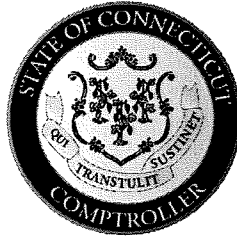


SEAN SCANLON
STATE COMPTROLLER



TARA DOWNES
DEPUTY COMPTROLLER



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

MEMORANDUM NO. 2026-19

June 11, 2026

TO THE HEADS OF ALL STATE AGENCIES

Attention: Chief Administrative and Fiscal Officers

Subject: Education Administrators (P-3A) Contract July 1, 2025, through June 30, 2029.

I. AUTHORITY

The collective bargaining agreement between the State of Connecticut and the Connecticut State Employees Association for the P-3A bargaining unit for the period of July 1, 2025, through June 30, 2029.

II. PERFORMANCE EVALUATION

The State will provide \$570,000 for fiscal years 2026 and 2027, \$700,000 for fiscal year 2028, and \$750,000 for fiscal year 2029 for the purpose of implementing the Merit Evaluation Program. There will be unlimited carryover of unused funds from one fiscal year to the succeeding fiscal years. In the event there are insufficient monies to fully fund the merit pay supplements, a pro-rata reduction shall be applied to the merit pay supplements.

Lump sum payments to eligible employees will be made in the last paycheck preceding June 30th of the contract year.

III. PROFESSIONAL DEVELOPMENT

A. Professional Development

Each employee shall be entitled to a maximum of four thousand five hundred dollars (\$4,500) reimbursement per contract year toward the cost of fees, travel, food, and lodging related to attendance at conferences, seminars, and programs. Reimbursement shall be consistent with standard state travel regulations.

B. Tuition Reimbursement

The state will allocate forty thousand dollars (\$40,000) in fiscal years 2026 and 2027 to provide full reimbursement for tuition and fees to eligible employees.

Effective 07/01/2027 the state shall allocate fifty thousand dollars (\$50,000) in fiscal years 2028 and 2029 to provide full reimbursement for tuition and fees to eligible employees.

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. Reimbursement cannot exceed the actual cost of each course. Each employee shall be eligible for tuition reimbursement for a maximum of twelve

(12) credits or the equivalent per year. The State shall reimburse a maximum of three (3) graduate credits per semester.

Notwithstanding the above, unexpended tuition funds at the end of the fiscal year shall be divided among eligible employees who have taken graduate courses during the fiscal year up to a maximum of 100% of the per credit graduate rate at the University of Connecticut.

C. BESB

Twenty thousand dollars (\$20,000) will be allocated to the Department of Aging and Disability Services, Bureau of Education and Services for the Blind (ADS/BESB) for the purpose of sending bargaining unit employees in ADS/BESB to the yearly regional convention of the Association of Education and Rehabilitation for the Blind and Visually Impaired. This fund is permitted to be used to pay for AER Membership as part of fee to attend.

After the allocation for bargaining unit employees to attend the yearly regional convention of the Association for Education and Rehabilitation for the Blind and Visually Impaired, the parties may by mutual agreement expend any unused money.

D. Travel Reimbursement

Effective 07/01/2027 an employee who is required to travel on employer business shall be reimbursed at the following rate:

Breakfast \$12

Lunch \$16

Dinner \$27

Plus, all taxes, plus 15% of meal maximum gratuity.

IV. COMPENSATION

****General Wage Increases and Retroactive Back Pay:** Effective July 1, 2025, there is a 2.5% GWI, Step, and Top Step Payment retroactive. This process will be completed in two phases: The July 2025 and January 2026 prospective hourly rate/step increase will be reflected in the check dated June 12, 2026. The retroactive back pay due, covering the period from July 1, 2025 through the check dated May 26, 2026, will be paid in the August 21, 2026 paycheck.****

Employees in the Judicial Branch and CEUI employees will see their raises/back-pay first as their contract and legislative approval preceded our contract/approval.

Unless otherwise requested by the employee, the State shall direct deposit employee paychecks.

A. General Wages

Effective and retroactive to 07/01/2025, the annual base salary shall be increased by 2.5% for active employees in the bargaining unit and employees who directly retired after July 1, 2025.

Effective 07/01/2026 the annual base salary shall be increased by 2.5% for all active employees.

Effective 07/01/2027 the annual base salary shall be increased by 2.5% for all active employees.

B. Annual Increments

Retroactive to July 1, 2025, the annual increment shall be awarded to eligible, active employees in the bargaining unit and eligible employees who directly retired after July 1, 2025.

For contract year 2026-2027 employees will continue to be eligible for annual increments in accordance with exiting practices.

For contract year 2027-2028 employees will continue to be eligible for annual increments in accordance with exiting practices.

****Wage re-opener for FY2029 for GWI and AI.**

V. SCHEDULED PAYMENT DATES

A. General Wage Increase

Effective	Increases	Pay Period	Check Date
07/01/2025	2.5%	05/15/2026 - 05/28/2026	06/12/2026
07/01/2026	2.5%	06/26/2026 - 07/09/2026	07/24/2026
07/01/2027	2.5%	06/25/2027 - 07/08/2027	07/23/2027

B. Annual Increments

Effective	Increase	Pay Period	Check Date
01/01/2026	2.5%	05/15/2026 - 05/28/2026	06/12/2026
01/01/2027	2.5%	12/25/2026 - 01/07/2027	01/22/2027
01/01/2028	2.5%	12/24/2027 - 01/06/2028	01/21/2028

C. Performance Evaluation Payments

Effective	Pay Period	Check Date
2026	05/29/2026 - 06/12/2026	06/26/2026
2027	05/28/2027 - 06/10/2027	06/24/2027
2028	05/26/2028 - 06/08/2028	06/22/2028
2029	05/25/2029 - 06/07/2029	06/21/2029

VI. PAYROLL PROCEDURE:

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. 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 and retirement contributions and (if applicable) garnishments.

C. Unit Coordinator Stipend

On the Timesheet Page: Amount; Time Reporting Code XSKPA

On the Additional Pay Page: Amount; Earnings Code SKP

D. Merit Evaluation Payout

On the Timesheet Page: Amount; Time Reporting Code XMERA

On the Additional Pay Page: Amount; Earnings Code MER

E. Auto Usage

On the Timesheet Page: Amount; Time Reporting Code XAUTA

On the Additional Pay page: Amount; Earnings Code AUT

VII. GENERAL

Please direct all questions regarding the memorandum to the Comptroller's Statewide Payroll & Time Management Division at 860-702-3411. All other questions for assistance regarding payroll procedures at 860-702-3453.



SEAN SCANLON
STATE COMPTROLLER

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