Overview

The State of Connecticut maintains employee Layoff Seniority for bargaining unit purposes. The calculation of Layoff Seniority is determined by the bargaining rules and is based on a number of factors, including union code, full-/part-time service, standard work hours versus hours employee actually worked, action/reason combinations in Job and time reporting codes used on the Timesheet. Layoff Seniority will be captured in Core-CT on the Employment Data page of Job within the field entitled **Layoff Seniority Date.** Because this date is maintained on Job , agencies are able to maintain a separate unique Layoff Seniority Date for each job that an employee holds concurrently, if necessary.

This field is not to be confused with the "Union Seniority Date" that is located in the Job Labor section on Job . No rules have been attached to this Union Seniority Date field, so agencies are free to populate and report on this field for purposes of their choosing. For example, this field could be used to track employee service dates for the State's Employee Recognition Program.

Layoff Seniority Date Calculation Program

The Layoff Seniority Date Calculation program will process on a monthly basis for each payroll-confirm day for the pay period which includes the final day of any given month. This process will re-calculate the Layoff Seniority Date for employees in specific bargaining units based on the criteria established in their bargaining unit contract, as well as on various events that have occurred during the month that may affect the date. These events include those actions occurring on the Job and Timesheet pages that affect the Layoff Seniority date. In Job , only the Action code of Leave of Absence – and its various Action Reason combinations – affects this date by deducting the period of applicable leave from the Layoff Seniority date. All other actions that affect the date are accounted for within the Timesheet page, where a number of Time Reporting Codes are configured to reduce the amount of layoff seniority time. Once the program determines that an employee has experienced any of these events, the Layoff Seniority Date field is updated by the system.

It is important to note that any adjustment to paid time (either on the Timesheet in previously processed months, in Adjust Paid Time or in Additional Pay) WILL NOT affect this date, nor will the action appear on the Exception Report. Also, any retroactive leave of absence entries in Job entered after the processed time WILL NOT affect this date. Users must manually correct the Layoff Seniority Date whenever these adjustments occur.

Core-CT has been configured to handle most of the rules that are found within each bargaining unit for the purpose of calculating the Layoff Seniority Date. At the time of conversion, labor units 2, 3, and 5 through 16 and 18 were configured. Agencies with other bargaining units were approached regarding the configuration of these rules, and while many of them were configured, still many more chose not to participate in the Layoff Seniority Date process. Those bargaining units that have been configured for Layoff Seniority Date calculation in Core-CT include the following:

Bargaining Units Configured in Core-CT for Layoff Seniority Date Calculation:

BU CODE	DESCRIPTION
02	Managerial Exclusions
03	Confidential Exclusions
05	NP-1: State Police (Full time only)
**06	**NP-2: Maintenance and Service
07	NP-3: Administrative Clerical
08	NP-4: Corrections
09	NP-5: Protective Services
10	NP-6: Paraprofessional Health Care
11	P-1: Professional Health Care
12	P-2: Social and Human Services
13	P-3A: Education Administrators
14	P-3B: Education Professions
15	P-4: Engineer,Scientific,Technical
16	P-5: Administrative & Residual
18	State Voc-Tech School Admin. (Part time only)
42	Judicial Professional
43	Judicial Non-Professional
60	Bd State Acad Awards Prof
67	NP-8: Correctional Supervisors (Full time only)
74	CJ Inspectors (Full time only)

** NP-2 – This field is used to capture NP-2's Bargaining Unit Seniority as defined in the contract, not their Layoff Seniority.

Layoff Seniority Date Processed and Exception Reports

As a result of the monthly Layoff Seniority Date Calculation process, two reports are generated to the "My Reports" section for all Agency HR Specialists. The first report – CTHRB901A(2): Layoff Seniority Calc Processed – is generated by Core-CT and reviewed for accuracy by agencies. This report lists all employees by departments who have had their Layoff Seniority Date updated as a result of the monthly date calculation process.   In addition, a second report – CTHRB901B(3): Layoff Seniority Calc Exception Report – is generated by Core-CT and must be reviewed for action by agencies. This report lists all employees by department for whom the Layoff Seniority Date was not updated for a variety of reasons. Typically, the process did not have enough information to calculate the Layoff Seniority Date for a given month. For example, an employee who is *Rehired* into a union which counts the employee's total state service for their length of seniority would appear on this exception report because all of an employee's length of service may not be converted in Core-CT (employed prior to 10/17/2003). A total of 22 exception reasons alert agencies to the program's ability or inability to update an employee's Layoff Seniority Date, requiring a manual review and update. All exception codes, which also appear on the report itself, are as follows:

