

**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: Chief Administrative and Fiscal Officers**

**Subject: Education Administrators (P-3B) 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-3B bargaining unit for the period of July 1, 2021, through June 30, 2025.

**II. COMPENSATION**

**All employees are encouraged to participate in direct deposit of their paychecks.**

**A. General Wage Increases**

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. 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.

<b>Effective Date</b>	<b>Period Covered</b>	<b>Check Date</b>	<b>Amount</b>
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. Compensation**

Effective July 1, 2022, classifications that fall within the EC25 pay plan shall have steps 8, 9, and 10 adjusted to provide for a full step increment of 2.5%. Employees entitled to a step adjustment payment will receive it in the pay period that includes July 1, 2022.

Effective July 1, 2022, employees in the classification of Pupil Services Specialist who have obtained a sixty (60) credit Masters in Speech and Language Pathology shall be placed on the Sixth-Year salary schedule. The salaries of employees shall be calculated into the higher salary group using the round up method. There shall be no retroactive payments, and this shall only pertain to master's degree in Speech and Language Pathology.

### **D. Lump Sum Payment**

#### **a. Twelve Month Bonus**

State School Teachers (12 month) and Pupil Services Specialists (12 month) who were employed as of July 1<sup>st</sup> and remained employed through October 1<sup>st</sup> shall receive a lump sum payment of five hundred (\$500) dollars. Correction Department Vocational Instructors (12 month) shall also be eligible for lump sum payment.

Effective July 1, 2022, the lump sum payment shall be increased to seven hundred fifty (\$750) dollars.

Effective July 1, 2023, the lump sum payment shall be increased to one thousand (\$1,000) dollars.

#### **b. Stipend**

Effective October 1, 2022, employees in the classification of Pupil Services specialist who have obtained a School Psychologist (#70) certification consistent with the special services endorsements maintained by the State Department of Education shall receive a four thousand (\$4,000) dollar stipend on or about October 1, of each year.

### **E. Annual Increments**

#### **a. Step Plans**

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

For contract year 2022-2023, employees will continue to be eligible for annual increments in accordance with the existing contract.

For contract year 2023-2024, employees will continue to be eligible for annual increments in accordance with the existing contract.

#### **b. Range Plans**

Effective July 1, 2022, bargaining unit members on range plans shall receive an increment of two percent (2.0%) movement within salary range. Not to exceed the maximum of the salary range.

Effective July 1, 2023, bargaining unit members on range plans shall receive an increment of two percent (2.0%) movement within salary range. Not to exceed the maximum of the salary range.

Effective July 1, 2024, bargaining unit members on range plans shall receive an increment of two percent (2.0%) movement within salary range. Not to exceed the maximum of the salary range.

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

#### **F. Longevity**

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

Any employee under the title of Behavioral Health Clinical Supervisor, State School Principal I, and State School Principal 2 who did not have longevity rolled into their salary shall be eligible for longevity in the amount of \$500 biannually.

#### **G. Voluntary Straight Time Payment**

Effective 07/01/2022, employees who are currently scheduled for 35 hours may volunteer to be assigned work up to 40 hours and receive straight time overpay.

Once an employee who would otherwise receive compensatory time rather than paid time has been offered, and has accepted, a schedule of at least 37.5-hours schedule, the standard parameters for compensatory time per the collective bargaining agreement shall apply for hours worked in excess of 37.5.

### **III. PROFESSIONAL DEVELOPMENT**

#### **A. Tuition Reimbursement**

The state will allocate for tuition reimbursement ninety-five thousand dollars (\$95,000) effective each year for the life of the contract. Unused funds from one contract year will be carried forward into the following contract year. Unused funds will not expire on the expiration of the contract. Tuition will be equal to 75% of the per credit rate for undergraduate and graduate courses. Effective 07/01/2022 each employee shall be eligible for tuition reimbursement for a maximum of eighteen (18) credits or the equivalent per year.

#### **B. Conference and Workshop**

The state will allocate for the Professional Conference and Workshop Fund forty thousand dollars (\$40,000) for attendance by permanent employees at professional seminars, workshops, or conferences attended in person or virtually. Unused funds from one contract year will be carried forward into the following contract year. Unused funds will expire at the expiration of the contract.

Each eligible employee shall be entitled to a maximum of one thousand dollars (\$1,000) reimbursement per contract year toward the cost of fees, travel, food and/or lodging related to attendance at such events.

#### **C. Quality of Work life**

The state will allocate sixty thousand dollars (\$60,000) for the Quality of Work life Fund to establish support programs to improve the work environment, skills, and morale of employees, effective each year for the life of the contract. Unused funds will expire at the expiration of the contract.

#### IV. SCHEDULED PAYMENT DATES

##### A. General Wage Increases

Effective	Increase	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. Lump Sum Payments

Effective	Pay Period	Check Date
07/01/2022	05/20/2022 – 06/02/2022	06/17/2022
01/01/2023	12/16/2022 – 12/29/2022	01/13/2023
07/01/2023	06/16/2023 – 06/29/2023	07/28/2023
01/01/2024	12/01/2023 – 12/28/2023	01/12/2024
07/01/2024	06/14/2024 – 06-27-2024	07/26/2024

The agency must process these lump sum payments manually and follow the effective dates and pay periods of annual increments. These lump sum payments are subject to mandatory deductions: federal withholding tax and state income tax annualized, social security tax, retirement contributions and garnishments (if applicable).

##### D. Annual Skill Premium (EMTs)

Effective	Pay Period	Check Date
10/01/2022	09/09/2022 – 09/22/2022	10/07/2022
10/01/2023	09/08/2023 – 09/21/2023	10/06/2023
10/01/2024	09/06/2024 – 09/19/2024	10/04/2024

#### 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 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 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.

**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: Hours, Shift 1; Amount or Hours Shift 2 (Time and a half);

Amount; Shift 3

On the Additional Pay Page: Hours or Amount; Earnings Code SD1 (Shift 1); or Hours

or Amount; Earnings Code SD2 (Shift 2); or Amount; Earnings Code SD3 (Shift 3)

**H. Skill Premium (EMTs)**

On the Timesheet Page: Amount; Time Reporting Code XSKPA

On the Additional Pay Page: Amount; Earnings Code SKP

**I. Auto Usage**

On the Timesheet Page: Amount, Time Reporting Code XAUTA

On the Additional Pay Page: Amount, Earnings Code AUT

**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 and Pension Payroll Services Division at 860-702-3411 or [lisa.simpson@ct.gov](mailto:lisa.simpson@ct.gov). All other questions or requests for assistance regarding payroll procedures at 860-702-3453 or [osc.payroll@ct.gov](mailto:osc.payroll@ct.gov).

DocuSigned by:  
*Natalie Braswell*  
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**NATALIE BRASWELL**  
**STATE COMPTROLLER**

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[2022-13-P-3B-Contract-Changes.pdf](#)  
[Link to OLR General Notice](#)