



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

Office of Labor Relations

April 8, 2016

GENERAL NOTICE NO. 2016-04

TO: Labor Relations Designees

SUBJECT: A&R Key Persons Lists

In accordance with Article 13-Section Two (b) -- Order of Layoff or Reemployment, see page two of General Notice 95-12, we are reminding all Agencies to once again notify this Office of their Administrative and Residual Key Person(s) **no later than Monday, April 25, 2016** so that we may compile a complete list for submission to the Union prior to April 30, 2015.

YOU ARE REMINDED THAT YOUR KEY PERSONS LIST MUST CONTAIN THE EMPLOYEE'S FIRST AND LAST NAME, OFFICIAL JOB TITLE AND THE TIME IN CLASS OR SERIES.

This list **MUST** be sent to us even if it is identical to the list submitted by your Agency in April of 2015. Lists may be faxed to our office at 418-6491 or e-mailed to Tammy.Kowalski@ct.gov.

Labor Relations Designees with questions concerning this request should contact the Office of Labor Relations at (860) 418-6447. All others should contact their Central Personnel Office.

Lisa Grasso Egan

Undersecretary for Labor Relations