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OFFICE *of the* STATE COMPTROLLER
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Hartford, CT 06106

INTERDEPARTMENTAL MEMORANDUM

June 15, 2022

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

Subject: **Connecticut State Employees Association-SEIU Local 2001, NP-8 Bargaining Unit**
Contract Effective July 1, 2021, through June 30, 2025

I. AUTHORITY

The agreement between the State of Connecticut and the Connecticut State Employees Association (CSEA) NP-8 bargaining unit for the period of July 1, 2021, through June 30, 2025.

II. TUITION REIMBURSEMENT

Effective July 1, 2022, twenty-five thousand dollars (\$25,000) shall be appropriated for each year of the contract. Funds that are unexpended in one fiscal year will carry over into the next fiscal year, for the life of the contract.

III. COMPENSATION

A. General Wage Increases

Effective and retroactive to July 1, 2022, the base annual salary shall be increased by 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 July 1, 2022, the base annual salary for all employees shall increase by 2.5%.

Effective July 1, 2023, the base annual salary for all employees shall be increased by 2.5%.

**Wage opener for fourth year of contract.

B. 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. Eligible employees shall be those active employees in the bargaining unit as of March 31, 2022. Effective July 1, 2022, active, full-time employees shall receive a special lump sum payment in the amount of \$1,000 (one thousand dollars).

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

C. Longevity

Employees will continue to be eligible for longevity payments for the life of the contract in accordance with existing practice.

D. On-Call

Effective July 1, 2022, employees who are required by the appointing authority to be “on standby” or “on-call” in order to ensure “after hours” coverage must receive written notification of this status. Pay for such status will be two dollars (\$2.00) an hour for all days on-call except for holidays. Holiday on-call payment will be at \$5.00 per hour.

Notwithstanding the above, Parole and Community Services Managers and Deputy Wardens shall not be eligible for On-Call Pay.

E. Commander Pay

The acting shift commander shall be compensated as if promoted to the classification of the shift commander. Bargaining unit members in the Lieutenant or Training Officer classifications who are required to serve as Shift Commanders shall be paid a stipend at the rate of twenty-six dollars and forty cents (\$26.40) per shift worked as a shift commander in addition to their daily pay rate. Effective at the start of the pay period following July 1, 2022, the rate shall be increased to thirty-five dollars (\$35.00) per shift.

F. Compensatory Time and Overtime

Parole and Community Services Supervisors may accrue compensatory hours for overtime hours up to a maximum of four hundred eighty (480) hours. Employees shall be paid time and one-half (1 1/2) for any overtime hours worked.

Compensatory Time shall be earned at a rate of one and one-half (1 1/2) hours for each hour of employment for which overtime compensation is required.

Overtime Compensation may be paid in cash as the State’s option, in lieu of providing compensatory time off. In such instances, cash overtime compensation shall be paid at a rate of one and one-half (1 1/2) the rate the employee is actually paid per hour.

Any such employee who has a Compensatory Time accrual balance of four hundred eight (480) hours shall receive any additional overtime earned as Overtime Compensation which shall be paid in cash, at a rate of one and one-half (1 1/2) the rate the employee is actually paid per hour.

When employee/employer relationship is terminated by any means and said employee has credited/accrued Compensatory Time, said employee shall be paid his or her applicable hourly rate for each credited/accrued Compensatory Time hour or partial hour. In the event of an employee’s death, payment shall be made to the employee’s estate or chosen pension beneficiary.

G. Stipend

Effective July 1, 2022, the annual supervisory stipend shall be increased to seven hundred fifty dollars (\$750) per year. Effective July 1, 2023, the annual supervisory stipend shall be increased to eight hundred fifty dollars (\$850) per year.

IV. 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 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.

C. Implementation of the General Wage Increase

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

D. 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, retirement contributions and garnishments (if applicable).

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

E. 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.)

F. One - Time Payment

On the Timesheet Page: Amount; Time Reporting Code XMISP, use Comments if needed

On the Additional Pay Page: Amount; Earnings Code MPS use Reason if needed

G. Shift Differential

On the Timesheet Page: Units; Time Reporting Code XSHKF

On the Additional Pay Page: Units; Earnings Code F71

H. Weekend Differential

On the Timesheet Page: Amount; Time Reporting XWDG

On the Additional Pay Page: Amount; Earnings Code WD7

I. On-Call/Standby

On the Timesheet Page: Amount; Time Reporting Code XOCXA

On the Additional Pay Page: Amount; Earnings Code OCA or Units; Earnings Code OC1

J. Call Back Pay

On the Timesheet Page: Hours; Time Reporting Code XCBPH

On the Additional Pay Page: Hours; Earnings Code CBP

K. Shift Commander Pay

On the Timesheet Page: Amount; Time Reporting Code XINCA

On the Additional Pay Page: Amount; Earnings Code INC

L. Meal Allowances

On the Timesheet Page: Time Reporting Code XML8A

On the Additional Pay Page: Amount; Earnings Code M11

V. 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 and 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.

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Natalie Braswell
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**NATALIE BRASWELL
STATE COMPTROLLER**

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[2022-09-NP-8-Contract-Changes.pdf](#)
[Link to OLR General Notice](#)