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

**MEMORANDUM NO. 2022 -16**

**June 15, 2022**

**TO THE HEADS OF ALL STATE AGENCIES**

**Attention:** Chief Administrative and Fiscal Officers

**Subject:** Administrative Clerical (NP-3) Collective Bargaining Unit Contract July 1, 2021, through June 30, 2025

**I. AUTHORITY**

The collective bargaining agreement between the State of Connecticut and the American Federation of State, County and Municipal Employees, Locals 196, 318, 478, 610 and 704 of Council 4 (representing the Administrative Clerical NP-3 bargaining unit) for the period July 1, 2021, through June 30, 2025.

**II. COMPENSATION**

Effective July 1, 2022, paychecks shall be paid by direct deposit for all new hires and current employees who are already on direct deposit. All paycheck documents are located in CORE.

**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 and 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 2024 – 2025 (for effective date July 1, 2024).

**B. Annual Increments**

Retroactive to July 1, 2021, the annual increment for the 2021-2022 contract years shall be paid for all active employees and shall be extended to employees who retired or terminated/separated in good standing with 10 years or more of state service on or after 07/01/2021.

Active employees will continue to be eligible for and receive annual increments during the terms of this contract.

**C. Lump Sum Payment**

Effective July 1, 2021, employees at the maximum step of the salary plan shall be eligible for a lump sum payment of one thousand dollars (\$1,000). The increment would have applied (i.e. January 1 or July 1) to those who are an active employee and in the bargaining unit and extended to those employees who left in good standing with ten (10) years or more of state service and who retired after July 1, 2021.

Effective July 1, 2022, active employees at the maximum step of the salary plan shall be eligible for a lump sum payment of one thousand dollars (\$1,000). Payment will be made on the anniversary date the increment would have applied (i.e January 1 or July 1).

Effective July 1, 2023, active employees at the maximum step of the salary plan shall be eligible for a lump sum payment of one thousand dollars (\$1,000). Payment will be made on the anniversary date the increment would have applied (i.e January 1 or July 1).

#### **D. Longevity**

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

#### **E. 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

#### **F. Weekend Differential**

Effective thirty days after legislative approval (June 6, 2022) the weekend shift differential rate will be increased to one dollar and fifty cents (\$1.50) per hour.

#### **G. Night Shift Differential**

Effective thirty days after legislative approval (June 6, 2022) the night shift differential rate for shall be one dollar and fifty cents (\$1.50) per hour.

#### **H. Emergency Medical Technician**

On or about December 1 (effective 2022) of each contract year, the State shall pay five hundred dollars (\$500) annual skill premium to each employee who is certified as an EMT, and who has volunteered and have been designated by the agency to provide such services at his/her work location during the prior contract year.

#### **I. Bilingual Stipend**

The rates of additional compensation provided to eligible clerical employees for performing sign language interpreting assignments (Item456-Q) or performing Spanish interpreting assignments (442-Q) shall be revised to reflect the salary groups and rates upon legislative approval and shall be implemented effective on the start of the pay period that includes July 1, 2022.

**J. Hourly Pay Differential**

The hourly pay differential which was established for certain designated job assignments or working conditions in the Departments of Correction, Health Services, and Public Safety, UConn Health Center and the Department of Mental Health and Addiction Services (Whiting forensic hospital) shall continue. Effective July 1, 2022, the hourly differential shall be one dollar and twenty-five cents (\$1.25) per hour.

**K. State Police Dispatchers**

State Police Dispatchers who work an extended workday (9.0 or 9.25 hours) shall be entitled to accrue and use vacation leave, sick leave, and sick family leave on the basis of their workday. The same as it is for personal leave.

**L. Travel Reimbursement**

An employee required to use their private vehicle in the performance of duty will be paid at the reimbursed at the U.S. General Services Administration (GSA) rate. The rate per mile will be readjusted within thirty (30) days of readjustment by the GSA.

An employee who is required to remain away from home overnight in order to perform the regular duties of his/her position will be reimbursed for meals, lodging, and miscellaneous expenses authorized in accordance with the Standard State Travel Regulations issued by the Commissioner of Administrative Services. Advance approval must be obtained, except in emergencies.

The maximum meal reimbursement rates remain unchanged as follows:

Breakfast	\$ 6.00
Lunch	\$ 8.00
Dinner	\$18.00

**M. On-Call/Standby Pay**

For those employees who are, by managerial direction, assigned on-call/standby status and must respond if contacted, the sum of two dollars (\$2.00) per hour effective 07/01/2022. Notwithstanding the duration of any on-call/standby assignment, compensation shall not exceed two hundred dollars (\$200.00) per employee per week.

**III. TUITION AND CONFERENCE FUNDS**

**A. Conference Fund**

Effective 07/01/2022 and each remaining year of this contract, there shall be thirty thousand dollars (\$30,000) appropriated to finance attendance at professional workshops, seminars, and conferences. No employee will attend more than two (2) conferences, workshops, or seminars per year of this contract. Unexpended funds from one fiscal year will carry over to the next fiscal year except upon expiration of the contract. Each employee shall be entitled to a maximum of four hundred dollars (\$400.00) reimbursement each contact year.

**B. Special Programs Fund**

The State will allocate to the special programs fund the following:

<b>Effective Date</b>	<b>Amount</b>
07/01/2021	No funding
07/01/2022	\$12,500
07/01/2023	\$12,500
07/01/2024	\$12,500

Unexpended funds from one year may be carried over to the next fiscal year except upon expiration of the contract.

### **C. Tuition Reimbursement**

Effective 07/01/2022 the state will allocate for tuition reimbursement two hundred fifty thousand dollars (\$250,000) each year for the life of the contract. Unused funds from one contract year will be carried forward into the following the following contract year. Unused funds at the expiration of the contract term will lapse. Tuition reimbursement will be equal to 75% of the per credit rate for undergraduate and graduate courses. Each employee shall be eligible for tuition reimbursement for a maximum of twelve (12) credits or the equivalent per year.

### **IV. SICK LEAVE**

In the event of a critical illness or severe injury to a member of the immediate family creating a need for the employee to provide in-person care and/or support, provided that not more than ten (10) days of sick leave per calendar year shall be granted.

#### **a. Leave Time Accruals**

Employees are encouraged to use vacation credits in full days but may use them in fifteen (15) minute increments. Employees shall be permitted to take time for medical and dental appointments in fifteen (15) minute increments.

### **V. SCHEDULED PAYMENT DATES**

#### **A. General Wage Increases**

<b>Effective</b>	<b>Increase</b>	<b>Pay Period</b>	<b>Check Date</b>
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 (AI)**

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

#### **C. Annual Skill Premium (EMTs)**

Effective 12/01/2022 each employee who is certified as an Emergency Medical Technician shall be paid \$500 per contract year. Employee who has must be designated by agency during the prior contract year.

<b>Effective</b>	<b>Pay Period</b>	<b>Check Date</b>
12/01/2022	11/04/2022 – 11/17/2022	12/02/2022
12/01/2023	11/17/2023 – 11/30/2023	12/15/2023
12/01/2024	11/24/2024 – 11/28/2024	12/13/2024

## **VI. 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 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.

### **D. 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.

### **E. 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.

### **F. Payment of Lump Sum(s)**

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).

### **G. Pay Differentials**

On the Timesheet Page: Hours; Shift 1; XSHMN; Shift 2 (Time and a Half); ; Shift 3;

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

**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](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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[2022-05-NP-3-Contract-Changes.pdf](#)  
[Link to OLR General Notice](#)