



## If you receive a Notice of Elimination of Position (Layoff Notice)...

### General Time Frames

- 4 weeks from receiving an initial 'layoff notice' until a decision to:
  - laterally displace
  - bump down
  - accept layoff and be placed on SEBAC/Reemployment list
- 6 weeks from receiving the initial 'layoff notice' until any impact becomes effective.
- 4 weeks from notification that you have been bumped/displaced until impact becomes effective

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

1. Contact an A&R steward in your building/agency (if there is one in your building/agency) ([list of stewards](#)). Stewards will be available to meet with members during any meeting with the agency's personnel office.
2. Complete the *A&R Exercise of Rights* request form and then submit to your agency's personnel office

### 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 through your Payroll office. This will be used to verify seniority in A&R 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).

### 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.

Internet Unemployment Initial Claim:

<http://www.ctdol.state.ct.us/progsupt/unemplt/M1A/LoginIntro.htm>

Telephone Unemployment Initial Claim:

<http://www.ctdol.state.ct.us/progsupt/unemplt/claimant-guide/TeleBenNum.htm>

7. Retiree Health Care Trust Fund Contributions Refund for those who do not yet qualify for Health Care in Retirement. Comptrollers 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. **Submitting this form will ELIMINATE any pension vesting you have earned...if you rejoin State service, you will have 0 years of vesting service.**
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Check List of Items for Those Hit By Layoffs:

- [A&R Exercise of Rights](#)
- [CT-HR-1](#)
- [CT-HR-12](#) (new version of PLD-1)
- [CO 1301](#) (Recover 3% Health Care Trust Fund contributions, if applicable)
- CO 628b / 628d (Recover 2% Pension Contributions, if not yet vested. DO NOT COMPLETE this form yet)