

**DDS/1199 REASSIGNMENT OPPORTUNITY JOB FAIR "OPT-IN" FORM  
SEPTEMBER 24, 2013**

Employee Name (please print legibly): \_\_\_\_\_

Job Title: \_\_\_\_\_

Current Work Location: \_\_\_\_\_

Check one:  Full time  Part time – indicate number of regular hours per pay period: \_\_\_\_\_

I hereby elect to participate in the "Opt-In Job Fair" taking place on September 24, 2013. By doing so, I understand that I will select a new permanent work assignment and be transferred to such new assignment on or before November 1, 2013.

In electing to participate in the "Opt-In Job Fair" taking place on September 24, 2013, I understand and agree as follows:

1. To be eligible to participate in the Job Fair, you must have permanent status in a DSW 1, DSW 2, LDSW, DSSLW, LPN, LDSW, or SDSW position. Also, you cannot have had a voluntary / employee initiated transfer within one (1) year (i.e. since September 24, 2012).
2. DDS reserves the right to limit "opt-ins" to no more than 30% of the staff from a specific work site / residential program at each Job Fair. If more than 30% of the staff from a specific work site / residential program request to "opt in", only the most senior 30% of those requesting to do so will be granted participation in the Job Fair.
3. **The current permanent assignment of any employee who opts in to the Job Fair may be added to the list of opportunities made available at the Job Fair. DDS shall have discretion as to whether or not to include such assignments in the list of opportunities to be made available at the Job Fair. Once you opt-in, other employees will have an opportunity to select your current assignment – you may not have the option of staying in your current assignment.**
4. After employees "opt-in" a revised set of assignment opportunities will be published which may include some or all of the current assignments of employees who have "opted-in" added as assignment opportunities available for other employees to select. The revised opportunities list will be published by Tuesday, September 10<sup>th</sup>.
5. **Employees who have opted in may withdraw from the Job Fair up until Friday, September 13, 2013 (ten days before the job fair) by sending notice via fax (860-622-2858) or e-mail [gerald.daley@ct.gov](mailto:gerald.daley@ct.gov) . After that date, the decision to opt in to the Job Fair shall be irrevocable.**
6. **The final list of assignment opportunities will be published on Tuesday, September 17, 2013 (one week before the job fair).**
7. Employees who "opt-in" to participate in the Job Fair, shall make their election of their desired permanent employment opportunity in seniority order. Part time employees may only accept part time assignments and full time employees may only accept full time assignments. Employees may only transfer within the same job classification.
8. Said election shall be irrevocable except by mutual agreement.
9. Employees who voluntarily opt in to participate in the Job Fair may not opt in to participate in more than one Job Fair within a one year period.
10. This form must be completed, signed and returned to the applicable DDS Regional Human Resources Office by no later than Friday, August 30, 2013 in order for me to participate in the Job Fair.

Employee Signature: \_\_\_\_\_  
Signature Date

Please provide a personal e-mail address if you have one, so that we can send you a confirmation and updated opportunities list electronically:

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