



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

Office of Labor Relations

June 20, 2000

General Notice No. 2000-10

TO: Labor Relations Designees

SUBJECT: Big Brothers and Big Sisters Program (PA 00-112) - Revised

Two changes have occurred in the program involving the participation of state employees in the Big Brothers and Big Sisters Program. First, the measuring year is now based on the employee's year of participation. Second, additional bargaining units have signed agreements with the State that permit bargaining unit members to receive the benefits from participating in the Program.

The following details of the program are provided for your information in responding to employee questions:

- Eligibility:** Full time state employees in permanent positions with one year of state service who are not represented by a collective bargaining agent.
- Union Members:** Presently, members of the following bargaining units may participate. The Office of Labor Relations will negotiate additional agreements as outlined in PA 00-112 with other interested unions.

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| State Police (NP-1) | Clerical (NP-3) |
| Corrections (NP-4) | Protective Services (NP-5) |
| 1199 Paraprofessional Healthcare (NP-6) | 1199 Professional Healthcare (P-1) |
| Social and Human Services (P-2) | Education Administrators (P-3A) |
| Engineering, Scientific and Technical (P-4) | Administrative and Residual (P-5) |
| AFSCME members of the Criminal Justice division and Judicial | UCPEA employees at UConn |
| CSEA members of the Criminal Justice division (Inspectors) | |

- Program Benefit:** Effective January 1, 1999, any eligible employee who performs a year as a Big Brother or Big Sister will be eligible to receive an additional week of vacation. The measurement year is the employee's year of participation. For example, if an eligible employee becomes a Big Brother or Big Sister on April 1, 2000 and continues in that capacity until March 31, 2001, he/she will receive an additional week of vacation as of April 1, 2001.

4. **Vacation Amounts:** The number of hours of additional vacation will be based on the employees normal work schedule. For example, if the employee is a forty (40) hour employee, he/she will be credited with 40 hours of vacation upon completion of the one year period. The existing rules governing vacation remain unchanged. Therefore, this program does not change the maximum number of hours of accrued vacation or any of the other vacation rules. There is no additional vacation time for volunteering less than a one year period.
5. **Certification of Participation:** Each month, Big Brothers/Big Sisters will certify the employees that have completed a year in the program and satisfied the requirements governing participation as determined by Big Brothers/Big Sisters. OPM will review the certification and notify each Agency of its approval of the grant of additional vacation time.
6. **Selection and Administration:** Big Brothers/Big Sisters is totally responsible for all aspects of the program, including selection and training of volunteers, setting minimum participation standards, etc. This program is not subject to the grievance and arbitration provisions of any collective bargaining agreement or statute.
7. **Activities:** No activities by State employees with Big Brothers/Big Sisters shall be on state time and all such activities are considered outside the scope of state employment.

Employees with questions regarding the program itself may contact Vera Reece at Big Brothers/Big Sisters, 1800-237-KIDS (5437) extension 35.

Employees with questions about this benefit should contact their Agency Personnel Office. Questions from Agency Personnel Officers may be addressed to Robert Curtis, who can be reached at 418-6241 or me at 418-6446.

Linda J. Yelmini

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Director of Labor Relations