

STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES
&
OFFICE OF LABOR RELATIONS

DATE: March 4, 2011 (**Revised March 7, 2011**)

TO: Human Resources Administrators and Human Resources Staff

SUBJECT: **Statewide P-5 Seniority to Use when Designating Key Persons**

This document has been revised to correct the date through which agencies should run the Time Lost Report and to clarify the timeframes involved when reviewing and updating seniority data. Changes are hi-lighted in yellow.

In accordance with Article 13, Section Two (b) of the P-5 (Administrative and Residual) contract, “[T]he employer may designate certain persons as “key persons” within the agency. A key person shall be deemed to have greater seniority than any other bargaining unit employee who would seek to displace him/her under the provisions of Article 13(3)...”

The purpose of this letter is to provide agencies with instructions to update seniority via Core-CT records so that DAS may generate a statewide P-5 seniority list reflecting (layoff) seniority. Agencies requested such a list so that they will be able to consider statewide data when selecting their key person(s). DAS will prepare the report to reflect seniority in effect on March 1, 2011.

A few words of caution: In order to ensure accurate data, all agencies must follow the instructions provided in this memorandum. Also, as the layoff seniority data is reviewed and considered agencies should keep in mind the definition of seniority for the purpose of layoff and the tiebreaker language in Article 13 Section Two (a.) which reads, “For the purpose of layoff selection, seniority shall be defined as accumulated service in the P-5 bargaining unit. 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.” Therefore, in addition to seniority data the list generated by DAS will also contain total state service and time in classification information.

DAS will run the report and forward it to OLR and to each agency HR Director and/or designee on April 15, 2011. It will then be up to individual agencies to designate “key person(s)” for their agency in accordance with the provisions of Article 13, Section Two (b). **Agencies must then furnish the names of selected employees to OLR (using the attached form) no later than Monday, April 25, 2011 and in accordance with OLR General Notice No. 2011-04.**

Before promulgating the statewide seniority list, we are asking for your assistance in the verification of seniority data.

I. Determine Creditable Service Since Promulgation of the Last P-5 Seniority List.

- Using the EPM (Public) Query CT_HR_TIME_LOST_UNPAID_EE_DETL, run the Time Lost Unpaid Leave report from the last time you updated your P-5

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seniority reports through **February 28, 2011**. **Verify the data is correct on-line on or after March 18, 2011.**

Instructions for Running the Time Lost Report:

1. Log into the Core-CT Homepage
2. Navigate to EPM Reporting Tools>Query>Query Manager
3. Enter "CT_HR_TIME_LOST_UNPAID_EE_DETL" in box to the right of 'Query Name begins with'
4. Click on 'Search'
5. On the line for the query which you want to run, click, 'Run to EXCEL'
6. Answer prompts, i.e., 'Dates From', 'Dates To', and 'DeptID' (using the wildcard% is permitted, for example typing "DCF%" to get results for all DCF Dept IDs)
7. Click 'View Results'
8. Note: If you are running reports for a large agency and the query is processing for more than twenty (20) minutes, schedule the query.

II. **On or After March 18, 2011**, Update P-5 Seniority Data as of 3/01/2011.

- Determine seniority as of 3/01/2011 for all P-5 employees. Make sure seniority only includes service after 7/1/1977.
- You may wish to refer to [DAS Official Memoranda 06-007, Calculating Seniority](#) for further instructions. Refer to the P-5 collective bargaining agreement for specific rules pertaining to seniority, specifically Article 13. Questions should be directed to the Office of Labor Relations.
- Make adjustments to the 3/1/2011 seniority list, updating it through 2/28/2011.
- Using the "adjusted" seniority data, manually convert YYMMDD format into MMDDYY (date) format for each employee. Remember, the date format must reflect seniority as of 3/01/2011.

Instructions for Correcting Seniority Dates in Core-CT

1. Log into the Core-CT Homepage
2. Click on Workforce Administration>Job Information>Job Data
3. Enter the "EmplID" or Name of the person whose seniority must be corrected
4. Click on the employee's record
5. You will not need to add a row
6. Navigate to the "Employment Information" tab
7. Find "Layoff Seniority Date" field
8. Check the "Override" box and enter the seniority date to reflect the appropriate seniority date (Years, Months and Days). Note: When reviewing the Seniority Date field in Employment Data be aware that even though the field is updated once a month by the system, the years, months, and days displayed is based on real-time (as of close of business the previous day), with the assumption that there has been no deduction from the last system

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update to present. Therefore, information viewed via Core-CT pages may differ from the data on your report.

- You must first determine the seniority date by converting the last date the agency ran the seniority report, i.e., 4/1/2009, then adjust if there is any time since 4/1/2009 (date of the last seniority report) that would not count toward seniority.
9. Press “Save”
 10. To capture how the calculation was derived, enter the information into General Comments by navigating to: Workforce Administration>Personal Information>Biographical>General Comments

III. Run Core-CT Seniority Report.

- Run a “test” seniority report with a March 1, 2011 effective date to ensure data is correct.
- Important Notes:
 - Agencies can run this report from March 18, 2011 through April 13, 2011.
 - All changes must be entered in Core-CT **between March 18, 2011 and April 13, 2011 close of business**. (Note: CoreCT will be unavailable due to Payroll Processing on Thursday, April 14, 2011.)
 - The statewide seniority list will be generated and emailed to OLR and Agency HR Directors and designees on April 15, 2011.
 - Core-CT automatically updates seniority on a monthly basis. Running the report and completing the data entry outside of these dates will not accurately reflect March 1, 2011 seniority.

