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

**MEMORANDUM NO. 2022-15**

**June 15, 2022**

**TO THE HEADS OF ALL STATE AGENCIES**

**Attention:** Chief Administrative and Fiscal Officers

**Subject:** Maintenance and Service (NP-2) Collective Bargaining Unit Contract July 1, 2021, through June 30, 2025

**I. AUTHORITY**

The collective bargaining agreement between the State of Connecticut and the Connecticut Employees Union Independent (CEUI), Local 511, SEIU (NP-2 Bargaining Unit), for the period July 1, 2021, through June 30, 2025.

**II. COMPENSATION**

**A. General Wage Increases**

Effective and retroactive to July 1, 2021, the annual base 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 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.

\*\*Wage reopener for FY25 (for effective date July 1, 2024).

**B. Annual Increments**

Effective and retroactive 07/01/2021, the annual increment shall be awarded to eligible, active employees in the bargaining unit, and to eligible employees who after 07/01/21 either left in good standing with (10) years or more of state service or who retired. Employees eligible for a top step bonus shall receive such payments when increments are paid.

Effective 07/01/2022 bargaining unit employees shall receive annual increments and top step lump sum payments.

Effective 07/01/2023 bargaining unit employees shall receive annual increments and top step lump sum payments.

In accordance with existing practice, the lump sum payment may be denied for a “less than good” service rating.

### **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 any active employee 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

\*Employees who retired or terminated/separated who are eligible for the \$2,500 lump sum will receive in check date 07/15/2022.

### **D. Safety Shoe Allowance**

Employees who are required on a daily basis to wear safety shoes will receive an annual allowance of one-hundred forty-five dollars (\$145.00). Effective 07/01/2023 the safety shoe allowance will be one-hundred fifty-five dollars (\$155.00).

## **III. SHIFT AND OTHER SALARY DIFFERENTIALS**

### **A. Shift Differential**

Employees in Salary Group 19 and below whose job are regularly assigned to shifts beginning before 6:00 a.m. or after 2:00 p.m. or to “split shifts,” or to extended shifts of more than ten (10) hours, shall be entitled to shift differential payment in the amount of ninety (\$.90) cents per hour for the following classification:

Assistant Supervisor	Supervisor of Transportation Operations
Boat Captain	Transportation Garage Supervisor
Building Superintendent 3	Transportation Machine Shop Supervisor
Central Warehouse	Maintenance Supervisor 1
Farm Manager	Maintenance Supervisor 2 (Electrical) (HVAC) (Plumber)
Farm Supervisor	Maintenance Supervisor 2 (Adaptive Med.) (Auto) (Carpentry)
Lead Sawyer	(General) (Grounds) (Locksmith) (Machine Shop) (Masonry)
Laundry Supervisor 3	(Mechanical Equipment) (Office) (Painting) (Tinsmith)

Effective 07/01/2022 the shift differential payment will be one dollar (\$1.00) per hour.

Effective 07/01/2023 the shift differential payment will be one dollar and ten cents (\$1.10) per hour.

## **B. Weekend Differential**

Weekend is defined as the forty-eight (48) hour period beginning at 11:00 p.m. on Friday night and ending at 11:00 p.m. on Sunday night. Weekend shift shall be paid only to employees working in seven (7) day operations and only for hours worked and not while such an employee is on leave of any nature.

Effective 07/01/2022 the weekend differential will be seventy cents (\$.70) per hour.

Effective 07/01/2023 the weekend differential will be eighty cents (\$.80) per hour.

## **IV. SCOPE/OBJECTIVE JOB EVALUATION**

Effective the first pay period following 07/01/2022, all Qualified Craft Workers (QCW) shall increase one (1) salary group, utilizing the round-up methodology.

Effective the first pay period following 07/01/2022, all Water Pollution Control (WPC) and Wastewater Treatment classifications at UConn and Water Systems Operator classifications at DMHAS shall increase one (1) salary group, utilizing the round-up methodology.

