



## New Employee Orientation Welcome to the CT Department of Labor

Welcome to the CT Department of Labor, we are excited to have you join our team!

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.

You will spend part of your first day meeting with our Human Resources and Payroll team going over benefits, forms and getting your documents together. Following New Hire Orientation, you can expect to meet with your direct manager/supervisor and get familiar with your unit.

We hope you are as thrilled as we are about your first day!  
New Employee Orientation Forms are attached, please follow form instructions below.

Should you have questions prior to your start date, please contact your Human Resources Representative or email [DOL.HR.Onboarding@ct.gov](mailto:DOL.HR.Onboarding@ct.gov).

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### **Form Instructions**

There are three (3) separate additional packets of forms. Fill out the required fields in the New Employee Orientation Packet and click "Submit" at the bottom of each packet. The packets will be submitted to the appropriate units.

#### **On your first day:**

- 1) Please bring your required I-9 documents. Please review a list of acceptable documents, [I-9 Acceptable Documents](#).
- 2) If you plan on enrolling dependents in health insurance: please bring a copy of your marriage license and birth certificates for each dependent.
- 3) If you have access to a printer, please print the documents that require an original signature, sign with blue ink and bring with you on your first day. If you do not have access to a printer, those forms will be printed by Human Resources and ready for your signature on your first day.

**Note about Benefits (Ctrl + Click to follow links):**

New Hires to the state are generally members of the Tier IV retirement plan: [Retirement Information](#).

The SERS Tier IV plan is comprised of both a traditional Defined Benefit component and a new Defined Contribution component. Information about this plan can be found on the State of Connecticut Defined Contribution website, [WORK SAVE Play: State of Connecticut Defined Contribution Plans \(ctdcp.com\)](#) and in the Tier IV summary documents for both the Defined Benefit and Defined Contribution portions of the plan.

**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 Natasha Belton at [natasha.belton@empower.com](mailto:natasha.belton@empower.com) or 860-803-2913. A representative from Empower will be meeting with you on your first day.

**Medical and Dental Insurance Coverage:**

Coverage becomes effective the first of the next month from your start date (ex. If you start September 12<sup>th</sup>, coverage will begin on October 1<sup>st</sup>). The Payroll Department will discuss medical benefits on your 1<sup>st</sup> day. Please look at the [State of Connecticut Employees Health Care Options Planner](#) to review plan options.

**Payday:**

The state issues salary payments every other Thursday. The checks must not be cashed until after 3 p.m. If you are enrolled in direct deposit, your check will be deposited on that Thursday at 9:00 a.m. You will receive payment for the work you performed during the pay period that ended two weeks prior to the date of the check. If you are a new employee, you should receive your first paycheck four weeks after your first workday, your first check will be a physical check and will be sent to your home address. You may elect to enroll in direct deposit however, this may take a few paychecks to initiate. If you separate from state service, you will receive your last salary payment two weeks following the end of the last pay period worked. You will receive a statement of earning attached to your paycheck.

## **General Employee Benefits and Information**

As a State of Connecticut employee, you may be entitled to a host of benefits that are not only attractive, but also may be portable should your career bring you to other avenues of state service. From 13 paid holidays to accruing vacation time, being a State of Connecticut employee not only gives you the opportunity to make a difference in someone's life, but the time to enjoy your own. Listed below are just some of the benefits (Ctrl + Click to follow links) the State of Connecticut offers depending on the position you hold:

- [DOL Workforce Connection – DOL \(2018\)](#)
- [State of Connecticut Employee Benefits \(ct.gov\)](#)
- [General Employee Benefits \(ct.gov\) \(1/20/2022\) \\*](#)
- [Flexible Spending Benefit Accounts \(ct.gov\) \\*\\*](#)
- [Link to Collective Bargaining Contracts \\*\\*\\*](#)
- [State of Connecticut Employee Health Benefits Guide \(1/10/2022\)](#)
- [State of Connecticut Job Openings](#)
- [2023 State Holidays and Check Dates](#)
- [CT DOL Federal Credit Union](#)
- [CT State Employees Credit Union](#)
- [Employee Assistance Program](#)
- [Connecticut Higher Education Trust \(CHET\) | Fidelity](#)
- [Group Life Insurance for Employees of the State of CT](#)
- [Centralized Benefits & Leaves](#)
- [Managers Guide \(ct.gov\)](#)
- [CT Paid Leave Authority \(PFMLA\)| Home | Official Site \(non-unionized employees only\)](#)

\* If you have dependents that will be on your health insurance, please bring copies of applicable birth certificates/marriage license.

