

Overview

The State of Connecticut maintains employee Longevity for bargaining unit purposes. The calculation of Longevity 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 Data and time reporting codes used on the Timesheet. Longevity will be captured in Core-CT on the Employment Data page of Job Data within the field entitled “Longevity Date”. (This date field in 8.3 was originally called Professional Experience Date and the field in EPM is called PROF_EXPERIENCE_DT.)

Note: For many bargaining units, effective July 1, 2011, no employee first hired on or after July 1, 2011 is entitled to longevity; provided, however, any individual who has military service which would count toward longevity under the current rules is entitled to longevity should they obtain the requisite service in the future. Therefore, the Longevity Date field must be left blank upon hire for individuals in impacted bargaining units unless that individual has qualifying military service. Should the new hire have military service, the longevity date will need to be manually calculated and entered into the Longevity Date field upon hire. See the Longevity Date Calculation section beginning on page 9 below for instructions on how to calculate the proper longevity date.

Longevity Date Calculation Program

The Longevity Date Calculation program will process every six months for the periods from April 1 to September 30 or October 1 to March 31. This process is initially run by Central CoreCT in preliminary mode one month prior to the due date and then final mode which would update the Longevity Date field and insert the longevity payment in Additional Pay. This process will re-calculate the Longevity 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 six months that may affect the date. These events include those actions occurring on the Job Data and Timesheet pages that affect the Longevity date. In Job Data, 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 Longevity 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 longevity time. Once the program determines that an employee has experienced any of these events, the Longevity 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 six month periods, 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 Data entered after the previous six month period processed time WILL NOT affect this date. Users must manually correct the Longevity Date whenever these adjustments occur.

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Core-CT has been configured to handle most of the rules that are found within each bargaining unit for the purpose of calculating the Longevity Date. At the time of conversion, labor units 1, 2, 3, and 5 through 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 Longevity Date process. Those bargaining units that have been configured for Longevity Date calculation in Core-CT include the following:

Bargaining Units Configured in Core-CT for Longevity Date Calculation:

<u>BU CODE</u>	<u>DESCRIPTION</u>	<u>Service Type</u>
01	Exempt/Elected/Appointed (*Removed as of 4/1/2011 per Item 1632E)	Total State Service
02	Managerial Exclusions (*Removed as of 10/1/2013 per Public Act 12-01)	Total State Service
03	Confidential Exclusions (*Removed as of 10/1/2013 per Public Act 12-01)	Total State Service
05	NP-1: State Police (Full time only) (*Removed as of 5/31/19 per OLR General Notice 2019-05)	Continuous State Service
06	NP-2: Maintenance and Service	Continuous State Service
07	NP-3: Administrative Clerical	Total State Service
08	NP-4: Corrections	Total State Service
09	NP-5: Protective Services	Total State Service
10	NP-6: Paraprofessional Health Care	Total State Service
11	P-1: Professional Health Care	Total State Service
12	P-2: Social and Human Services	Total State Service
13	P-3A: Education Administrators	Continuous State Service
14	P-3B: Education Professions	Total State Service
15	P-4: Engineer,Scientific,Technical	Total State Service
16	P-5: Administrative & Residual	Total State Service
17	St Vocation Federation Teacher (Full time only)	Continuous State Service
18	State Voc-Tech School Admin. (Full time only)	Continuous State Service
21	State University Faculty (Full time only)	Total State Service
22	State University Non-Fac	Total State Service
23	State University Exempt Prof (*Removed as of 10/1/2013 per Public Act 12-01)	Total State Service
27	Higher Education – Professionl	Total State Service
42	Judicial Professional	Total State Service
43	Judicial Non-Professional	Total State Service

