



TO: AGENCY HEADS & AGENCY HUMAN RESOURCES ADMINISTRATORS
DT: September 25, 2013
RE: General Letter 37 - Recruitment Policy for Summer Workers & Seasonal Workers

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Donald J. DeFronzo
Commissioner

Background

Summer Workers and Seasonal Workers are employed during the summer months to provide services to clients or the public. Seasonal Workers may also be employed during the winter college intersession for a period not to exceed six weeks. Each agency conducts its own recruitment for Summer Worker and Seasonal Worker openings.

Purpose

The purpose of this policy is to establish a uniform procedure for the recruitment of Summer Workers and Seasonal Workers which is:

- Supportive of agency employment goals
- Transparent
- Broadly inclusive in terms of recruitment, and
- Effective in ensuring a summer and seasonal workforce which is more representative of statewide or regional demographics

Procedure

1. Each agency submits via CoreCT transaction by **February 1st** to the Department of Administrative Services (DAS) and the Office of Policy and Management (OPM) requests for Summer Worker and Seasonal Worker positions. Requests for Seasonal Worker positions during winter months must be submitted by **October 1st**.
2. DAS and OPM review; OPM denies or grants final approval by **March 15th**. OPM shall deny or grant final approval of winter positions by **November 15th**.
3. Upon receiving final approval for the hiring of summer and seasonal staff, agencies will develop a Summer and Seasonal Hiring Plan indicating:
 - The number and type of employees needed to meet agency needs;
 - Likely work locations;
 - Special skills, experience, certifications, education and licenses, etc. required by prospective hires;
 - Rates of pay commensurate with such skills and credentials;
 - Duration of work assignments;
 - Likely number of hires from among previously employed summer/seasonal workers; and
 - Hiring goals based on statewide or regional (labor market) demographics or other generally accepted statistical measures used for these purposes.

(As agencies may consider successful summer and seasonal workers to be potential applicants for permanent jobs, agencies are advised to select summer and seasonal workers

with an eye toward meeting gender or race disparities in their current workforce, i.e., permanent vacancies in a job class for which a summer or seasonal employee may qualify.)

These plans will be posted by the hiring agency on an easily searchable agency website and submitted to the DAS Commissioner.

4. Agency Summer and Seasonal Hiring Plans will serve as the basis for recruitment and selection. For recruitment purposes, it is mandatory that positions established in the plan shall be posted online for a minimum of two calendar weeks with:
 - A) *The Connecticut Department of Labor website [CT Jobs](#)* – The self-service job bank located at [www.ct.jobs](#) will also populate postings at the Federal VETCENTRAL and the DOL will then receive referrals from the various CT Workforce Investment Boards;
 - B) *The DAS [Employment Connection Page](#),*
 - C) *The Agency website job postings page*

Other appropriate college, high school, nonprofit, community, sub contractor sites and sites available through the public library system, and

Within available resources, social media and paid advertisements in print and broadcast media with emphasis on ethnic print and broadcast media are recommended.

In addition, agencies may be asked to participate in outreach efforts such as Summer and Seasonal employment fairs or targeted recruitment efforts in urban areas of the state arranged by DAS or DOL.

5. Following OPM funding approval and submission of the Summer and Season Hiring Plan to DAS, each agency employing summer or seasonal workers will establish an account with [CT Jobs](#) for the purpose of recruiting qualified candidates. The employing agency and DOL staff will coordinate “Business Recruitment Efforts” at various DOL offices to facilitate interest in, and applications for available summer and seasonal jobs. DOL may also recommend veterans and long term unemployed and others previously enrolled in their system for consideration, provided such individuals are deemed qualified applicants.

In addition to filing applications at DOL regional offices, applications may also be filed on the DAS online system which will be developed specifically for this recruitment or directly with the employing agency.

6. Agencies will conduct a review of applications consistent with employment goals established in the agency’s Summer and Seasonal Hiring plan. Agencies will conduct candidate assessments as deemed appropriate by the agency and select candidates for employment.

While special skills, experience, certifications, licensing or educational requirements may create pre requisites for the selection of candidates; otherwise, agencies are encouraged to hire qualified candidates using transparent methods that will reduce or eliminate favoritism, including random selection, when such practice does not compromise the hiring goals of the agency.

No permanent full- or part-time employee of the employing agency may participate in a candidate review or selection involving a family member as defined in [C.G.S. §1-84 Prohibited activities](#) and [C.G.S. §1-85 Interest in conflict with discharge of duties](#) .

At the close of the recruitment period as specified by the hiring agency, DOL, DAS and the employing agency will, based on available information, collectively assemble a summary statistical report indicating the number of applicants for each job title, specifying the gender, race and ethnicity of the applicants and their town of residence in aggregate fashion. Hiring agencies will post these reports on an easily searchable agency website and submit such reports to the Commissioner of DAS.

7. Employing state agencies may assign summer and seasonal workers as needed provided no full time or part time employee may be allowed to be in a position of direct authority over a family member.

By July 1 each year, each state agency employing Summer Workers and Seasonal Workers will prepare a report describing their recruitment and selection process and the extent to which the agency has achieved its hiring goals, as established in the Summer and Seasonal Hiring Plan. The report may also identify any impediments to achieving hiring goals and planned activity to overcome such impediments in the future. This report will be filed with the DAS Commissioner and will be posted on the employing agency's web site.

8. Staff in all state agencies shall be annually advised of the provisions of [CGS Section 1-84](#) Prohibited Activities and CSG Section 1-85 Interest in conflict with discharge of duties. No candidate for summer or seasonal employment shall be hired solely because of his or her family affiliation.
9. Periodically this policy will be reviewed and modified.

Questions concerning this policy may be directed via email to Pamela Libby, Ph.D., Director – Statewide Human Resources Management Division, at Pamela.Libby@ct.gov or to Shari Grzyb, Statewide Human Resources Program Manager, at Shari.Grzyb@ct.gov.

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