



LAYOFF BULLETIN

If you or your coworkers have received layoff notices, it is important that you know your rights, including and outside of your collective bargaining agreement. You are not alone. We are here to help you through this difficult process.

General Time Frames:

If you are laid off, and depending on your bargaining unit contract, you have **between 2 and 6 weeks** from receiving an initial 'layoff notice' until a decision to:

- Laterally displace.
- Bump down.
- Accept layoff and get on Contract reemployment list. (*Judicial and Public Defender employees have a recall list for 36 months.)
- Accept layoff and be placed on SEBAC/Reemployment list. (*Judicial and Public Defender employees have no SEBAC list rights; DCJ employees have SEBAC list rights.)

What you should do if you receive a 'layoff notice' indicating you are being displaced, or bumped, or laid-off:

1. Contact your local union steward in your building/agency. If you are not sure, email info@council4.org or call (860) 224-4000. Check your Local's website many are accessible from the Council 4 site, www.council4.org. You have the right to be accompanied by a local union steward or leader for any meeting with the agency's personnel office.
2. Review your bumping rights under your AFSCME collective bargaining agreement.

Additionally, if you "bump down" you will also need to do the following for re-employment purposes (must have 2 years of continuous state service to bump down)**:

3. Obtain a copy of your Job Data/Employment Information page from Core-CT Payroll office. This will be used to verify your seniority in AFSCME and state service.
4. Complete the [CT HR-1](#) Reemployment and SEBAC Placement and Training form.
5. Complete a [CT HR-12](#) form (this is the new version of the PLD-1 form).

****This section does not apply to Judicial and Public Defender employees.**

Additionally, if you are laid-off:

6. Immediately upon separation from employment, file for Unemployment Benefits. Do not wait to file for Unemployment Benefits. Filing Unemployment Insurance Benefits is no longer done in person, it can only be done via phone or

internet. Also, there are no paper checks, you will be given the option of a debit card or direct deposit. Here's how to file:

- *Internet Unemployment Initial Claim:*
www.ctdol.state.ct.us/progsupt/unemplt/M1A/LoginIntro.htm
 - *Telephone Unemployment Initial Claim:*
www.ctdol.state.ct.us/progsupt/unemplt/claimantguide/TeleBenNum.htm
7. Retiree Health Care Trust Fund Contributions Refund for those who do not yet qualify for Health Care in Retirement. Comptroller's website for [CO-1301](#) (form [CO 1302](#) or [CO 1305](#) will need to be signed upon return to State service if CO 1301 is submitted).
 8. Pension Refund for Tier 2A and Tier 3 who contribute 2% and are not yet vested. The [CO-628b](#) or [CO 628d](#) from the Comptroller's Office. Judicial Employees contact HRM at 860-706-5280 and Public Defender Employees contact the Director of Human Resources at 860-509-6732 for forms. Submitting this form will ELIMINATE any pension vesting you have earned. If you rejoin State service, you will have 0 years of vesting service.
 9. Employees who have grandfathered their retirement can also get that money back, but should know that they will not be able to grandfather their retirement age if they take out this money (up to .72% of their pay).

This document is intended only as a general guideline. Council 4 represents five separate bargaining units in different branches of government (Executive, Higher Education and Judicial) with different contract language.

Layoffs, bumping, recall and other rights are complex issues. Please do NOT hesitate to ask for help from local presidents, or Council 4 staff.