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47	Bd/St Acad Awd Exempt (*Removed as of 10/1/2013 per Public Act 12-01)	Total State Service
53	Crim Justice Non-Mgmt Exempts (Full time only) Exempt (*Removed as of 10/1/2013 per Public Act 12-01)	Total State Service
54	Conn Assoc Prosecutors (Full time only)	Total State Service
57	Criminal Justice Residual (Full time only)	Total State Service
59	Higher Ed - Professional Emp	Total State Service
60	Bd State Acad Awards Prof	Continuous State Service
63	Higher Ed – Confidential (Full time only) Exempt (*Removed as of 10/1/2013 per Public Act 12-01)	Total State Service
67	NP-8: Correctional Supervisors	Total State Service
68	NP-9: State Police Lts and Captains	Total State Service
70	Crim Justice Managerial Exempt (Full time only) (*Removed as of 10/1/2013 per Public Act 12-01)	Total State Service
72	DPDS Public Defenders	Total State Service
73	DPDS Chief Public Defenders	Total State Service
74	CJ Inspectors (Full time only)	Total State Service
75	DPDS Exempt (*Removed as of 10/1/2013 per Public Act 12-01)	Total State Service
76	DPDS Executive PDs (*Removed as of 10/1/2013 per Public Act 12-01)	Total State Service
77	Auditors of Public Accounts (Full time only) (*Removed as of 10/1/2013 per Public Act 12-01)	Total State Service

Longevity Date Processed and Exception Reports

As a result of the Longevity Date Calculation process, two reports are generated to the “My Reports” section for all Agency HR Specialists titled CTHRB301-Longevity Process. Once you click on the report link, you have the option to select one of two reports. The first report – CTHRB301(2) – Longevity Processed Report – should be reviewed for accuracy by agencies. This report lists all employees by departments who have had their Longevity Date updated as a result of the date calculation process. In addition, the second report – CTHRB301(3) – Longevity Exception Report - must be reviewed for manual action by agencies. This report lists all employees by department for whom the Longevity Date was not updated for a variety of reasons. Typically, the process did not have enough information to calculate the Longevity 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 longevity 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 15 exception reasons alert agencies to the program’s inability to

update an employee's Longevity Date, requiring a manual review and update. All exception codes, which also appear on the report itself, are as follows:

Exception Codes Appearing on Longevity Exception Reports:

<u>CODE</u>	<u>EXCEPTION</u>
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 (*Removed as of 10/1/2019)
02	Employees who are temporary as of Thru Date (Temporary refers to the Regular/Temporary field in Job Data on the Job Information tab)
03	Employees who are serving Temporary Service in a Higher Class as of Thru Date or employees who have served temporary service in a higher class at some point between the From and Thru Date. Employees will be processed but written to the Exception Report for manual review. (Note: Employees will only be processed for date calculation purposes. Any longevity payments owed must be made manually by the agency. Date calculation should also be reviewed)
04	Employees who have or had multiple jobs between the From/Thru Date
05	Employees who have switched from part time to full time or full time to part time more than once within the From and Thru Date
06	Employees who do not have a Union as of Thru Date or between the From/Thru Date
07	Employees who do not have a Longevity Date as of Thru Date.
08	Employees who have switched unions one time or more than once within the From/Thru Date
09	Employees who are rehired are written to the Exception report for manual calculation
11	Employee who is in a Variable Rate Salary Plan
13	Employee who switched between Reg/Temp. (Reg/Temp refers to the Regular/Temporary field in Job Data on the Job Information tab)
14	Employee successfully processed for Longevity but Longevity Pay Amount not found on Longevity Rate Table
15	PT Employee on Workers Comp will be processed but written to Exception report for manual review
16	PT Employee on Leave of absence will not be processed but written to Exception report for manual processing
17	Employees who have Retro Job data change ARE processed AND written to Exception report for manual review

The Longevity Date Calculation program is first run in preliminary mode one month prior so agencies will have access to review the exception report. The **Preliminary** mode creates both a

processed and exception report, but **does not** update the Longevity Date on the employee's Employment Data page and **does not** load the longevity payment amounts in Additional Pay. The **Final** mode also creates both a processed and exception report, but in this case it updates the Longevity Date on the Employment Data page and loads the longevity payment amounts to the employee's Additional Pay record.

Notifications of preliminary and final run dates are announced in the Daily Mails.

Exceptions that Will Not Appear on Longevity Exception Reports:

- War Service must be manually added to an employee's Longevity Date, if applicable.
- **All** retroactive adjustments to Job Data or Timesheet
- Entries on Adjust Paid Time or Additional Pay
- Unpaid Leave TRCs on Timesheet for final pay period of Longevity period (see below under section Manual Update of the Longevity Date)
- Limited Scope Agency Employees
- Bargaining Unit employees that do not have Longevity Rules configured

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

System Update Schedule of the Longevity Date

As indicated previously, the Longevity Date Calculation program will process every six months for the periods from April 1 to September 30 or October 1 to March 31. The Longevity 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 Longevity Date

This section is to assist on the understanding of how the system reviews and processes the information for the Longevity Date. Please note the difference in the formula when using Job Data and Timesheet. Job Data 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:

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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 Data and/or unpaid Time Reporting Codes on the Timesheet.

