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

INTERDEPARTMENTAL MEMORANDUM

June 15, 2022

Attention: Chief Administrative and Fiscal Officers

Subject: Education Administrators (P-3A) Contract July 1, 2021, through June 30, 2025.

I. AUTHORITY

The collective bargaining agreement between the State of Connecticut and the Connecticut State Employees Association for the P-3A bargaining unit for the period of July 1, 2021, through June 30, 2025.

II. PERFORMANCE EVALUATION

The State will provide \$500,000 for fiscal years 2022, 2023, 2024, and 2025 for the purpose of implementing the Merit Evaluation Program. There will be unlimited carryover of unused funds from one fiscal year to the succeeding fiscal years. In the event there are insufficient monies to fully fund the merit pay supplements, a pro-rata reduction shall be applied to the merit pay supplements.

A lump sum merit pay supplement will be paid based on performance evaluation. Lump sum payments to eligible employees will be made in the last paycheck preceding June 30th of each contract year.

III. PROFESSIONAL DEVELOPMENT

A. Professional Development

Effective 07/01/2021 twenty-one thousand dollars (\$21,000) shall be appropriated to the professional development fund each year of the contract. There will be unlimited carryover of unused funds from one contract year to the succeeding contract year(s).

Each employee shall be entitled to a maximum of four thousand five hundred dollars (\$4,500) reimbursement per contract year toward the cost of fees, travel, food, and lodging related to attendance at conferences, seminars, and programs. Reimbursement shall be consistent with standard state travel regulations.

B. Tuition Reimbursement

The state will allocate for tuition reimbursement forty thousand dollars (\$40,000) effective each year for the life of the contract. There will be unlimited carryover of unused funds from one contract year to the succeeding contract year(s).

Tuition reimbursement will be equal to seventy-five percent (75%) of the per credit rate for undergraduate and graduate courses at the University of Connecticut, Storrs. Reimbursement cannot exceed the actual cost of each course. Each employee shall be eligible for tuition reimbursement for a maximum of twelve (12) credits or the equivalent per year. The State shall reimburse a maximum of three (3) graduate credits per semester.

Notwithstanding the above, unexpended tuition funds at the end of the fiscal year shall be divided among eligible employees who have taken graduate courses during the fiscal year up to a maximum of 100% of the per credit graduate rate at the University of Connecticut.

C. BESB

Twenty thousand dollars (\$20,000) will be allocated to the Department of Aging and Disability Services, Bureau of Education and Services for the Blind (ADS/BESB) for the purpose of sending bargaining unit employees in ADS/BESB to the yearly regional convention of the Association of Education and Rehabilitation for the Blind and Visually Impaired.

After the allocation for bargaining unit employees to attend the yearly regional convention of the Association for Education and Rehabilitation for the Blind and Visually Impaired, the parties may by mutual agreement expend any unused money.

D. Travel Reimbursement

Employee who is required to travel on employer business shall be reimbursed at the following rate:

Breakfast \$10

Lunch \$14

Dinner \$25

Plus all taxes, plus 15% of meal maximum gratuity.

IV. COMPENSATION

All employees of the bargaining unit are encouraged to participate in direct deposit of their pay checks.

A. General Wages

Effective and retroactive to 07/01/2021, the annual base salary shall be increased by 2.5% for all active employees in the bargaining unit.

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.

B. Annual Increments

Retroactive to July 1, 2021, the annual increment shall be awarded to eligible, active employees in the bargaining unit.

For contract year 2022-2023 employees will continue to be eligible for annual increments in accordance with exiting practices.

For contract year 2023-2024 employees will continue to be eligible for annual increments in accordance with exiting practices.

**Wage reopener for 2024 – 2025 for GWI and AI.

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 dollar (\$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

D. Stipend

Unit Coordinators will receive an annual stipend of one thousand five hundred dollars (\$1,500).

Effective July 1, 2022, employees who possess a Ph.D., J.D., or Ed.D. shall receive an annual lump sum payment of one thousand dollars (\$1,000). This payment shall be issued on or about October of each contract year.

Effective July 1, 2023, this stipend shall increase to two thousand dollars (\$2,000) for employees who possess a Ph.D., J.D., or Ed.D.

V. SCHEDULED PAYMENT DATES**A. General Wage Increase**

Effective	Increases	Pay Period	Check Date
07/01/2021	2.5%	05/20/2022 - 06/02/2022	06/17/2022
07/01/2022	2.5%	07/01/2022 - 07/14/2022	07/29/2022
07/01/2023	2.5%	06/30/2023 - 07/13/2023	07/28/2023

B. Annual Increments

Effective	Increase	Pay Period	Check Date
01/01/2022	2.5%	05/20/2022 – 06/02/2022	06/17/2022
01/01/2023	2.5%	12/30/2022 – 01/12/2023	01/27/2023
01/01/2024	2.5%	12/29/2023 – 01-11-2024	01/26/2024

C. Performance Evaluation Payments

Effective	Pay Period	Check Date
2022	05/20/2022 - 06/02/2022	06/17/2022
2023	05/19/2023 - 06/01/2023	06/30/2023
2024	05/17/2024 - 05/30/2024	06/27/2024

D. Unit Coordinator Stipend

Effective	Pay Period	Check Date
07/01/2021	05/20/2022 - 06/02/2022	06/17/2022
07/01/2022	07/01/2022 - 07/14/2022	07/29/2022
07/01/2023	06/30/2023 - 07/13/2023	07/28/2023
07/01/2024	06/14/2024 – 06/27/2024	07/26/2024

VI. PAYROLL PROCEDURE:**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.

B. 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.

C. 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.

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

E. Unit Coordinator Stipend

On the Timesheet Page: Amount; Time Reporting Code XSKPA

On the Additional Pay Page: Amount; Earnings Code SKP

F. Merit Evaluation Payout

On the Timesheet Page: Amount; Time Reporting Code XMERA

On the Additional Pay Page: Amount; Earnings Code MER

G. Auto Usage

On the Timesheet Page: Amount; Time Reporting Code XAUTA

On the Additional Pay page: Amount; Earnings Code AUT

VII. 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.

DocuSigned by:
Natalie Braswell
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NATALIE BRASWELL
STATE COMPTROLLER

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[2022-12-P-3A-Contract-Changes.pdf](#)
[Link to OLR General Notice](#)