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STATE COMPTROLLER



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DEPUTY COMPTROLLER



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

MEMORANDUM NO. 2022-17

June 15, 2022

TO THE HEADS OF ALL STATE AGENCIES

Attention: Chief Administrative and Fiscal Officers

**Subject: Connecticut Police and Fire Union (NP-5) Bargaining Unit Employees
Contract July 1, 2021, to June 30, 2025**

I. AUTHORITY

The collective bargaining agreement between the State of Connecticut and the Connecticut Police and Fire Union (NP-5) bargaining unit for the July 1, 2021, through June 30, 2025.

II. TRAINING

The State will allocate ninety thousand dollars (\$90,000) for the Protective Services Training and Tuition Fund for the purpose of enabling employees to participate in outside training programs, workshops, seminars, and vocational training courses each year of the contract.

III. HOURS OF WORK, WORK SCHEDULES AND OVERTIME

A. Call In/Call Back

Employees who have left work after the end of their scheduled work shift and who are called in or called back for other than their regularly scheduled work shift shall receive a minimum of four (4) hours of overtime. The provision shall not apply to employees who are called in early prior to their regular starting time and work through their regular shift. The minimum overtime pay shall begin from the time the employee is called.

IV. COMPENSATION

A. General Wage Increases

Employees are encouraged to participate in direct deposit of their pay checks.

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.

B. Annual Increments

Retroactive to July 1, 2021, the annual increment shall be awarded to eligible active employees in the bargaining unit, and eligible employees who after July 1, 2021, either left in good standing with ten (10) years or more of state service or who retired. Those employees eligible for a top step payment shall receive such payments when increments would normally apply.

Effective and retroactive to July 1, 2021, those employees who are in the maximum step of the salary schedule, who receive no annual increment, shall receive a lump sum payment of seven hundred fifty dollars (\$750).

For contract years 2022-2023 and 2023-2024, employees will continue to be eligible for annual increments in accordance with existing practice. The top step bonus of one thousand dollars (\$1,000) for employees who are on the maximum step of the salary schedule who receive no annual increment shall be paid on the paycheck date when increments are paid.

**Wage reopener for FY2025 (for effective date July 1, 2024).

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 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 dollar (\$1,000) special lump sum payment. The special payment shall be pro-rated for part-time unit employees.

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 \$2,5000 lump sum will receive in check date 07/15/2022.

D. Pay Plan Adjustments

Effective October 7, 2022, the first step of the NP-5 pay plan (“step 1”) shall be eliminated. The steps shall remain numbered as “step 2” through “step 11” for a total of ten (10) steps. In addition, “steps 10” and “step 11” will be adjusted to provide for a full step increment of two and one-half percent (2.5%). New employees hired after the effective date shall be placed at “step 2.” Employees entitled to a step adjustment payment as referenced above will receive it in pay period that includes October 7, 2022.

Effective October 6, 2023, the step numbered as (“step 2”) of the NP-5 pay plan shall be eliminated. The steps shall remain numbered as “step 3” through “step 11” for a total of nine (9) steps. New employees hired after the effective date shall be placed at “step 3.” Employees entitled to a step adjustment payment as referenced above will receive it in pay period that includes October 6, 2023.

E. Shoe Allowance

On or about September 2021, each employee shall receive one hundred and ten dollars (\$110) for the purchase of appropriate shoes. Effective 07/01/2022 and each contract year thereafter, the shoe allowance shall be one hundred twenty dollars (\$120) paid on or about September.

F. Instructional Stipend

Effective and retroactive to October 1, 2021, the Firearms and Paramedic Preceptor Instructional stipends payments shall be three hundred twenty-five dollars (\$325).

Effective and retroactive to October 1, 2021, the Field Training Officer (FTO) stipend shall increase to one thousand dollars (\$1,000).

Effective July 1, 2022, Liquor Control Supervising Agents performing POST certified instructor duties shall be eligible for an annual instructional stipend of three hundred twenty-five dollars (\$325) which shall be issued on or about October 1 of each contract year.

V. SHIFT AND WEEKEND DIFFERENTIAL

Employees shall be entitled to weekend differential payments for all hours worked between the hours of 11:00 pm Friday and 11:00 pm Sunday.