Instructions for Running the CORE-CT Seniority Report

1. Log into the CORE-CT Homepage
2. Navigate to Workforce Administration>Workforce Reports>CT Seniority Report
3. Under Run Control ID, select or create a Run Control ID
4. Under Report Request Parameters:
 - i. “As of date”: enter ‘03/01/2011’
 - ii. Click “company seniority”
 - iii. Department Set ID, enter ‘AGNCY’ or ‘UNIVS’
 - iv. DEPT ID, enter agency’s department number
 - v. Union, enter ‘16’ for P-5
5. Click “Run”
6. Under Server Name: enter ‘PSUNX’
7. Under Type: enter ‘Web’
8. Under Format: enter ‘CSV’
9. Click “OK”
10. Click “Process Monitor” at the top right of the page
11. You may need to click “Refresh” periodically until “Run Status” shows as “Success” and “Distribution Status” shows as “posted”
12. Once the report is posted, click “Details”
13. Click “View Log Trace”

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14. Under "File List", click on the name of the report, "CTHRR110". **You will need to select the report, which ends with "CSV"**
15. Go to "File", then "Save As" and designate a place to save this report (i.e. Group Drive, etc.)
16. "Save As" type should be 'Microsoft EXCEL'
17. Click "Save"
18. Close Core-CT and work with the saved EXCEL version
19. Format and sort per agency needs

Reminders: Agencies may run this report effective the date of this letter. Adjustments needed for the month of February will not be reflected on-line until the program runs on March 17, 2011. Therefore, all changes must be entered in Core-CT **between March 18, 2011 and April 13, 2011 close of business.**

IV. Review and Make Final Revisions to Seniority Data.

- Verify any leave that should not be credited toward seniority has been deducted from the employee's seniority date. Refer to the data obtained via Public EPM Query CT_HR_TIME_LOST_UNPAID_EE_DETL (see Part One above).
- Make final adjustments/corrections to the "Layoff Seniority Date" **between March 18, 2011 and April 13, 2011, close of business.** (Refer to instructions under Part Two above.)

VII. Provided the above steps are completed within the prescribed timeframes by all agencies a Statewide Seniority List for P-5 will be generated and emailed to OLR, agency HR Directors and designees.

Once all information has been verified and corrections have been entered into Core-CT, the final report will be generated by the DAS HR Business Rules and Central Audit Unit. This will be done on **April 15, 2011.** DAS will distribute the statewide seniority list to OLR and to agencies simultaneously. The list will be sorted by job classification so that agencies can easily identify the statewide seniority list for their employees' classifications.

Agencies must then designate "key person(s)" in accordance with the provisions of Article 13, Section Two (b) and furnish this information to OLR no later than **April 25, 2011.**

Special Notes:

1. Agencies should review all records at their disposal very carefully to ensure accurate seniority calculations. Note: when data was moved over to Core-CT some Original Start Dates came over as 1/1/1901 or with no data. Please ensure Original Start Dates are correct.
2. The Time Loss Query mentioned above captures Time and Labor Data. Time and Labor Data is refreshed bi-weekly; unpaid leave in Job Data is refreshed monthly. So, there are times when data between these two sources varies because of the differences in "refresh" cycles. Refer to the Core-CT HRMS Job Aids entitled, [2011 HR Calendar](#), and [Layoff Seniority Date Calculation and Reports](#).

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3. It is up to each agency to designate "key person(s)" and to supply this information to OLR no later than **Monday, April 25, 2011**.

CONTACT INFORMATION

Contact [Shari Grzyb](#) or [Heather Tweeddale](#) of the DAS Business Rules and Central Audit Unit with questions concerning these procedures. Contractual questions should be directed to [Christine Cieplinski](#) at the Office of Labor Relations.

Linda J. Yelmini

Linda J. Yelmini, Director
Office of Labor Relations

Pamela L. Libby

Pamela L. Libby, Director
Statewide Human Resources Management

DAS-OLR Memorandum #11-02

KEY PERSON DESIGNATION FORM

To be submitted electronically to: Jennifer.Borenski@CT.Gov

Key Person Designations for: _____
(Agency)

HR Director or Designee: _____
(Name and Title)

Contact Information: Phone: _____ Email: _____

LAST NAME (As it appears in CoreCT)	FIRST NAME (As it appears in CoreCT)	OFFICIAL JOB TITLE (Do not abbreviate; text will wrap automatically)	TIME IN CLASS (YY/MM/DD) (Must be > 1 yr.)	TIME IN SERIES (YY/MM/DD) (Must be > 3 yrs.)

EXAMPLE:

Jones-Brewer	Laura-Leigh	Fiscal/Administrative Supervisor	01/04/13	03/02/00
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YOU ARE REMINDED THAT YOUR KEY PERSONS LIST MUST CONTAIN THE EMPLOYEE'S FIRST AND LAST NAME, OFFICIAL JOB TITLE AND THE TIME IN CLASS OR SERIES.