

**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**

**To:** The Honorable William Tong, Attorney General  
The Office of the Attorney General  
165 Capitol Avenue  
Hartford, CT 06106

**Subject:** The American Federation of Teachers of Connecticut, Assistant Attorneys General & Assistant Attorneys General Department Head Bargaining Units Effective July 1, 2021, through June 30, 2025.

**I. AUTHORITY**

The agreement between the State of Connecticut and the American Federation of Teachers of Connecticut and the Assistant Attorneys General (P-6) & Assistant Attorneys General Department Head (P-7) bargaining units for the period of July 1, 2021, through June 30, 2025.

**II. SICK LEAVE**

Up to (10) ten days of paid leave, deducted from sick leave will be provided to an employee.

Employees shall accrue sick leave at the rate of one and one-quarter (1 1/4) days or the equivalent per completed calendar month of continuous full-time service, including authorized leave with pay, provided that:

1. Such leave starts to accrue only on the first working day of the calendar month and is credited to the eligible employee on the completion of the calendar month.
2. An eligible employee employed on less than a full-time basis shall be granted leave in portion to the amount of time worked as recorded in the attendance and leave records.

An eligible employee shall be granted sick leave in the event of death in the immediate family, provided that not more than five (5) days shall be granted. Immediate family means spouse, father, mother, sister, brother, or child and any relative who is domiciled in the employee's household.

**III. COMPENSATION**

**A. General Wage Increases**

Effective and retroactive to July 1, 2021, 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 between 07/01/2021 and 04/22/2022.

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 increase by 2.5%.

\*\* Wage opener for 2024-2025

**B. Annual Increments**

Effective and retroactive to January 1, 2022, active eligible employees shall receive an increment of 2.0% movement within the salary range in fiscal year 2021-2022, but not to exceed the maximum of the salary range. This retroactive increment shall be extended to employees who either left in good standing with ten (10) years or more of state service or who retired on or after 01/01/2022.

Employees at the maximum rate of salary schedule shall receive a lump sum payment of 2.0% of their salary, minus the percentage value of any increment they received on that date.

For contract years 2022-2023 and 2023-2024, employees will continue to be eligible for annual increments in accordance with existing practice.

\*\* Wage opener for 2024-2025

**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. This special lump sum payment shall be extended to employees who retired or who left in good standing with ten (10) years or more of state service between 07/01/2021 and 04/22/2022.

Effective July 1, 2022, full time employees shall receive a one thousand dollar (\$1,000) special lump sum payment. This special lump sum payment shall be pro-rated for part-time unit employees.

**D. Stipend**

Effective June 30, 2022, and retroactive July 1, 2021, AAG 4 Department Heads shall receive an annual stipend of twelve thousand dollars (\$12,000) for the 2021-2022 fiscal year. This stipend shall be paid for past service year as a lump sum effective on the pay period that includes June 30th of that fiscal year. The stipend shall be pro-rated for AAG 4 Department Heads who serve less than a full year in that capacity and to 4 Department Heads who retired or left in good standing with ten (10) years or more of state service between July 1, 2021, and June 30, 2022.

AAG 4 Department Heads shall receive an annual stipend of twelve thousand dollars (\$12,000) for the 2022-2023, 2023-2024, and 2024-2025 fiscal years. The stipend shall be pro-rated for AAG 4 Department Heads who serve less than the full year in that capacity.

The stipend shall be paid quarterly for past service as a lump sum effective on the following quarterly pay periods: March 31st, June 30th, September 30th, and December 31st.

<b>Effective</b>	<b>Pay Period</b>	<b>Check Date</b>
03/31/2023	02/24/2023 – 03/10/2023	04/07/2023
06/30/2023	05/19/2023 – 06/01/2023	06/30/2023
09/29/2023	08/25/2023 – 09/07/2023	10/06/2023
12/29/2023	11/03/2023 – 11/16/2023	12/29/2023

### **E. Compensatory Time**

Full time AAGs are expected to work a minimum of forty (40) hours per workweek. An AAG who works more than forty (40) hours per workweek may be eligible for compensatory time only in extraordinary circumstances.

Compensatory time will only be awarded in increments of four (4) hours, and only for work performed onsite at the Office of the Attorney General or other approved locations by the Section Chief and Assistant Deputy Attorney General for Administration and Management.

Compensatory time must be used within twelve (12) months after it is earned; such accumulation shall expire after twelve (12) months.

## **IV. SCHEDULED PAYMENT DATES**

### **A. General Wage Increase**

<b>Effective</b>	<b>Increase</b>	<b>Pay Period</b>	<b>Check Date</b>
07/01/2022	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 and Lump Sum Payments for Maximum Step Employees**

<b>Effective</b>	<b>Pay Period</b>	<b>Check Date</b>
07/01/2022	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

### **C. Stipend**

<b>Effective</b>	<b>Pay Period</b>	<b>Check Date</b>
07/01/2022	05/20/2022 – 06/02/2022	06/17/2022
07/01/2023	06/30/2023 – 07/13/2023	07/27/2023
07/01/2024	06/28/2024 – 07-11-2024	07/26/2024

## **V. PAYROLL PROCEDURES**

### **A. Payment Detail of the Retroactive Increases:**

On the Timesheet Page: Amount; Time Reporting Cide 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 XMISA

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. Retroactive Lump Sum Increase**

On the Timesheet Page: Amount, Time Reporting code XTRA if needed, use Comments for detail of payments.

**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 Active & 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*  
56BE7727DE0542F...

**NATALIE BRASWELL**  
**STATE COMPTROLLER**

MEB:VV:LS

[2022-16-P-6-P-7-Contract-Changes.pdf](#)  
[Link to OLR General Notice](#)