEUTENANTS

Definition of Seniority for Layoff: Service in rank. Time served as a temporary or durational employee shall be credited upon completion of WTP in a permanent position if no break between two types of employment.

INCLUDE:

All Paid leaves	Workers compensation	War service
Military leave, paid or unpaid	Layoff	Unpaid authorized leaves of absence of 4 days or less

Notes:

1. Do not include suspensions.
2. Do not compute until permanent appointment after successful completion of WTP then include retroactively.

TIEBREAKER: Apply the following in order listed to determine who is least senior.

1. Service in rank
2. Total sworn Service
3. Drawing of lots

LAYOFF SENIORITY – REVISED MARCH 14, 2016

P-2 – SOCIAL AND HUMAN SERVICES BARGAINING UNIT

Definition of Seniority for Layoff: 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. Time served as a temporary or durational employee shall be credited upon completion of WTP in a permanent position if no break between two types of employment. **INCLUDE:**

All Paid leaves*	Workers compensation*	War service
Military leave, paid or unpaid	Up to 1 year of continuous layoff, if reemployed within 3 years	Unpaid authorized leaves of absence of 3 days or less
Unpaid medical leave (up to 9 months) for employees with 1 or more year of service*	Nondisability maternity, or parental leave up to 6 months*	Voluntary leave days
“Furlough” days in 91-92 & 2009-2011	Prior seniority if reemployed after break in service as described below	

Notes:

1. ***Credit leave if employee returns to work immediately following the leave.**
2. Do not include suspensions.
3. Restore if reemployed within 1 year of break in service.
4. Break is defined as resignation, dismissal or retirement or by failure to report for 5 consecutive days without authorization absent a valid explanation.
5. Nonpermanent employees do not have bumping or reemployment rights

PART-TIME EMPLOYEES:

1. Prorated (hour for hour), up to a maximum of full-time credit.
2. 20 or more hour employees are considered together with full-time employees for layoff selection and bumping.
3. Less than 20 hour employees are not members of the bargaining unit.

TIEBREAKER: No provision.

STEWARDS: Must have permanent status in their respective classes and have been stewards for at least 90 days. For layoff selection, up to 200 stewards considered to have the highest seniority in their respective class series in their agency.

EXEMPTIONS: No provision.

LAYOFF SENIORITY – REVISED MARCH 14, 2016
P-3A – EDUCATION ADMINISTRATORS BARGAINING UNIT

Definition of Seniority for Layoff: Length of continuous service. **INCLUDE:**

All Paid leaves	Workers compensation	War service
Military leave, paid or unpaid	Voluntary leave	“Furlough” days in 91-92 & 2009-2011
Unpaid sick leave, maternity leave, disability leave or family emergency due to illness leave.*	Unpaid authorized leaves of absence.*	Lesser of (1) layoff time up to 9 months and (2) the length of the employee’s service.*
Prior seniority if reemployed after break in service as described below		

* Employees who seek seniority credit for the periods of time described in this box must have applied for such seniority credit between April 1, 1988 and September 30, 1988 and no claims for retroactive seniority credit submitted after that date will be considered.

Notes:

1. Employee with less than one (1) year of seniority shall be deemed to have zero seniority for layoff purposes.
2. Do not include suspensions.
3. If reemployed within one year of termination in good standing, including retirement, give seniority credit for service prior to break.
4. If reemployed from a layoff reemployment list within three (3) years of layoff, give seniority credit for service prior to break.
5. If reemployed prior to 7/1/79, restore all service prior to break.
6. Break is defined by dismissal, by failure to report for 5 consecutive days without authorization or any other termination not in good standing.

PART-TIME EMPLOYEES:

1. Prorated (hour for hour), up to a maximum of full-time credit.
2. 20 or more hour employees are considered together with full-time employees for layoff selection and bumping.
3. Less than 20 hour employees are not members of the bargaining unit.

TIEBREAKER: If the seniority of two or more employees is exactly the same use: 1) bargaining unit seniority; 2) classification seniority; 3) lower employee number.

STEWARDS: No provision.

EXEMPTIONS: Special skills to perform the remaining work exemption and where layoffs have an adverse impact on affirmative action goals.