Scenario 1 – Job Data:

Full time employee. NO adjustments for the time period 04/01/2006 through 09/30/2006, Union code = 15, Service Type = Continuous State Service, Original Longevity date = 12/3/1994, Standard weekly hours = 7.

New Longevity date = 12/3/1994 (NO change has occurred.)

Scenario 2 – Job Data:

Full time employee. Leave of Absence adjustment for the time period 04/01/2006 through 09/30/2006:

<u>Effective Date</u>	<u>Action/Action Reason</u>	<u>Action Date</u>
8/5/2006	LOA/SUS	8/2/2006
8/10/2006	RFL/RLV	8/10/2006

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

Number of Days between 8/5/2006 and 8/10/2006 is 5 days.

Number of days to adjust longevity date is **5 days**.

New Longevity date = Original Longevity date + 5 days

New Longevity date = 04/11/2000 + 5 days = 04/16/2000

Scenario 3 - Timesheet:

Full time employee. Time Reporting Code deduction for the period 04/01/2006 through 09/30/2006:

TRC = ULU, Union code = 10, Service Type = Total State Service, Original Longevity 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

$1.142857 \times 1.4 = 1.6$ Adjustment Days = 2 Days (round up for .5 and greater) Number of days to adjust longevity date is **2 days**.

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New Longevity date = Original Longevity date + 2 days

New Longevity 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 six months minus the number of days worked.

Scenario 4 - Timesheet:

Part time employee. For the period 04/01/2006 through 09/30/2006

Union code = 16, Service Type = Total State Service, Original Longevity date = 05/10/2001

Standard working hours = 8

Total part-time hours worked for the period 04/01/2006 through 09/30/2006:

- Week 1 (03/31/2006-04/06/2006) ; Hours worked 04/01/2006-04/06/2006= **24 hrs**
- Week 2 (04/07/2006-04/13/2006) ; Hours worked = **30 hrs**
- Week 3 (04/14/2006-04/20/2006) ; Hours worked = **30 hrs**
- Week 4 (04/21/2006-04/27/2006) ; Hours worked = **30 hrs**
- Week 5 (04/28/2006-05/04/2006) ; Hours worked = **30 hrs**
- Week 6 (05/05/2006-05/11/2006) ; Hours worked = **30 hrs**
- Week 7 (05/12/2006-05/18/2006) ; Hours worked = **30 hrs**
- Week 8 (05/19/2006-05/26/2006) ; Hours worked = **30 hrs**
- Week 9 (05/27/2006-06/01/2006) ; Hours worked = **32 hrs**
- Week 10 (06/02/2006-06/08/2006) ; Hours worked = **30 hrs**
- Week 11 (06/09/2006-06/15/2006) ; Hours worked = **30 hrs**
- Week 12 (06/16/2006-06/22/2006) ; Hours worked = **30 hrs**
- Week 13 (06/23/2006-06/29/2006) ; Hours worked = **30 hrs**
- Week 14 (06/30/2006-07/06/2006) ; Hours worked = **30 hrs**
- Week 15 (07/07/2006-07/13/2006) ; Hours worked = **30 hrs**
- Week 16 (07/14/2006-07/20/2006) ; Hours worked = **30 hrs**
- Week 17 (07/21/2006-07/27/2006) ; Hours worked = **30 hrs**
- Week 18 (07/28/2006-08/03/2006) ; Hours worked = **30 hrs**
- Week 19 (08/04/2006-08/10/2006) ; Hours worked = **32 hrs**
- Week 20 (08/11/2006-08/17/2006) ; Hours worked = **30 hrs**
- Week 21 (08/18/2006-08/24/2006) ; Hours worked = **30 hrs**
- Week 22 (08/25/2006-08/31/2006) ; Hours worked = **30 hrs**
- Week 23 (09/01/2006-09/07/2006) ; Hours worked = **30 hrs**
- Week 24 (09/08/2006-09/14/2006) ; Hours worked = **30 hrs**
- Week 25 (09/15/2006-09/21/2006) ; Hours worked = **30 hrs**
- Week 26 (09/22/2006-09/28/2006) ; Hours worked = **30 hrs**
- Week 27 (09/29/2006-10/05/2006) ; Hours worked 09/30/2006= **0 hrs**