Effective the first pay period following 07/01/2022, all Power Plant classifications [Power Distribution Electrician, Electronic Integrated Control Tech (Industrial controls), Power Plant Operator Trainee, Power Plant Operator 1, Power Plant Operator 2, Lead Power Plant Operator, Power Plant Supervisor, Power Plant Operator-Energy Center, Boiler Tender, Stationary Engineer, Lead Stationary Engineer, and Supervising Stationary Engineer] shall increase one (1) salary group, utilizing the round-up methodology.

### **Transportation Maintainers**

Effective the first pay period following 07/01/2022, DOT 1 salary group classification for Transportation shall be inactive and incumbents shall increase from DOT 1 to DOT 2 whereby they will move up to SG 16 step 1.

Effective the first pay period following 07/01/2022, DOT 2 salary group shall increase to SG 16 utilizing the round-up methodology.

Effective the first pay period following 07/01/2022, DOT 3 salary group shall increase to SG 18 utilizing the round-up methodology.

Effective the first pay period following 07/01/2022, DOT 4 salary group shall increase to SG 19 utilizing the round-up methodology, plus an additional step movement.

### **Transportation Supervisor's Assistants and Transportation Manager's Assistants**

Effective the first pay period following 07/01/2022, increase TSAs to 40-hour work week. Inclusive of red-circled "clerks" operating in the same capacity as TSAs and TMAs, FM pay plan.

Effective the first pay period following 07/01/2022, increase TMAs to 40-hour work week. Inclusive of red-circled "clerks" operating in the same capacity as TSAs and TMAs, FM pay plan.

**V. MEALS**

Effective July 1, 2022, an employee who qualifies for meal allowance shall be compensated as follows:

Breakfast: \$7.50

Lunch: \$10.50

Dinner: \$17.00

**VI. ON-CALL/STANDBY ASSIGNMENTS**

Effective 07/01/2022, employees designated to on-call/standby status shall be compensated at the rate of one dollar and twenty-five cents (\$1.25) per hour.

Effective 07/01/2023, employees designated to on-call/standby status shall be compensated at the rate of one dollar and fifty cents (\$1.50) per hour.

**VII. 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. Safety Shoes**

<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	12/30/2022 – 01/12/2022	01/27/2023
07/01/2024	12/29/2023 – 01-11-2024	01/26/2024

**VIII. 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.

**B. Implementation of General Wage Increase**

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.)

**E. One - Time Payment**

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

On the Additional Pay Page: Amount, Earnings Code MPA, use Reason if needed

**G. Shoe Allowance**

On the Timesheet Page: Amount; Time Reporting Code XSHUA

On the Additional Pay Page: Amount; Earnings Code SHU

**H. Shift Differential**

On the Timesheet Page: Hours, Shift 1; Amount 50180 or Hours Shift 2 (Time and a half); Account 50180 or Amount; Shift 3; Account 50180

On the Additional Pay Page: Hours or Amount; Earnings Code SD1 (Shift 1); Account 50180 or Hours or Amount; Earnings Code SD2 (Shift 2); Account 50180 or Amount; Earnings Code SD3; Account 50180

**I. Temporary Night Shift Differential**

On the Timesheet Page: Units; Time Reporting Code XSHNF

On the Additional Pay Page: Units; Earnings Code F41

**J. Differential for Supervising Inmates**

On the Timesheet Page: Units; Time Reporting Code XINMI

On the Additional Pay Page: Units; Earnings Code F41

**K. Freezer Storage**

On the Timesheet Page: units; Time Reporting Coe XFRZI  
On the Additional Pay Page: Units; Earnings Code DF1

**L. Fire and Crash Standby**

On the Timesheet Page: Units; Time Reporting Code XOCAH  
On the Additional Pay Page: Units; Earnings Code OCF

**M. Snow and Ice Premium Pay**

On the Timesheet Page: Units; Time Reporting Code XHDKH  
On the Additional Pay Page: Units; Earnings Code SIU

**N. 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

**O. License Fees**

On the Timesheet Page: Amount; Time Reporting Code XNRRA  
On the Additional Pay Page: Amount; Earnings Code NRR

**IX. 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 & 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  
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