Exception Codes Appearing on Layoff Seniority Exception Reports:

CODE	EXCEPTION
00	Employees who have been processed successfully without generating any exceptions.
01	Employees who are on unpaid Leave of Absence due to Temporary Service in a Higher Class.
02	Employees who are Temporary as of the "Thru" date. (Temporary refers to the Regular/Temporary field in Job on the Job Information section .)
03	Employees who are temporarily serving in a position of higher class as of the "Thru" date OR employees who are active in their permanent position as of the "Thru" date and who have temporarily served in a position of higher class at some point between the "From" and "Thru" dates.
04	Employees who have or who have had multiple jobs between "From" and "Thru" dates.
05	Employees who have switched from Part-time to Full-time or Full-time to Part-time more than once between the "From" and "Thru" dates.
06	Employees who do not have a Union as of the "Thru" date or at some point between the "From" and "Thru" dates.
07	Employees who do not have a Seniority Date as of the "Thru" date. (Seniority Date refers to the Layoff Seniority Date in Job on the Employment Data section .)
08	Employees who have switched unions one or more times between the "From" and "Thru" dates.
09	Employees who are rehired must be manually calculated.
10	Employees who switched between Regular and Temporary between the "From" and "Thru" dates. (Regular and Temporary refers to the Regular/Temporary field in Job on the Job Information section .)
15	Part-time employees on workers compensation WILL be processed, but will appear on the Exception Report for manual review.
16	Part-time employees on Leave of Absence WILL NOT be processed, but will appear on the Exception Report for manual processing.
17	Employees who have Retro Job change ARE processed AND written to Exception report. Evaluate Seniority Date. (This exception was changed for the January 1, 2010 processing. Prior to that date it did not process.
19	Job Code Standard Hours not found or are zero. Employee WILL NOT be processed.
20	Full-time Employee has a Time Reporting Code contributing to aggregate limit. No time deducted by Program; manual review necessary. (Aggregate refers to bargaining units that identify certain leaves of absence that do not deduct from employees Layoff Seniority up to a certain period of time. Since these leaves of absence could be sporadic the system is only designed to calculate for one month periods and will place the employee on the exception report for manual review.)
21	Full-time employee has Leave of Absence contributing to aggregate limit. No time deducted by Program; manual review necessary. (This period would be found in Job .)
22	Part-time employee has a Time Reporting Code contributing to aggregate limit. No time deducted by Program; manual review necessary.

NOTE: Exception 17 will review the current month but will not adjust for the retroactive action.

Exceptions that Will Not Appear on Layoff Seniority Exception Reports:

- War Service must be manually added to an employee's Layoff Seniority Date, if applicable.
- **All** retroactive adjustments to Job or Timesheet. Entries on Adjust Paid Time or Additional Pay.
- Limited Scope Agency Employees.
- Bargaining Unit employees that do not have Layoff Seniority Rules configured.
- Employees in the NP1 – State Police (05), NP5 – Protective Services (09), P3B – Education Professionals (14), P4-Engineering, Scientific and Technical (15) unions that are recalled from layoff and have had an unsatisfactory review. This adjustment should be made at the time of the review.

These types of employee situations must be handled separately by the agencies. Agencies must be cautious when adjusting an employee's Layoff Seniority Date that they are doing so according to the processing schedule below.

System Update Schedule of the Layoff Seniority Date

As indicated previously, the Layoff Seniority Date Calculation program will run on a monthly basis on each payroll-confirm day for the pay period which includes the final day of any given month. The Layoff Seniority Date field in Employment Data is updated according to the schedule provided in the HR Calendar located at: http://www.core-ct.state.ct.us/hr/human_resources/hr_jobaids.htm

For a calendar of the payroll confirm dates see the job aid for Leave Accrual Calendar located at: http://www.core-ct.state.ct.us/hr/time_and_labor/Default.htm

System Update of the Layoff Seniority Date

This section is to assist on the understanding of how the system reviews and processes the information for the Layoff Seniority Date. Please note the difference in the formula when using Job and Timesheet. Job uses action/action reasons from one calendar date to another and Timesheet uses Time Reporter Codes (TRCs) which counts the individual hours to deduct.

Full time Employees:

For full time employees, the process assumes that they have worked for all of the given time period, minus any appropriate Leaves of Absence in Job and/or unpaid Time Reporting Codes on the Timesheet.

