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

**MEMORANDUM NO. 2022-24**

**June 16, 2022**

**TO THE HEADS OF ALL STATE AGENCIES**

**Attention: Chief Administrative and Fiscal Officers**

**Subject: Pay Increases for Executive Branch Employees Excluded from Collective Bargaining - Cost of Living Adjustment, Annual Increases**

**I. AUTHORITY**

In accordance with Connecticut General Statutes 4-40, 5-200(p) and 5-208(a), the Commissioner of the Department of Administrative Services (DAS) with the approval of the Secretary of the Office of Policy and Management and the Governor has authorized pay increases for certain Executive Branch employees excluded from collective bargaining, as indicated in this document.

**II. COST OF LIVING ADJUSTMENTS**

Executive Branch Employees in the EX, MD, and Pay Plans assigned to Labor Units 01, 02, or 03, SE, DM, and CJ-EX Plans or in the HE Pay Plan in Labor Unit 63 or in job classes with A Variable Range (VR) assigned to Labor Units 01, 02, or 03

In accordance with Sections 4-40, 5-200(p) and 5-208(a) of the Connecticut General Statutes, Item No. 2867-E authorizes the following:

**Employee Cost of Living Salary Adjustments:**

This Item authorizes 2.5% Cost of Living Adjustments (COLA) to employees who are assigned to any of the following plans is retroactive and effective July 1, 2021:

- A. EX pay plan in Labor Unit 01
- B. MP pay plan in Labor Units 01, 02 or 03, including confidential employees assigned to the MP pay plan
- C. MD pay plan
- D. Variable range (VR) in Labor Units 01, 02 or 03
- E. SE pay plan
- F. DM pay plan at the Division of Criminal Justice
- G. CJ-EX pay plan at the Division of Criminal Justice
- H. The HE pay plan in Labor Unit 63

**A. Annual Increases**

This item authorizes 3.0% Annual Increment (AI) to certain employees who are assigned to the above pay plans as of January 1, 2022:

- The increase shall not be granted to any employee initially in working test period.
- The increase shall not be granted to any employee serving a promotional working test period whose salary was adjusted by a hiring rate beyond the normal calculation.
- The increase shall not apply to any employee with a statutorily set rate of pay.
- The increase shall not apply to unclassified employees of any of the boards of trustees of high education.
- The increase shall not apply to employees who salary is authorized by a board or commission or other governing body outside of the jurisdiction of the Department of Administrative Services and the Office of Policy and Management.

**B. Lump Sum Payments**

This item authorizes a one-time lump sum payment of \$2,500 to full-time, active employees as of March 31, 2022, and \$1,000 on July 15, 2022, who are assigned to any of the pay plans above. Part-time employees shall have payment pro-rated.

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

**III. SALARY PLAN ADJUSTMENT**

As a result of the Cost-of-Living Adjustment (COLA), the minimum and maximum rates of the EX, MP, MD, SE, HE, and DM range pay plans, and the rates in the CJ-EX pay plan shall be increased by 2.5% effective July 1, 2021, and July 1, 2022, retroactive.

**IV. RETROACTIVE PAY**

**A. ACTIVE EMPLOYEES**

Payments should be identified separately and coded with the applicable code. Such payments are subject to mandatory deductions: federal withholding tax and state income tax annualized, social security tax, retirement contributions and garnishments (if applicable).

**Retroactive COLA Increase:**

Effective Date	Period Covered	Check Date To Be Paid
07/01/2021	07/01/2021 – 05/19/2022	7/15/2022

**\*\* SPLIT PAY PERIOD**

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. The full COLA dates impacted by the Agreement can be found under Section V. (Retroactive Pay). June 18, 2021, through June 30, 2021, are not impacted by this retroactive agreement.

Retroactive AI increase:

Effective Date	Period Covered	Check Date To Be Paid
01/01/2022	01/01/2022 – 05/19/2022	7/15/2022

**\*\* The 01/01/2022 Retro Annual Increase is in the pay period that includes January 01, 2022**  
 The Retroactive AI is effective as of January 01, 2022. The effective pay period is 12/31/2021, through 01/13/2022. The full pay period should be paid at the new rate, along with the pay cycles up through the pay period end date of 05/19/2022.

**B. 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.

**C. RETROACTIVE PAYMENTS FOR RETIRED AND SEPARATED EMPLOYEES**

Item No. 2867-E per 5-200(p) extends the retroactive pay to employees who retired or terminated/separated in good standing with 10 years of service on or after 07/01/2021.

**V. SCHEDULED PAYMENT DATES**

**A. Cost of Living Adjustments**


Effective	Increase	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 (AI)**

Effective	Increase	Pay Period	Check Date
01/01/2022	3.0%	05/20/2022 – 06/02/2022	06/17/2022
01/01/2023	3.0%	12/30/2022 – 01/12/2022	01/27/2023
01/01/2024	3.0%	12/29/2023 – 01-11-2024	01/26/2024

**VI. 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)

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