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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. 2022-21**

**June 15, 2022**

**TO THE HEADS OF ALL STATE AGENCIES**

**Attention:** Chief Administrative and Fiscal Officers

**Subject:** Engineering and Scientific (P-4) Bargaining Unit Employees Contract July 1, 2021, through June 30, 2025.

**I. AUTHORITY**

The collective bargaining agreement between the State of Connecticut and Connecticut State Employees Association concerning the Engineering and Scientific (P-4) bargaining unit, for the period July 1, 2021, through June 30, 2025.

**II. TUITION REIMBURSEMENT AND PROFESSIONAL DEVELOPMENT**

**A. Tuition Reimbursement**

Effective 07/01/2021 the State will allocate two hundred forty thousand dollars (\$240,000) for the tuition reimbursement program.

Effective 07/01/2022, tuition reimbursement will be two hundred sixty-five thousand dollars (\$265,000) effective each year for the life of the contract.

Tuition reimbursement will be equal to seventy-five percent (75%) of the per credit rate for undergraduate and graduate courses at the University of Connecticut, Storrs. Each employee shall be eligible for tuition reimbursement for a maximum of sixteen (16) credits or the equivalent per year.

**III. 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 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 year shall be paid for those who are an active employee in the bargaining unit as of April 22, 2022, and to employees who left in good standing with ten (10) years or more of state service or who retired between July 1, 2021 and April 22, 2022. Those employees eligible for a top step payment shall receive such payments when increments would normally apply.

Employees will continue to be eligible for and receive annual increments during the terms of this contract and in accordance with existing practice for contract years 2022-2023 and 2023-2024.

**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. Payments shall be extended to employees who retired or terminated/separated in good standing with ten (10) years or more of state service between March 31, 2022, and April 22,2022.

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 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. Voluntary Straight Time Payment**

Effective 07/01/2022, employees who are currently scheduled for 35 hours may volunteer to be assigned work up to 40 hours and receive straight time overpay.

Once an employee who is above salary group 24 has been offered, and has accepted, a 37.5-hour schedule, the standard parameters for compensatory time per the collective bargaining agreement shall apply for hours worked more than 37.5.

**IV. INFORMATION TECHNOLOGY RECRUITMENT AND RETENTION**

Effective 07/01/2022 there shall be a new pay plan established for the following bargaining unit titles:

IT Technician Trainee	IT Technician	IT Analyst Trainee
IT Analyst 1	IT Analyst 2	IT Analyst 3
IT Subject Matter Expert	IT Supervisor	

The new pay plan will be created by taking the existing pay plan for the above classes and adjusting such in accordance with the drop two/add two step methodology.

Employees who are in either step 1 or step 2 of the pay plan in effect prior to 07/01/2022 will move to step one of the new pay plan (step 3 of the current plan) as of 07/01/2022.

## V. TRANSPORTATION RECRUITMENT AND RETENTION

Effective 07/01/2022 the pay plan for the title of Engineer 2 shall be adjusted in accordance with the drop one/add one step methodology within their respective pay plans.

Effective 07/01/2022 the pay plan for the titles of:

Transportation Engineer 3

Transportation Supervising Engineer

Transportation Principal Engineer

Shall be adjusted in accordance with the drop two/add two step methodology within their respective pay plans.

## VI. HIRING RATES

To respond to market conditions, an agency may extend specific hiring rates to candidates who have specific years of experience and training beyond the minimum qualifications.

## VII. SCHEDULED PAYMENT DATES

### A. General Wage Increase

<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 - 01/12/2023	01/27/2023
01/01/2024	2.5%	12/29/2023 - 01/11/2024	01/26/2024

### C. Show Allowance

<b>Effective</b>	<b>Pay Period</b>	<b>Check Date</b>
04/01/2022	03/11/2022 – 03/24/2022	04/08/2022
04/01/2023	03/10/2023 – 03/23/2023	04/07/2023
10/01/2023	09/08/2023 – 09/21/2023	10/06/2023
04/01/2024	03/08/2024 – 03-21-2024	04/05/2024
10/01/2024	09/06/2024 – 09/19/2024	10/04/2024
04/01/2025	03/07/2025 – 03/20/2025	04/18/2525

### D. EMT Skill Premium

<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	11-15-2024 – 11/28/2024	12/13/2024

## 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. Skill Premium (EMTs)**

On the Timesheet Page: Amount; Time Reporting Code XSKPA

On the Additional Pay Page: Amount; Earnings Code SKP

**H. Shift Differential**

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

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

Earnings Code SD2 (Shift 2); or Earnings Code SD3 (Shift 3);

**I. Standby**

On the Timesheet Page: Amount; Time Reporting Code XOCXA

On the Additional Pay Page: Amount; Earnings Code OCA

**J. Vehicle Usage**

On the Timesheet Page: Amount; Time Reporting Code XAUTA

On the Additional Pay Page: Amount; Earnings Code AUT

**K. Shoe Allowance**

On the Timesheet Page: Amount; Time Reporting Code XSHUA

On the Additional Pay Page: Amount; Earnings Code SHU

**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](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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[2022-14-P-4-Contract-Changes.pdf](#)  
[Link to OLR General Notice](#)