

**NATALIE BRASWELL**

STATE COMPTROLLER



**MARTHA CARLSON**

DEPUTY COMPTROLLER



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

**MEMORANDUM NO. 2022-20**

**June 15, 2022**

**TO THE HEADS OF ALL STATE AGENCIES**

**Attention:** Chief Administrative and Fiscal Officers

**Subject:** Social and Human Services (P-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 Social and Human Services (P-2) bargaining unit for the period of July 1, 2021, through June 30, 2025.

**II. COMPENSATION**

**A. General Wages 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 ten (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.

Effective 07/01/2022 employees shall receive their annual increments and/or lump sum payments on time.

Effective 07/01/2023 employees shall receive their annual increments and/or lump sum payments on time.

**C. Special Lump Sum Payments**

Effective and retroactive to July 1, 2021, full-time employees shall receive a two thousand five hundred dollar (\$2,500) special lump sum payment. This payment shall be pro-rated for part-time employees. The special lump sum payment shall be extended to those active employees, who were/are in the bargaining unit as of March 31, 2022.

Effective July 1, 2022, active, full-time employees shall receive a special lump sum payment in the amount of \$1,000 (one thousand dollars). This payment shall be pro-rated for part-time employees.

\*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.

**a. Intermittent Claims Interviewers (DOL)**

Employment Security Intermittent Interviewers eligible for the two thousand five-hundred-dollar (\$2,500) special lump sum payment will be those who as of March 31, 2022, were on active payroll and (per Article 3, Section Five, (2.), (3.) (5.) and (6.) of the collective bargaining unit agreement) had worked more than twenty (20) hours per week after having been employed six (6) continuous months. This special lump sum payment shall be pro-rated for those eligible employees who were working part-time schedules.

Employment Security Intermittent Interviewers eligible for the one thousand dollar (\$1,000) special lump sum payment will be those who are on active payroll as of July 1, 2022, and (per Article 3, Section Five, (2.), (3.) (5.) and (6.) of the collective bargaining unit agreement) had worked more than twenty (20) hours per week after having been employed six (6) continuous months. This special lump sum payment shall be pro-rated for those eligible employees who were working part-time schedules.

<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

**D. Longevity**

Employees will continue to be eligible for longevity payments for the life of the contract in accordance with existing practice and in accordance with the SEBAC 2011 and 2017 Agreements. The longevity schedule in effect June 30, 1988, will remain unchanged in dollar amounts for the life of this Agreement.

July 1, 2021 – June 30, 2023, effective and retroactive to July 1, 2021, and paid upon legislative approval for those who are active employee in the bargaining unit.

Effective July 1, 2022 – June 30, 2023, longevity shall be paid on time.

Effective July 1, 2023 – June 30, 2024, longevity shall be paid on time.

Effective July 1, 2024 – June 30, 2025, longevity shall be paid on time.

**E. Night Shift Differential**

The night shift differential will remain at eight cents (\$.80) per hour.

**F. Weekend Differential**

The weekend differential will remain at fifty-five cents (\$.55) per hour.

**G. Miscellaneous**

Effective 07/01/2021 AFSCME Local 1588 will become a part of the P-2 bargaining unit. The following administrative job titles used by the Office of Higher Education and the State Department of Education:

Director  
Associate Director Senior Associate  
Senior Consultant  
Consultant  
Associate  
Executive Assistant 2  
Executive Assistant 1  
Executive Assistant  
Professional Assistant

AFSCME shall continue to be the exclusive bargaining agent for the above titles.

All titles that comprised the AFSCME Local 1588 bargaining unit shall be red-circled as of the date of legislative ratification.

Vacation Accrual Rate. Employees in the above titles at the time of legislative ratification shall continue to accrue vacation at the rate set forth in the Local 1588 Agreement. Employees hired after legislative ratification shall accrue vacation at the applicable rates as prescribed in Article 28 of the P-2 Contract.

Maximum Vacation Accruals. Employees in the above titles who are within 5 years of retirement eligibility shall retain the current maximum of one hundred twenty (120) days. Other employees who have accumulated vacation to an amount above the P-2 payout shall have two (2) years after legislative ratification to spend down (use vacation leave) to the P-2 maximum. All other employees shall be eligible to accrue vacation to a maximum as prescribed by the P-2 contract.