Scenario 1 – Job :

Full time employee. NO adjustments for the time period 08/01/2006 through 08/31/2006, Union code = 15, Service Type = Total length of service, Original Layoff Seniority date = 12/3/1994, Standard weekly hours = 7.
New Layoff Seniority date = 12/3/1994 (NO change has occurred.)

Scenario 2 – Job :

Full time employee. Leave of Absence adjustment for the time period 08/01/2006 through 08/31/2006:
Effective Date	Action/Action Reason	Action Date
8/5/2006	LOA/SUS	8/2/2006
8/10/2006	RFL/RLV	8/10/2006

Union code = 11, Service Type = Continuous State Service, Original Layoff Seniority date = 04/11/2000, Standard weekly hours = 7, SUS = Suspension days are all deducted from Union Code 11 for Layoff Seniority Date.

Number of Days between 8/5/2006 and 8/10/2006 is 5 days.
Number of days to adjust seniority date is 5 days.
New Layoff Seniority date = Original Layoff Seniority date + 5 days
New Layoff Seniority date = 04/11/2000 + 5 days = 04/16/2000

Scenario 3 - Timesheet:

Full time employee. Time Reporting Code deduction for the period 08/01/2006 through 8/31/2006: TRC = ULU, Union code = 10, Service Type = Continuous State Service, Original Layoff Seniority date =11/24/1987, Standard weekly hours = 7.

08/18/2006, 7.00 hours ULU
08/19/2006, 1.00 hour ULU

Converted Days = ULU hrs/ Standard hours
8 / 7 = 1.142857 Converted days
Adjustment Days = Converted days x 1.4
1.142857 x 1.4 = 1.6 Adjustment Days = 2 Days (round up for .5 and greater)
Number of days to adjust seniority date is 2 days.
New Layoff Seniority date = Original Layoff Seniority date + 2 days
New Layoff Seniority date = 11/24/1987 + 2 days = 11/26/1987

Part time employees:

For part time employees, the process assumes that they have NOT worked for all of the given time period, and determines the amount of time worked. The adjustment amount is the total number of days in the month minus the number of days worked.

Scenario 4 - Timesheet:

Part time employee. For the period 08/01/2006 through 08/31/2006
Union code = 16, Service Type = Continuous State Service, Original Layoff Seniority date =05/10/2001
Standard working hours = 8.

Total part-time hours worked for the period 03/01/2005 through 03/31/2005
Week 1 (02/25/2005-03/03/2005) ; Hours worked 03/01/2005 – 03/03/2005 = 21 hrs
Week 2 (03/04/2005-03/10/2005) ; Hours worked = 35 hrs
Week 3 (03/11/2005-03/17/2005) ; Hours worked = 35 hrs
Week 4 (03/18/2005-03/24/2005) ; Hours worked = 32 hrs
Week 5 (03/25/2005-03/31/2005) ; Hours worked = 35 hrs

Total hours worked = 21 + 35 + 35 +32 + 35 = 158 hrs worked
Total PT days = (total PT hours/Standard hrs) x 1.4
Total PT days worked = (158 / 8) x 1.4 = 27.65 pt days worked
Days in the month of March: 31 days
Days not counted for layoff seniority = (Days in the month) – (pt days worked)
Days not counted for layoff seniority = (31) – (27.65) = 3.35
Number of days to adjust seniority date is 3 days. (3.35 rounded)
New Layoff Seniority date = Original Layoff Seniority date + 3 days
New Layoff Seniority date = 05/10/2001+ 3 days = 05/13/2001

Manual Update of the Layoff Seniority Date

Agencies must retrieve the CTHRB901-Layoff Seniority Date Calc report on a monthly basis located in "My Reports" to determine any manual adjustments which need to occur in order for the date to accurately reflect an employee's layoff seniority. Careful attention should be paid to determine whether time should be added or deducted from this date as a result of any events occurring that the system could not automatically process. For instance, if an employee has been rehired in a given month, the system will not calculate a seniority date since it does not know how much – if any – previous time served with the state should apply. The employee's name will appear on the Exception Report with an exception code of "09", and the agency must perform an off-line calculation of the amount of seniority time that the employee has attained as of the end of that month. Once the correct amount of seniority time has been determined, the agency must then convert that time into a date (see calculation rules below).

