

NATALIE BRASWELL

STATE COMPTROLLER



MARTHA CARLSON

DEPUTY COMPTROLLER



STATE OF CONNECTICUT
OFFICE *of the* STATE COMPTROLLER
165 Capitol Ave.
Hartford, CT 06106

INTERDEPARTMENTAL MEMORANDUM

June 15, 2022

Attention: **The Honorable Angel Quiros, Commissioner**
 Department of Correction
 24 Wolcott Hill Road
 Wethersfield, Connecticut 06109

Subject: **Correctional Officers (NP-4) Collective Bargaining Unit Contract July 1, 2021,**
 through June 30, 2025

I. AUTHORITY

The agreement between the State of Connecticut and the American Federation of State, County and Municipal Employees, Locals 387, 391 and 1565 of Council 4 (representing the Correctional Officers NP-4 bargaining unit), for the period of July 1, 2021, through June 30, 2025.

II. COMPENSATION

A. General Wage Increases

Effective and retroactive to July 1, 2021, the annual base salary shall be increased by two and one-half percent (2.5%) for all active employees. 2.5% shall be extended and retroactive to employees who retired or terminated/separated in good standing with 10 years or more of state service on or after 07/01/2021.

Effective 07/01/2022 the annual base salary shall be increased by 2.5% for all active employees.

Effective 07/01/2023 the annual base salary shall be increased by 2.5% for all active employees.

**Wage reopener for 2024 – 2025 (for effective date July 1, 2024).

B. Annual Increments

Retroactive to July 1, 2021, employees at the top step of the pay scale shall be eligible for \$900 lump sum payment. The payment shall be made as of the date the increment would have applied. Employees who left in good standing with ten (10) years or more of state service and retired after July 1, 2021.

Employees will continue to receive annual increments and lump sum payments in contract years 2022-2023 and 2023-2024.

Employees at the top step of the pay scale shall receive a \$900 lump sum payment, which will be effective on the date on the annual increment would have applied, except as specifically varied by the contract.

C. Special Lump Sum Payments

Effective 07/01/2021, full time employees shall receive a two thousand five hundred dollar (\$2,500) special lump sum payment. The special payment shall be pro-rated for part-time unit employees. The special lump sum payment shall be paid for those who were an active employee, who are in the bargaining unit as of March 31, 2022.

Effective 07/01/2022, full time employees shall receive a one thousand dollars (\$1,000) special lump sum payment. The special payment shall be pro-rated for part-time unit employees.

Effective Date	Period Covered	Check Date	Amount
07/01/2021	05/20/2022 – 06/02/2022	06/17/2022	\$2,500.00
07/01/2022	07/01/2022 – 07/14/2022	07/29/2022	\$1,000.00

*Employees who retired or terminated/separated in good standing with 10 years of services who are eligible for the \$2,5000 lump sum will receive in check date 07/15/2022.

D. Longevity

Employees will continue to be eligible for longevity payments for the life of the contract in accordance with existing practice and in accordance with the SEBAC 2011 and 2017 Agreements. The longevity schedule will remain unchanged in dollar amounts for the life of this Agreement.

III. PAYROLL PROCEDURES

Night Shift Differential

All employees who are in this bargaining unit and who are eligible to receive shift differential in accordance with current practice and whose assigned work shift begins any time after 2:00 p.m. and before 6:00 p.m. shall receive a night shift differential of one dollar (\$1.00) per hour. Shift differential will only be paid when an employee is actually working.

Weekend Differential

A weekend is defined as beginning with the start of the third shift on Friday and terminating with the end of the second shift on Sunday inclusive. The weekend differential will be paid for working a minimum of six (6) hours on a shift. The weekend differential is seventy-five cents (\$0.75) per hour.

Facility Meal Reimbursement

Effective April 22, 2022, all bargaining unit employees shall receive meal reimbursement for all shifts worked.

The meal reimbursement rate will be \$9.00 for each shift worked, including mandated shifts.

Working Conditions Stipend

All members will receive a stipend for working conditions of nine hundred fifty dollars (\$950.00), payable in the first paycheck dated in December of each contract year.

Effective	Pay Period	Check Date
12/01/2022	11/04/2022 – 11/17/2022	12/02/2022
12/01/2023	11/17/2023 – 11/30/2023	12/15/2023
12/01/2024	11-15-2024 – 11/28/2024	12/13/2024

License Fees

The Employer shall reimburse employees in all classifications for the cost(s) of licenses and/or certificates required by the Employer as a condition of employment except the cost of a Class II driver’s license (non-CDL) shall not be reimbursed. Requests for reimbursement shall be processed upon presentation of a validated license and proof of costs and payment.

Maintenance On-Call Standby Pay

Management may establish a procedure to designate qualified employees in Correctional Maintenance positions by job classification and function as on-call/standby status. Management will solicit volunteers and provide any necessary training for the performance of on-call duties, which will be rotated among the volunteers. The designated employee will be obligated to be available and to respond in the event of a call. Employees designated to this on-call/standby status will be compensated at the rate of one dollar (\$1.00) per hour for each hour assigned. The compensation for the duration of any on-call/standby assignment will not exceed one hundred dollars (\$100.00) per work week. Employees designated for on-call/standby assignment will be issued cell phones or similar equipment.