P-3A – LAYOFF SENIORITY – PAGE 2

BUMPING SENIORITY: Employees in Bureau of Rehabilitation Services who became state employees before 7/1/98 may exercise bumping rights into the Department of Education.

LAYOFF SENIORITY – REVISED MARCH 14, 2016

P-3B – EDUCATION PROFESSIONALS BARGAINING UNIT

Definition of Seniority for Layoff: Length of continuous service, including war service. Time served as a temporary or durational employee shall be credited upon completion of WTP in a permanent position if no break between two types of employment. Time served as a State School Substitute Teacher or Instructor (if they averaged 20 or more hours per week in such position) shall be credited upon completion of WTP in a permanent position if no break between two types of employment.

INCLUDE:

All Paid leaves	Workers compensation	War service
Military leave, paid or unpaid	Unpaid authorized leaves of absence	Unpaid sick leave, maternity leave, leave for disability and family emergency due to illness
“Furlough” days in 91-92 & 2009-2011	Voluntary leave days	Prior seniority if reemployed after break in service as described below
Layoff up to the lesser of 12 months or the length of the employees service		

Notes:

1. Do not include suspensions.
2. Subtract one year of seniority if last service rating was unsatisfactory.
3. If reemployed prior to 7/1/79, restore prior seniority.
4. Restore if reemployed within 1 year of break in service.
5. Restore service if reemployed within 36 months of layoff for those employees with at least 6 months of service.
6. Do not compute until permanent appointment after successful completion of WTP, then include retroactively.
7. Break is defined as resignation, dismissal or retirement or by failure to report for 5 working days without authorization.
8. Employees who have not attained permanent status in affected classification shall be removed first.
9. Employees who have completed their working test period in the bargaining unit are entitled to seniority credit for time as P-3B substitute provided there is no break between substitute and permanent employment and the employee averaged 20 hours or more/week as a substitute.

PART-TIME EMPLOYEES:

1. Prorated (hour for hour), up to a maximum of full-time credit.
2. 20 or more hour employees and those granted temporary reductions to at least half time status under Article 51.3, are considered together with full-time employees for layoff selection and bumping.
3. Less than 20 hour employees are compared separately with other less than 20 hour employees for layoff selection and may only bump other less than 20 hour employees.

TIEBREAKER: Employee number (lower number is the more senior)

If two or more possible bumpees in different facilities are tied, original displaced employee chooses facility. If they are in the same facility, employee with the lower employee number is considered the more senior.

STEWARDS: No provision

EXEMPTIONS: Where layoffs have an adverse impact on affirmative action goals.

LAYOFF SENIORITY – REVISED MARCH 14, 2016

P-4 – ENGINEERING AND SCIENTIFIC BARGAINING UNIT

Definition of Seniority for Layoff: Total state service, including paid leave and war service. **INCLUDE:**

All Paid leaves	Workers compensation	War service
Military leave, paid or unpaid	“Furlough” days in 91-92 & 2009-2011	Voluntary leave days
Unpaid authorized leaves of absence of 3 days or less		

Notes:

1. Do not include suspensions.
2. Employees in their initial WTP and temporary employees are to be laid off first and they do not have bumping rights.
3. Do not compute until permanent appointment after successful completion of trainee period, then include retroactively.
4. Break is defined as resignation, dismissal or retirement or by failure to report for 5 consecutive days without authorization.

PART-TIME EMPLOYEES:

1. Prorated (hour for hour), up to a maximum of full-time credit.
2. 20 or more hour employees are considered together with full-time employees for layoff selection and bumping.
3. Less than 20 hour employees are compared separately with other less than 20 hour employees for layoff selection and may only bump other less than 20 hour employees.
4. Contractual notice requirements for layoff of part-time employees working less than twenty (20) hour positions shall be half of those notice requirements provided in Article 13 of the collective bargaining agreement.

TIEBREAKER: Employee number (lower number is the more senior)

STEWARDS: For layoff selection, stewards and officers considered to have the highest seniority in their agency.

EXEMPTIONS: No provision.