Attention should also be made on the timing of when an agency updates the date. For this rehired example, the employee appears on the Exception report for the month of November, 2006 (report would be viewable on November 17, 2006). However, an agency is not able to make the adjustments until December 20, 2006. At this point in time, the system had not processed the employee adjustment for the month of November but no exceptions existed for the month of December and the system did process that month, using the original date as its starting point. The time would not be accurate because the agency would need to review the employee's record for both the November 1st and December 1st adjustments (see System Update Schedule of the Layoff Seniority Date above).

Seniority Date Calculation

See DAS Administrative Memorandum 06-007– Calculating Seniority – Re-issuance of Personnel Administrative Memorandum 91-4 for information relating to seniority calculation.

Once the appropriate amount of seniority (Years, Months and Days) is determined, a calculation is performed to arrive at a retroactive date that represents the total amount of service for the given as-of date. The amount of service is deducted from the as-of date, and it is this retroactive date that gets entered into the **Layoff Seniority Date** field on the Employment Data page. (In this example, employee was rehired on 10/13/2006 and had a previous total of creditable time for 4 years, 3 months and 29 days which needs to be adjusted into the Layoff Seniority Date field.)

> As-of Date: 2006 10 13 or 10/13/2006
> Credited Svc: - 04 03 29
> Seniority Date: 2002 06 14 or 06/14/2002

The date of June 14, 2002 now represents the Layoff Seniority date for which the employee will get credit. The system will put the employee on the Exception report for November 1, 2006 because of Exception "09" and an agency will need to manually review for the remainder of the month of October to verify if the employee should receive credit for the period of time from October 13, 2006 to October 31, 2006. If the employee worked the remaining period of time then the date should stay as June 14, 2002 and is entered into the **Layoff Seniority Date** field.

Viewing Years, Months and Days Display on Employment Data page

When reviewing the Layoff 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 there has been no deduction from the last system update to present.
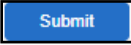
Updating the Layoff Seniority Date

Once the Layoff Seniority Exception Report is reviewed and agencies have identified a need to manually update employees' Layoff Seniority Date, the following action should be taken in order to update the field:

- Log in as Agency HR Specialist.
- Navigate to:
  - *Core-CT HRMS> Workforce Administration> Manage Human Resources> Manage Job*
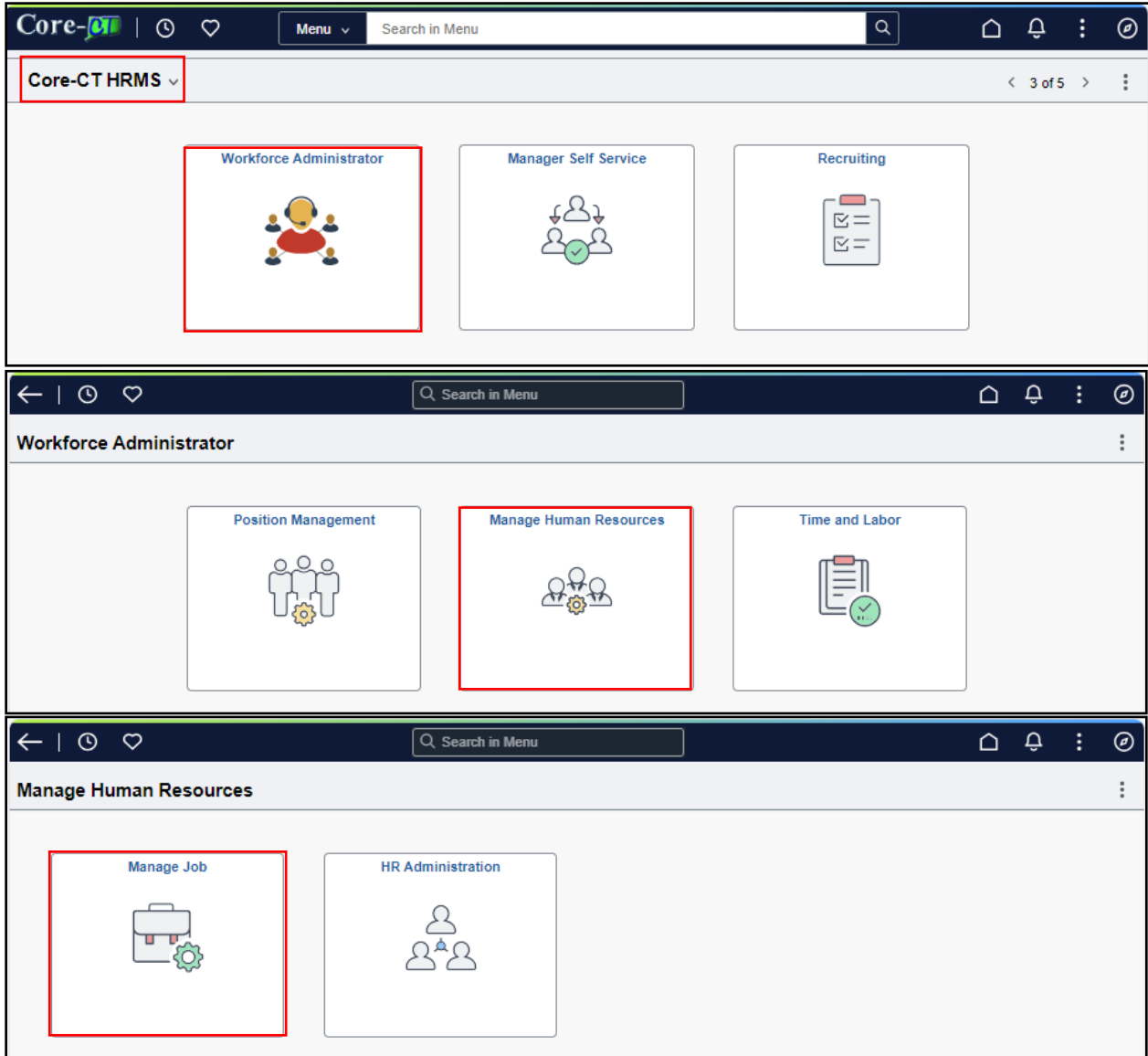
- Click the "Create Job Action" button.
- Enter in the **Effective Date, Action Code,** and **Reason Code**.
- Click the "Continue" button.
- Click the "Next" button or select the appropriate section from the left panel to get to the employee's **Employment Data** page.
- Click on the Override check box (if not already checked).

