



LAYOFF BULLETIN

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

What you should do if you receive a 'layoff notice':

1. Contact Northeast Regional Vice President Tracey Doulens by email at layoffs@local749.org. You can also check your local union website at www.local749.org. You have the right to be accompanied by a local union steward or union leader for any meeting with the agency's personnel office.
2. Remember, your union is here for you and if you have any questions please feel free to contact your local union steward or officer for the answer.

Judicial Branch/Public Defender employees Time Frames:

- 2 weeks initial 'layoff notice' time
- No bumping rights
- Recall is good for 36 months
- You retain your seniority for 24 months

Division of Criminal Justice employees Time Frames:

- 4 weeks initial 'layoff notice' time
- There are bumping rights
- Recall is good for 24 months
- You retain your seniority for 24 months

Additionally:

- 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
- 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 needs to be filled out for **DCJ employees**. **Judicial Branch employees** contact HRM at (860)706-5280 and **Public Defender employees** contact the Director of Human Resources at (860)509-6732 for forms.
- Employees who have grandfathered their retirement can also get that money back.

Layoffs, bumping, recall and other rights are complex issues. Please do NOT hesitate to ask for help from Local 749 officers and stewards.