LAYOFF SENIORITY – REVISED MARCH 14, 2016

P-5 ADMINISTRATIVE AND RESIDUAL BARGAINING UNIT

Definition of Seniority for Layoff: Accumulated service in the P-5 bargaining unit. **INCLUDE: ONLY IF OCCURRED WHILE IN THE BARGAINING UNIT, NO TIME CREDITED BEFORE 7/1/77**

All Paid leaves	Workers compensation	War Service
Military leave, paid or unpaid	“Furlough” days in 91-92 & 2009-2011	Suspensions
Sick leave Bank time	Voluntary leave	Union leave
Unpaid authorized leaves, unpaid sick leave, disability and family emergency due to illness	WTP and trainee time as a member of the bargaining unit	Nondisability maternity leave of up to 6 months – per birth/event
Layoff, up to a maximum of twelve (12) months of layoff time or the length of employee’s service, <u>whichever is less</u> provided that the employee was a member of the P-5 unit who had <i>permanent</i> status immediately prior to layoff and then returned to state service within three (3) years of the date of layoff and who ultimately returned to the P-5 unit.		

Note:

Employees who have not attained permanent status in the classification in which the layoff is to occur, shall be removed from the classification before any permanent employee. Nonpermanent employees e.g. ACTs CCTs and initial WTPs are entitled to 6 weeks notice.

PART-TIME EMPLOYEES:

1. Prorated (hour for hour), up to a maximum of full-time credit.
2. 20 or more hour employees are considered together with full-time employees for layoff selection and bumping. If the employee being laid off is FULL-TIME and a FULL-TIME, LESS SENIOR option exists consistent with the contract, the person being laid off MUST be given the FULL-TIME OPTION, even if the LEAST senior option is part-time. It should be noted that the employee being laid off does not get to “choose” between the full-time and part-time positions. The full-time employee would only be offered the full-time option, not both the full-time and part-time.
3. Less than 20 hour employees are not members of the bargaining unit.

TIEBREAKER: If seniority of two (2) or more employees is exactly the same, the more senior employee shall be determined by considering: 1) total state service 2) time in classification 3) a coin toss.

KEY PERSONS: For layoff selection, key persons are considered to have greater seniority than a *lateral displacer from another agency*.

STEWARDS: For layoff selection, stewards are considered to have the highest seniority in their classification.

[SAMPLE LETTER TO P-5 EMPLOYEE IN A POSITION DESIGNATED
FOR LAYOFF]

HAND DELIVERED

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS]

Dear [EMPLOYEE]:

It is with deep regret that I must inform you that your FULL-TIME/PART-TIME
[__hours/week] position as a _____ for
_____Agency/Department/University] is being eliminated effective
[CALCULATE 6 WEEKS FROM DATE OF LETTER], close of business. *Your
displacement/ bumping options are attached as applicable.*

This action has become necessary due to serious economic and financial considerations.
The decision to eliminate positions does not reflect the quality of service provided by
you to the State, but is a reflection of the need to reduce costs and become more
efficient.

A meeting will be scheduled with you [in the near future] in order to more fully address
any questions that you may have. You may bring a representative of the Union with you
to this meeting.

I want to personally assure you that we are committed to providing assistance and
support to you during this difficult period. If you have any questions, please contact
_____ -at _____.

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: John DiSette, President, A&R
Human Resources
OLR
DAS

Acknowledged receipt _____ Date _____

[SAMPLE LETTER TO P-5 EMPLOYEE WITH POTENTIAL OF BEING
DISPLACED or BUMPED]

HAND DELIVERED

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS]

Dear [EMPLOYEE]:

The State is currently experiencing continuing severe fiscal difficulties that will require layoffs to occur in some areas. In accordance with the P-5 contract, you will be displaced/bumped from your [FULL-TIME/PART-TIME] position as a [INSERT STATE TITLE] by a more senior employee in your classification series.

In accordance with Article 13, Section 4 of the P-5 Contract, your layoff from State service will be effective the close of business on [CALCULATE 6 WEEKS FROM DATE OF LETTER]. *Your displacement/bumping options are attached as applicable.* A meeting will be scheduled with you [in the near future] in order to more fully address any questions that you may have. You may bring a representative of the Union with you to this meeting.

I sincerely regret that this action has become necessary. Should these circumstances change, we will notify you. This agency will do everything it can to be of assistance to you in this difficult period. If you have any questions in the meantime, please contact,

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: John DiSette, President, A&R
Human Resources
OLR
DAS

Acknowledged receipt _____ Date _____