

## Sample Seniority Information Letter

TO:

FROM: Personnel Office

SUBJECT: Seniority Information

The department is reducing staff in an area that affects your class of \_\_\_\_\_. The following data is provided for your information.

1. Your seniority score is \_\_\_\_, which is based on:
  - a. \_\_\_\_ points for State service from \_\_\_\_\_ to \_\_\_\_\_.
    - (1) Includes prior exempt service.     YES     NO
    - (2) Includes service prior to 1975.     YES     NO
  - b. + \_\_\_\_ points for military service prior to your State service.
  - c. - \_\_\_\_ points for a current performance report with a rating of "Unsatisfactory" or "Improvement Needed."
  
2. Your seniority score was computed through \_\_\_\_\_. As of that date, there were \_\_\_\_\_ employees in your class, and your score ranks you # \_\_\_\_\_. (The employee with the most seniority is identified as #1.)
  - a. Your ranking can change if any of the following takes place. An employee senior to you leaves the department, an error is detected in someone's score, the effective date of the staff reduction is extended and someone has a nonqualifying pay period, or someone senior to you demotes or transfers into your class.
  - b. If you are on a Training and Development (T&D) Assignment or Limited-Term (LT) Appointment, your ranking is in your official ("from") class, not the T&D or LT ("to") class.
  
3. The current staffing reduction plan calls for eliminating \_\_\_\_\_ positions in your official class. It is impossible to determine at this time whether you will be impacted by the reduction, since that depends to a great extent on further budget reductions (if there are any), the decisions of other employees, or other factors that are unforeseeable at this time.
  
4. If you have any questions, complete the appropriate sections of the attachment and return it to \_\_\_\_\_ in Personnel, no later than \_\_\_\_\_. If you do not respond by that date, we will presume that you agree with our computation of your seniority score.
  
5. You may appeal this notice as provided by Department of Personnel Administration Rule 599.904, unless otherwise provided for in your collective bargaining agreement.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Attachment