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

INTERDEPARTMENTAL MEMORANDUM

June 15, 2022

Attention: The Honorable Vanessa Dorantes, Commissioner

Subject: DCF Program Supervisors Bargaining Unit (P-8)

I. AUTHORITY

The collective bargaining agreement between the State of Connecticut and DCF Program Supervisors (P-8) bargaining unit for the period of July 1, 2021, through June 30, 2024.

II. COMPENSATION

A. General Wage Increases

Effective and retroactive to July 1, 2021, the annual base salary shall be increased by 2.5% for Program Supervisors who are active employees in the bargaining unit as of April 22, 2022, and to Program Supervisors who retired or who left in good standing with ten (10) years or more of state service between July 1, 2021, and April 22, 2022.

Effective July 1, 2022, the annual base salary for all Program Supervisors shall be increased by 2.5%. The increase shall apply to all Program Supervisors who are active employees in the bargaining unit on July 1, 2022.

Effective with the pay period that includes July 1, 2023, the annual base salary for all Program Supervisors shall be increased by 2.5%. The increase shall apply to all Program Supervisors who are active employees in the bargaining unit on July 1, 2023.

B. Annual Increments

Effective and retroactive to the pay period that includes January 1, 2022, and upon legislative approval, bargaining unit members shall receive an increment of two percent (2.0%) movement within salary range in fiscal year 2021-2022, but not to exceed the maximum of the salary range. Those bargaining unit members at the maximum rate of the salary schedule shall receive a lump sum payment of two percent (2.0%) of their salary, minus the percentage value of any increment they received on that date. This retroactive increment shall be paid to Program Supervisors who are active employees in the bargaining unit on the date of April 22, 2022, and to Program Supervisors who retired or left in good standing with ten (10) years or more of state service between January 1, 2022, and April 22, 2022.

Effective with the pay period that includes January 1, 2023, bargaining unit members shall receive an increment of two percent (2.0%) movement within salary range in fiscal year 2022-2023, but not to exceed the maximum of

the salary range. Those bargaining unit members at the maximum rate of the salary schedule shall receive a lump sum payment of two percent (2.0%) of their salary, minus the percentage value of any increment they received on that date.

Effective with the pay period that includes January 1, 2024, bargaining unit members shall receive an increment of two percent (2.0%) movement within salary range in fiscal year 2023-2024, but not to exceed the maximum of the salary range. Those bargaining unit members at the maximum rate of the salary schedule shall receive a lump sum payment of two percent (2.0%) of their salary, minus the percentage value of any increment they received on that date.

C. Special Lump Sum Payments

Effective and retroactive to July 1, 2021, full time Program Supervisors shall receive a two thousand five-hundred-dollar (\$2,500) special lump sum payment. This special lump sum payment shall be pro-rated for part-time Program Supervisors. The special lump sum payment shall be paid to Program Supervisors who are an active employee as of 04/22/2022, and to Program Supervisors who retired or left in good standing with ten (10) years or more of state service between July 1, 2021, and April 22, 2022.

Effective July 1, 2022, full time Program Supervisors who are active and in the bargaining unit shall receive a one thousand dollars (\$1,000) special lump sum payment. This special payment shall be pro-rated for part-time Program Supervisors and shall be paid in the payroll including July 1, 2022.

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 \$2,500 lump sum will receive in check date 07/15/2022.

D. Compensatory Time

Program supervisors shall be eligible for pre-approved compensatory time after fifty (50) hours of work per week.

Program supervisors are expected to use compensatory time within twelve (12) months after it is earned; such accumulation shall expire after twelve (12) months.

Program supervisors shall record all hours worked in a manner determined by the employer. DCF will maintain records concerning the earning and usage of compensatory time within the bargaining unit based on payroll records. The Union may request such records no more than once per quarter on a calendar-year basis.

E. Summer Picnic and Holiday Party

Each Program Supervisor shall be entitled to up to four (4) hours off to attend a DCF or Local 3419-sponsored summer picnic and up to four (4) hours off to attend a DCF or Local 3419-sponsored holiday party.

III. 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	2.0%	05/20/2022 – 06/02/2022	06/17/2022
01/01/2023	2.0%	12/30/2022 – 01/12/2023	01/27/2023
01/01/2024	2.0%	12/29/2023 – 01-11-2024	01/26/2024

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. Implementation of General Wage Increases

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

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, retirement contributions and garnishments (if applicable.)

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 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

NATALIE BRASWELL
STATE COMPTROLLER

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[2022-17-P-8-Contract-Changes.pdf](#)
[Link to OLR General Notice](#)