

HMEA's Lay-off Questions and Answers

Q: If I get laid off what can I do?

A: Notify the Union President, and start the unemployment process. You also have the right to review/ copy your personnel file. Per HMEA's contract you have three weeks from layoff notification to retire.

Q: Will I be able to collect my Pension if laid off?

A: The City has said that in the event you get laid off and are eligible to retire you can if you take a normal retirement. You must meet the years of service and/or age and vested requirements, per the CBA.

Q: Will I be able to use my sick time to purchase additional years of service if laid off?

A: Only if it is a normal retirement, meaning that you are eligible based on HMEA's union contract. If you are laid off and you are not age eligible to take regular retirement (55 years old or older) or you do not have the required years of service for retirement you will lose your entire sick bank.

Q: If I get laid off will I get all of my vacation time paid to me?

A: Yes, based upon accruals that can be credited and applied less deductions (tax, medical, etc.) and any other financial obligations owed to the City (i.e. reimbursement for insurance, etc.). You will receive a separate check in the following normal pay period. Please note this will be a live check, not direct deposit.

Q: How much notice will they give me before or after lay-off?

A: HMEA's contract is three weeks with notification in writing, but the employer may not require that you stay the entire three weeks.

Q: Do I have bumping rights; if so, are they City-wide or departmental only?

A: You may have bumping rights IF your title has not been eliminated. The Mayor determines if the bumping rights are City-wide or within your department. Historically, bumping rights have been confined to the respective department.

Q: Will I have the option to carry-out my time to reach my anniversary date?

A: Yes, since we have run-out it's possible, but you will need to contact HR to change status to regular retirement instead of lay-off.

Q: If I meet the retirement eligibility requirements, but I fall short of my anniversary date, will that final year be pro-rated or will it not be counted at all into my pension calculations?

A: Final year **will be pro-rated**.

Q: If laid-off, will I have the opportunity to be covered under the City's medical insurance with a COBRA? If so, whom would I contact?

A: Yes. Contact the City of Hartford Benefits Administration. You will be covered through the end of the month that your last day paid fall in.

- Q: Would I be eligible for Unemployment Benefits if I am laid-off?
A: Absolutely. The City will provide you with a State of Connecticut Unemployment Notice- Section F that you should immediately file at the CT Department of Labor. See a video outlining the process on WWW.CTBOARD.ORG
- Q: Would I be eligible for Unemployment Benefits if I also receive a Pension?
A: You can always apply for it and clearly show that your retirement was due to a City-wide job elimination action, and NOT that it was not voluntary. Contact the State of CT Department of Labor Unemployment.
- Q: Do I have re-call rights?
A: Yes, if you are laid-off. Pursuant to the City of Hartford Personnel Rules & Regulations, Rule XII, Section 3, you may be eligible for re-call for hire within one (1) year of your separation date. (If you take your pension, these rights do not apply.)
- Q: If I take my pension, do I have re-call rights?
A: No.
- Q: If I am laid -off and withdraw my pension contributions, do I have re-call rights?
A: Yes, within one (1) year of your separation date.
- Q: If I am laid-off and discover that my eliminated City position is now filled, do I have any recourse?
A: Yes. Notify the Union immediately with supporting evidentiary documentation.
- Q: If I am laid-off, do I get paid for my accruals?
A: You will get paid for vacation, but not for sick time or unused HMEA personal days (which come out of sick time).
- Q: What happens to any open, active Workers' Compensation claims that I may have?
A: Contact your assigned Claims Representative at the Travelers.
- Q: What may I take with me upon separation?
A: You may take all personal items. Any and all equipment issued to you/supplied to you by the City, goes back to the City. Most departments have equipment return checklists that require your signature, for accounting purposes. Make a copy for your records.
- Q: What is a normal retirement?
A: A normal retirement is someone that has reached the years of service required (20yrs if hired pre-2003, 25yrs post- 2003) or if someone is already 55 years of age.
- Q: If I am laid off, how much time will I have to pack up my personal belongings?
A: The day that you are laid off you should be given a reasonable time to pack up. However, we strongly suggest that you began to tidy up your area.

- Q: If I am laid off what do I do with my City keys, equipment, cell phone, etc.?
A: All City equipment should be returned to your department head. You should ask for a receipt of all equipment handed in to protect yourself.
- Q: If I am laid off how can I go about cancelling deductions?
A: Contact a member in your payroll unit for the appropriate forms that will be needed.
- Q: If I am laid off can I rollover my lump sum vacation/sick accruals pay out into deferred comp?
A: Yes, you can rollover your lump sum payout up to the maximum annual contribution whether you are eligible for retirement or not. Contact Megan Gibb for individual questions.
- Q: If I am laid off what happens to my deferred comp contributions?
A: Please contact the Mass Mutual Rep noted below for all questions related to deferred comp.
- Q: If I am out on FMLA or on an approved sabbatical, am I exempt from this unilateral action?
A: No, you are not exempt.

Contact Phone Numbers that you may find helpful:

J. Sean Antoine (HMEA President) - 860-757-9114 w/ 860-478-8037 c
Marlene Fleeting (HMEA Vice President) - 860-757-9670 w/ 860-752-2866 c
Treasury Unit- 860-757-9100
Pension Unit - 860-757-9125
Human Resources - 860-757-9800
Benefits Department - 860-757-9860
Payroll Department - 860-757-9680
Deferred Compensation Representative- Megan Gibb 860- 372-9240 / mgibb@massmutual.com

State of CT Unemployment Website: <http://www.ctdol.state.ct.us/UI-OnLine/index.htm>