

Regulations of Connecticut State Agencies

TITLE 5. State Employees

Agency

Department of Administrative Services

Subject

Reemployment Lists

Inclusive Sections

§§ 5-241-1—5-241-2

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Reemployment Lists

Sec. 5-241-1. Reemployment lists

(a) The names of permanent employees who are eligible for reemployment shall be arranged on appropriate reemployment lists in order of seniority in the state service and shall remain thereon for a period of two years.

(b) State service shall include military service as specified in Section 5-255 of the General Statutes, 1958 Revision, as revised. Seniority in state service shall be total length of state service without regard to classification or agency in which employed.

(c) Employees shall be entitled to specify for placement on the reemployment list for any or all classes in which they formerly had permanent status. In the event that an employee is appointed to a position from a reemployment list but such position is in a lower salary group than the class or classes for which his name is entered upon a reemployment list, he shall remain eligible for certification from the latter list.

(d) In the case of layoff or demotion due to lack of work, economy, insufficient appropriation, change in departmental organization, or abolition of position, the name of a permanent employee eligible for reemployment shall remain for a period of three years on the appropriate reemployment list for any class in which he had permanent status.

(e) Reemployment lists for classes treated competitively shall be maintained by the Commissioner of Administrative Services. Reemployment list for any classes treated noncompetitively shall be maintained by the appointing authority.

(f) An employee appointed from a reemployment list to a position in his former salary group will be appointed at the same step in such group as he held when he last worked in state service. An employee so appointed to a position in a lower salary will be appointed at the same step in the salary group as he held when he last worked in state service.

(Effective January 18, 1984)

Sec. 5-241-2. Layoff

(a) "Employee" means an employee holding a position in the classified service of the state, whether full time or part time, for which compensation is paid, who has been appointed to that position following successful completion of a working test period.

(b) An appointing authority may lay off an employee for lack of work, economy, insufficient appropriation, change in departmental organization, abolition of position, or any cause other than disability, delinquency, incompetence, misconduct or neglect of duty. No employee shall be laid off if any other employee in the same job classification performing comparable duties with less state service is to be retained in the same department, agency or institution. For the purposes of this section, the employee security division may, at the discretion of the labor commissioner, be excluded from the remainder of the labor department and deemed to be a separate agency.

(c) 1. In the absence of an applicable collectively bargained lay off procedure, the appointing authority shall, prior to deciding to lay off an employee, provide the employee with oral or written notice of the possible action, the reasons for it and a specific time and

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place for a meeting where the employee will be given an opportunity to present any information he deems pertinent. The meeting will be held by the appointing authority or the appointing authority's designee.

2. If written notice is given it may be mailed, return receipt requested, or hand delivered to the employee at work. If the notice is mailed, the time of the meeting when the employee will be given an opportunity to present his information shall be no sooner than five working days following the mailing of the notice. If the notice is hand delivered to the employee at work or given orally, the time of the meeting when the employee will be given an opportunity to present his information may be any time following receipt of the notice, including a time immediately following receipt of the notice.

3. The purpose of such a meeting is to determine if there are alternatives to lay off or whether the wrong employee has been selected for lay off.

4. If the employee declines or fails to attend the meeting, the appointing authority may proceed with the decision to lay off as deemed appropriate.

5. Within a week of a decision to lay off an employee, the appointing authority shall provide written notice stating the reason for the decision. The effective date of the lay off shall be no earlier than two weeks from the date of such notice.

6. A copy of such notice of lay off shall immediately be forwarded to the Commissioner of Administrative Services.