- Populate the **Layoff Seniority Date** field with the correct date.
- Click the "Next" button or select the appropriate section from the left panel to get to the **Summary** page.
- [Submit] the record.

Instructions to Run the CT Seniority Report

This report is used if you wish to manually run an agency Layoff Seniority Report (for example: NP-2 bargaining unit requirement to maintain Seniority list as of January 1). Please be aware of the timing of when the system updates the Layoff Seniority Date. When running this report, only run it for the currently updated effective date (see section above titled: System Update Schedule of the Layoff Seniority Date).

- Navigate to: *Nav Bar>Menu>Core-CT HRMS >Workforce Administration>Workforce Reports>CT Seniority Report.*
- Enter a **Run Control ID** in the search page or create a new **Run Control ID**.
- Enter a date in the **As of Date** field. (This date should be the most current update run in the system. See the section above titled: System Update Schedule of the Layoff Seniority Date.)
- Select Company Seniority (for Layoff Seniority) or Union Seniority (Union Seniority field is located in Job on the Job Labor section and has no processing logic associated with it).
- Enter your **Department SetID** (AGNCY or UNIVS).
- Enter your **Department**.
- The report may be run by the entire agency by leaving Union and Jobcode section blank; or by one specific union at your agency by entering the Union code; or by only one or more job codes by entering only the desired job codes.
- Once you have completed this enter, click on the "**Run**" pushbutton.
- The system will bring you to the Process Scheduler Request page. Server name must be "PSUNX", Type should be "Web", and Format should be "PDF". Click "OK".
- You will be returned to the Run Control page and now click on the **Process Monitor** hyperlink.
- Click on the "**Refresh**" pushbutton until the Run Status says "Success" and the Distribution Status says "Posted". Click on the Details hyperlink.
- The system will bring you to the Process Detail page and now click on the "**View/Log Trace**" hyperlink.
- You are now on the View/Log Trace page, click on the "cthrr110" hyperlink and this will open the report.

Remember when reviewing the years, months and days on the report to take into account the following example: An employee's Layoff Seniority date on Employment Data is December 23, 2005. The CT Seniority Report was run for October 1, 2006 and it reflects the employee as having 9 months, 8 days of Layoff Seniority. The system treats October 1, 2006 as the morning of the day so to verify the calculation you could either perform the following two calculations:

09 – 30 – 2006 (Close of Business)
<u>12 – 23 – 2005</u>
09 – 07
<u>   +1 day</u>
09 – 08

Or if you perform the calculation this way, you would not need to add the day:

10 – 01 – 2006 (Morning of the day)
<u>12 – 23 – 2005</u>
09 – 08