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Total hours worked = 778 hrs worked

Total PT days = (total PT hours/Standard hrs) x 1.4

Total PT days worked = (778 / 8) x 1.4 = 136.15 pt days worked

Days in 04/01/2006 through 09/30/2006: 183 days

Days not counted for longevity = (Days in the period) – (pt days worked)

Days not counted for longevity = (183) – (136.15) = 46.85

Number of days to adjust longevity date is **47 days**. (46.85 rounded)

New Longevity date = Original Longevity date + 47 days

New Longevity date = 05/10/2001+ 47 days = 06/27/2001

Manual Update of the Longevity Date

Agencies must retrieve the CTHRB301– Longevity report every six months located in “My Reports” to determine any manual adjustments which need to occur in order for the date to accurately reflect an employee’s longevity. Careful attention should be given to determine whether time should be added to 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 longevity period, the Longevity Date will not be calculated since the system does not know how much – if any – applicable state-service time was previously credited to the employee. 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 longevity time that the employee has attained as of the end of that period. Once the correct amount of longevity time

has been determined, the agency must then convert that time into a date (see calculation rules below).

Another common occurrence requiring the manual update of an employee’s Longevity Date field is when the employee’s Timesheet reflects any of the time reporting codes (TRC) for an unpaid leave within the final pay cycle of the longevity period. Since the system is only reviewing time that has been confirmed through the payroll, and since the final pay cycle of the longevity period is when the longevity is actually paid, these unpaid days are not picked up in the Date Calculation process. However, if the employee is placed on an Unpaid Leave of Absence in Job Data for these dates, the system will adjust the date as long as the action is entered *prior* to the run-date of the Longevity Process. Conversely, if the Job action is entered subsequent to the Process run-date, manual adjustment is required. For example, the final pay cycle for the April 1, 2008, longevity period is 03/28-04/10/2008. If an employee’s Timesheet reflects ULAW for two days (16 hours) on 03/28/2008 and 03/31/2008, a manual adjustment must be processed to the Longevity Date to reflect three unpaid days:

8 hours X 2 Days = 16 hours X 1.4 = 22.4 / 8 = 2.8. The Date is adjusted by THREE days.

Attention should also be given to the timing of when an agency updates the Longevity Date. For the rehired-employee example above, the employee appears on the Exception report for the

period of April, 2008. An agency should only adjust the employee's longevity date up to March 31, 2008 (see System Update Schedule of the Longevity Date above).

Longevity Date Calculation

See DAS Administrative Memorandum 06-007 – Calculating Seniority – Re-issuance of Personnel Administrative Memorandum 91-4 for information relating to seniority calculation. (Seniority Date Calculation is the same formula used for the Longevity Date Calculation.)

Once the appropriate amount of longevity (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 longevity is deducted from the as-of date, and it is this retroactive date that gets entered into the **Longevity Date** field on the Employment Data page. (In this example, employee was rehired on 08/13/2006 and had a previous total of creditable time for 4 years, 3 months and 29 days which needs to be adjusted into the Longevity Date field.)

As-of Date:	2006 08 13	or	08/13/2006
Credited Svc:	<u>- 04 03 29</u>		
Seniority Date:	2002 04 14	or	04/14/2002

