

TO: AGENCY PERSONNEL ADMINISTRATORS

DT: December 8, 1998

RE: Administrative & Residual (P-5) Seniority List Update.

The Office of Policy and Management - Office of Labor Relations has asked that seniority lists for purpose of layoff selection be updated for the P-5 (Administrative & Residual) non-agency specific classifications projected through close of business November 30, 1998.

The enclosed list represents P-5 seniority data currently in APS for these classifications. APS has added 9 months to the previous seniority of 02-28-98 for full-time employees which brings seniority calculations through November 30, 1998. However, employees whose classification has changed or who had any periods of Workers' Compensation or leave without pay reported to APS since 02-28-98, or whose seniority on 02-28-98 was zero, will need to be calculated individually. Also, all part-time employees will need individual calculations.

We ask that agencies review these lists carefully. Seniority corrections or updates for 11-30-98 must be entered into APS using the PERSNR Screen no later than 12-30-98. Agencies having difficulty meeting this timeframe must contact Marsha Liburdi at 860.713.5062 as soon as possible.

Please note the following instructions for the PERSNR Screen.

Enter "U" for Update as the Action Code.

Enter 16,CL, and your 4 digit agency code in the "key field".

Press ENTER.

Enter 11/30/98 in the "SENIORITY AS OF DATE" field at the top of the screen.

Enter Code C as an option (so that the "as of date" will be system generated) for each employee record you are changing to reflect the correct 11/30/98 seniority in years, months, days.

PRESS THE ENTER KEY AT THE END OF EACH SCREEN, otherwise the seniority changes which you just entered will not transmit and will need to be reentered. APS will generate a message to confirm successful update.

Reference Personnel Administrative Memorandum No. 95-42/OLR-10 dated 3-21-95 for contractual requirements regarding the calculation of seniority for layoff.

Questions on seniority calculations may be directed to the Office of Policy & Management-Office of Labor Relations, 860.418.6321. APS questions may be directed to Toni Smith at the DAS Human Resources Business Center 860.713.5168 This information is for personnel offices. Individual employees are to contact their own personnel office directly.

Tina Lawson, Director
Human Resources Business Center

Encl.

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