VI. TRAVEL REIMBURSEMENTS

Effective July 1, 2022, an employee who is required to travel on employer business shall be reimbursed at the following rates:

Breakfast	\$10.00
Lunch	\$12.00
Dinner	\$22.00
Miscellaneous	\$6.00

VII. SCHEDULED PAYMENT DATES**A. General Wage Increases**

Effective	Increases	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 and Lump Sum Payments

Effective	Increases	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 - 01/12/2022	01/27/2023
01/01/2024	2.5%	12/29/2023 - 01/11/2024	01/26/2024

C. Shoe Allowance

Effective	Pay Period	Check Date
09/01/2022	08/12/2022 – 08/25/2022	09/09/2022
09/01/2023	08/11/2022 – 08/24/2022	09/08/2023
09/01/2024	08/09/2024 – 08-22-2024	09/06/2024

D. Clothing Allowance

Effective	Pay Period	Check Date
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	11-15-2024 – 11/28/2024	12/13/2024

E. Home Office Differential

Effective	Pay Period	Check Date
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	11-15-2024 – 11/28/2024	12/13/2024

G. 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

H. Dog Handler Stipend

Effective	Pay Period	Check Date
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	11-15-2024 – 11/28/2024	12/13/2024

I. Instructional Stipend

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

J. Field Training Officer

Effective	Pay Period	Check Date
07/01/2022	05/20/2022 – 06/02/2022	06/17/2022
10/01/2022	09/09/2022 – 09/22/2022	10/07/2022
01/01/2023	12/16/2022 – 12/29/2022	01/13/2023
04/01/2023	03/10/2023 – 03/23/2023	04/06/2023
07/01/2023	06/16/2023 – 06/29/2023	07/14/2023
10/01/2023	09/08/2023 – 09/21/2023	10/06/2023
01/01/2024	12/15/2023 – 12/28/2023	01/12/2024
04/01/2024	03/08/2024 – 03-21-2024	04/05/2024
07/01/2024	06/14/2024 – 06-27-2024	07/12/2024
10/01/2024	09/06/2024 – 09/19/2024	10/04/2024

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.

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. Temporary Service in a Higher Class

On the Timesheet Page: Units; Time Reporting Code XPYD2

On the Additional Pay Page: Units; Earnings Code PD2

H. Shoe Allowance

On the Timesheet Page: Amount; Time Reporting Code XSHUA

On the Additional Pay Page: Amount; Earnings Code SHU

I. Clothing Allowance

On the Timesheet Page: Amount; Time Reporting Code XCLNA
On the Additional Pay Page: Amount; Earnings Code CLN

J. Home Office Differential

On the Timesheet Page: Amount; Time Reporting Code XHOMA
On the Additional Pay Page: Amount; Earnings Code HOM

K. Hazardous Duty Pay

On the Timesheet Page: Hours; Time Reporting Code XHDPH
On the Additional Pay Page: Hours; Earnings Code HDP

L. Hazardous Duty Pay

On the Timesheet Page: Units; Time Reporting Code XHDSH
On the Additional Pay Page: Units; Earnings Code HDS

M. Hazardous Duty Pay

On the Timesheet Page: Amount; Time Reporting Code XHDXA
On the Additional Pay Page: Amount; Earnings Code HDA

N. Skill Premium (EMTs)

On the Timesheet Page: Amount; Time Reporting Code XSKPA
On the Additional Pay Page: Amount; Earnings Code SKP

O. Special Equipment Premium

On the Timesheet Page: Units; Time Reporting Code XSIDH
On the Additional Pay Page: Units; Earnings Code SIS

P. Special Equipment Premium

On the Timesheet Page: Units; Time Reporting Code XPYD3
On the Additional Pay Page: Units; Earnings Code PD3

Q. Motor Vehicle Differential

On the Timesheet Page: Units; Time Reporting Code XLDIF
On the Additional Pay Page: Units; Earnings Code LDF

R. Dog Handler Stipend

On the Timesheet Page: Amount; Time Reporting Code XK9SA
On the Additional Pay Page: Amount; Earnings Code K9C

S. Premium Groton/New London Airport

On the Timesheet Page: Units; Time Reporting Code XSKPH
On the Additional Pay Page: Units; Earnings Code SPF

T. 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

U. Instructional Stipend

On the Timesheet Page: Amount; Time Reporting Code XMISA
On the Additional Pay Page: Amount; Earnings Code MIS

V. Shift Differential

On the Timesheet Page: Units; Time Reporting Code XSHKF
On the Additional Pay Page: Units; Earnings Code F71

W. Weekend Differential

On the Timesheet Page: Amount; Time Reporting XWDG
On the Additional Pay Page: Amount; Earnings Code WD7

X. Uniforms

On the Timesheet Page: Amount; Time Reporting Code XUNFA
On the Additional Pay Page: Amount; Earnings Code UNF

Y. Hazardous or Unpleasant Duty

On the Timesheet Page: Amount; Time Reporting Code XHDXA
On the Additional Pay Page: Units; Earnings Code HD1

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 and 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:
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NATALIE BRASWELL
STATE COMPTROLLER

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[2022-07-NP-5-Contract-Changes.pdf](#)
[Link to OLR General Notice](#)