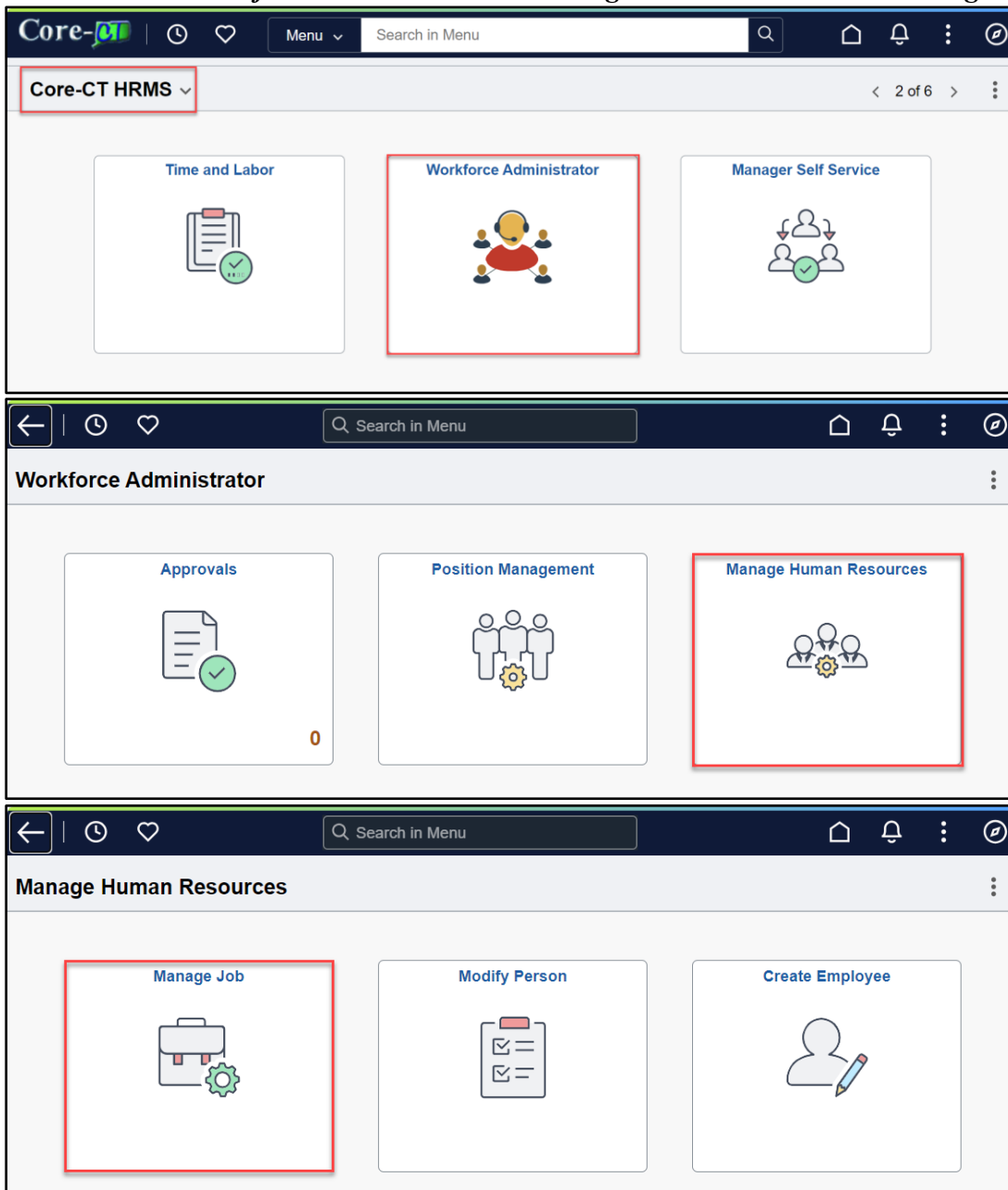
The date of April 14, 2002 now represents the Longevity date for which the employee will get credit. The system will put the employee on the Exception report for October 1, 2006 because of Exception "09" and an agency will need to manually review for the period 4/01/2006 to 9/30/2006 to verify what credit an employee should receive for that period of time. If the employee worked the remaining period of time then the date should stay as April 14, 2002 and is entered into the Longevity Date field.

Updating the Longevity Date


Once the Longevity Exception Report is reviewed and agencies have identified a need to manually update employees' Longevity 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 tab from the left panel to get to the employee’s **Employment Data** page.
- Populate the **Longevity Date** field with the correct date.
- Click the “Next” button or select the appropriate tab from the left panel to get to the **Summary** page.
-  the record

Longevity Date Report

There is not a delivered process to manually run a Longevity Date report (as is delivered for the Layoff Seniority Date field). In order to get a listing of this information, it must be retrieved from EPM.