Longevity: Employees who have the requisite years of service to receive longevity pursuant to the Local 1588 agreement shall continue to receive longevity at their current (2021) rate, until and unless exceeded by the corresponding P-2 amounts. The parties recognize that employees hired after July 1, 2011, are not eligible for longevity.

The State shall reimburse each employee for the cost of the Client Fraud Security Fund

### **III. TUITION REIMBURSEMENT**

The state will allocate for tuition reimbursement three hundred thousand dollars (\$300,000) effective each year for the life of the contract. Unused funds from one contract year will be carried forward into the following contract year.

### **IV. CONFERENCE AND WORKSHOP FUNDS**

There shall be no funding for contract year 2021-2022.

The state will allocate for training and professional development reimbursement one hundred thousand (\$100,000) effective 07/01/2022 and for each contract year thereafter. Each employee shall be entitled to a maximum of five hundred dollars (\$500) reimbursement per contract year toward the cost of fees, travel, food, and lodging related to attendance at conferences, seminars, and programs. This entitlement may be combined once in any two (2) year period.

### **V. STANDBY PROGRAM**

The Standby Program is within the Department of Children and Families is necessary to ensure after hours coverage. See contract for specific details.

Home and Office premium annual payment of five hundred dollars (\$500) will be paid to those workers assigned to the full time primary standby function and who have performed such function for a full year. Individuals who have completed less than a full year of primary standby work will be entitled to a pro-rata payment based on the number of months of service. The premium will be paid on a semi-annual basis of two hundred fifty dollars (\$250).

Effective July 1, 2022, compensation for backup standby workers will be at the rate of four dollars and twenty-five cents (\$4.25) per hour for hours of standby assignment when the regional office is closed during the week, on weekends, and on on-premium holidays. Effective 07/01/2022, compensation for backup standby workers will be at the rate of five dollars and twenty-five cents (\$5.25) per hour for the twenty-four (24) hour shift where the beginning of the shift falls on New Year's Day (January 1), Memorial Day, Independence Day, Labor Day, Thanksgiving, or Christmas (December 25). Refer to the contract for additional on-call/standby status for P-2 employees.

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

<b>Effective</b>	<b>Increases</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**

<b>Effective</b>	<b>Increases</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. Home and Office Premium**

<b>Effective</b>	<b>Pay Period</b>	<b>Check Date</b>
01/01/2022	05/20/2022 - 06/02/2022	06/17/2022
07/01/2022	07/01/2022 - 07/14/2022	07/29/2022
01/01/2023	12/30/2022 - 01/12/2022	01/27/2022
07/01/2023	06/30/2023 - 07/13/2023	07/28/2023
01/01/2024	12/29/2023 - 01/11/2024	01/26/2024
07/01/2024	06/28/2024 - 07/11/2024	07/26/2024

**VII. 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. 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. 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.)

**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 MPS use Reason if needed

**F. Night Shift Differential**

On the Timesheet Page: Hours; Shift 1; Account 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 (Shift 3); Account 50180

**G. Weekend Differential**

On the Timesheet Page: Hours; Shift 1; Account 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 (Shift 3); Account 50180

**H. Daily Auto Usage Fee**

On the Timesheet Page: Amount; Time Reporting Code XAUTA

On the Additional Pay Page: Amount; Earnings Code AUT

**I. Home and Office Premium**

On the Timesheet Page: Amount; Time Reporting Code XHOMA

On the Additional Pay Page: Amount; Earnings Code HOM

**J. Standby**

On the Timesheet Page: Amount; Time Reporting Code XOCXA

On the Additional Pay Page: Amount; Earnings Code OSA

On the Timesheet Page: Units; Time Reporting Code XOCCH

On the Additional Pay Page: units; Earnings Code OC2

On the Timesheet Page: Units; Time Reporting Code XOCDH

On the Additional Pay Page: Units; Earnings Code OC3

**K. In Charge Pay Amount**

On the Timesheet Page: Time Reporting Code XINCA

On the Additional Pay Page: Amount Earnings Code, INC

**VIII. 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*  
58BE7727DE0542E  
**NATALIE BRASWELL**  
**STATE COMPTROLLER**

MEB:VV:LS