An employee who is required to take or respond to a call while on such status will receive one-hour’s compensation at the applicable rate. An employee who is required to report for duty will be compensated in accordance with the Overtime Article (Article 15).

IV. RETROACTIVE PAY

A. ACTIVE EMPLOYEES

Payments should be identified separately and coded with the applicable code. Such payments are subject to mandatory deductions: federal withholding tax and state income tax annualized, social security tax, retirement contributions and garnishments (if applicable).

Retroactive COLA Increase:

Effective Date	Period Covered	Check Date to Be Paid
07/01/2021	07/01/2021 – 05/19/2022	7/15/2022

**** SPLIT PAY PERIOD**

The Retroactive COLA is effective as of July 1, 2021. The effective pay period is June 18, 2021, through July 1, 2021. With an effective check date of July 1, 2021, wages earned on July 1, 2021 (one day) should be paid at the new rate, along with all pay cycles up through the pay period end date of 05/19/2022. June 18, 2021, through June 30, 2021, are not impacted by this retroactive agreement.

Retroactive AI increase:

Effective Date	Period Covered	Check Date to Be Paid
-----------------------	-----------------------	------------------------------

01/01/2022

01/01/2022 – 05/19/2022

7/15/2022

****The 01/01/2022 Retro Annual Increase is in the pay period that includes January 01, 2022**
 The Retroactive AI is effective as of January 01, 2022. The effective pay period is 12/31/2021 through 01/13/2022. The full pay period should be paid at the new rate, along with the pay cycles up through the pay period end date of 05/19/2022.

V. PAYROLL PROCEDURES

A. Payment Detail of the Retroactive Increases:

On the Timesheet Page: Amount; Time Reporting Code XRTRA

** Agencies who elect to use the new automated process, the retroactive earnings will load to Additional Pay and not the Timesheet on the Additional Pay Page: Amount; Earnings Code RTR.

B. Split Pay Period for General Wage Increase

The COLA is effective as of July 1, 2021. The effective pay period is June 03, 2021, through June 17, 2021. With an effective check date of July 2, 2021. Wages earned on July 1, 2021 (one day) should be paid at the old rate. The wages earned for the period June 18, 2021, through July 1, 2021, with an effective check date of July 16, 2021, should be paid at the new rate.

C. Implementation of General Wage Increase

New pay plans will be implemented centrally with the new hourly rate and biweekly salary effective with the pay period, and the proper time.

D. One - Time Payment

On the Timesheet Page: Amount; Time Reporting Code XMISP

On the additional page: Amount Earnings Code MPS

E. Special Lump Sum(s) Payment

On the Timesheet Page: Amount; Time Reporting Code XMISP

On the Additional Pay Page: Amount; Earnings Code MPA

Lump sum payments are subject to mandatory deductions, i.e., federal withholding and state income tax annualized, social security tax and retirement contributions and (if applicable) garnishments.

** MPS code will automatically be changed to MPA code for transactions that flow through the auto spreadsheet load.

F. Lump Sum(s) Payment

On the Timesheet Page: Amount; Time Reporting Code XMISP

On the Additional Pay Page: Amount; Earnings Code MPS

Lump sum payments are subject to mandatory deductions; i.e., federal withholding and state income tax annualized social security tax, retirement contributions, and garnishments (if applicable).

G. Longevity

Core-CT will provide notification at the proper time for the payment of longevity.

H. Shift Differential

On the Timesheet Page: Hours, Shift 1; Account 50180 or Hours Shift 2 (Time and a half); Account

50180 or Amount; Shift 3; Account 50180

On the Additional Pay Page: Hours or Amount; Earnings Code SD1 (Shift 1); Account 50180 or Hours or Amount; Earnings Code SD2 (Shift 2); Account 50180 or Amount; Earnings Code SD3 (Shift 3); Account 50180

I. Meal Allowances

On the Timesheet Page: Units; Time Reporting Code XML8A

On the Additional Pay Page: Amount; Earnings Code M11

J. Working Condition Stipend

On the Timesheet Page: Amount; Time Reporting Code XMISA

On the Additional Pay Page: Amount; Earnings Code MIS

K. On-Call Standby Pay

On the Timesheet Page: Amount; Time Reporting Code XOCXA

On the Additional Pay Page: Amount; Earnings Code OC1

VI. GENERAL

Please direct all questions regarding the effective dates of the various adjustments to your agency Payroll Offices. Direct all questions regarding the memorandum to the Comptroller's Active & Pension Payroll Services Division at 860-702-3411 or lisa.simpson@ct.gov. All other questions or requests for assistance regarding payroll procedures at 860-702-3453 or osc.payroll@ct.gov

DocuSigned by:
Natalie Braswell
56BE7727DE0542F...

NATALIE BRASWELL
STATE COMPTROLLER

MEB:VV:LS

[2022-06-NP-4-Contract-Changes.pdf](#)
[Link to OLR General Notice](#)