\*\* Enrollment: Eligible employees working at least half time (0.50 FTE – Full Time Equivalent) can enroll in DCAP and MEDFLEX through TASC during one of the following periods:

- Within thirty-one (31) days of hire;
- Within thirty-one (31) days of a change in family status; or
- The annual open enrollment period.

\*\*\* Current contracts for state employee bargaining units in the executive branch.

**Employees are encouraged to register for UKG - HR Service Delivery Knowledge Base Self-Service Portal, which is the statewide (digital) HR system.**

The UKG website contains many useful forms, which not only allows on-line completion of some request forms, but also permits you to track these forms. This capability is currently available for leaves, but it is expected to be expanded to other forms in the future.

[Enrolling in the UKG HR Service Delivery Employee Knowledge Base Self-Service Portal](#)

Here is the link for the UKG Employee Portal: <https://ct.employee.us.people-doc.com/home>

Below is a link to “Adding or Updating an Email Address in CORE-CT”. You must have a valid email address already entered in the “System Profile” section of CORE-CT to register for UKG. Once you add or change your email address you must wait until the next day to create your UKG account.

[Adding or Updating an Email Address in CORE-CT](#)

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**Accrued Leave**

**Sick Leave:**

Each employee shall accrue sick leave at the rate of one and one-quarter (1-1/4) days or the equivalent per completed calendar month of continuous full-time service (pro-rated, if part-time). You must work one full month before accruing sick leave.

**Vacation:**

Upon **successfully completing** your initial probationary period (typically 6 months), you may request to use accrued vacation time. If you are a full-time employee, a member of a bargaining unit, and hired on or after July 1, 1977, 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 one additional day for each year up to 5 days to the normal accrual.

**Personal Leave:**

In addition to annual vacation, each full-time **permanent** employee shall have three (3) days of personal leave of absence with pay in each calendar year. Personal Leave days not taken in a calendar year shall not be accumulated.

Please note, sick and vacation will not accrue for any calendar month in which an employee is on leave of absence without pay an aggregate of more than 5 days (40 working hours).

## 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 employees must work the equivalent of six months (1044 hours) to be eligible for holiday pay.

## Policies

You will be required to sign that you have received the materials listed below and understand that as a condition of employment, it is your responsibility to read these materials and to comply with the policies and directives.

- [Employee Handbook - DOL \(2023\)](#)
- [Acceptable Use of State Systems Policy \(ct.gov\) - Statewide \(May 2006\)](#)
- [ADA Reasonable Accommodation Policy - DOL \(2023\)](#)
- [Affirmative Action Policy Statement – DOL \(2023\)](#)
- [AIDS Policy – DOL \(7/16/2012\)](#)
- [Background Check Policy and Procedures – DOL \(10/31/2022\)](#)
- [DAS Policy for Motor Vehicles Used for State Business GL#115 – Statewide \(9/2019\)](#)
- [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 \(1/2022\)](#)
- [FMLA Policy – Statewide \(1/2022\)](#)
- [Health and Safety Policy – DOL \(7/16/2012\)](#)
- [Internal Discrimination Complaint Form – DOL \(April 2023\)](#)
- [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 \(7/16/2012\)](#)
- [Violence in the Workplace Prevention – DOL \(4/2012\)](#)
- [Workers Compensation Rights Responsibilities and Claims \(ct.gov\) - Statewide](#)
- [Workplace Incident Report and Footprints Instructions – DOL \(2015\)](#)

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