SEAN SCANLON
STATE COMPTROLLER

TARA DOWNES
DEPUTY COMPTROLLER

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

MEMORANDUM NO. 2026-20

June 11, 2026

Attention: **Chief Administrative and Fiscal Officers**

Subject: **Education Administrators (P-3B) 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-3B bargaining unit for the period of July 1, 2025, through June 30, 2029.

II. 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.

All employees are encouraged to participate in direct deposit of their paychecks.

A. General Wage Increases

Effective and retroactive to 07/01/2025, the annual base salary shall be increased by 2.5% for all 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. Teacher Pay Plan

Effective and retroactive to July 1, 2025, employees in the classification of Pupil Services Specialist who have obtained a sixty (60) credit Masters in School Counseling or its equivalent (e.g. Counselor Education) shall be placed on the Sixth-Year salary schedule. This shall only pertain to master's degree in School Counseling or its equivalent.

C. Annual Increments (Step Plans)
Retroactive to July 1, 2025, the annual increment shall be awarded to eligible, active employees and 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 the existing contract.

For contract year 2027-2028, employees will continue to be eligible for annual increments in accordance with the existing contract.

D. Annual Increments (Range Plans)
Effective July 1, 2026, bargaining unit members on range plans and eligible employees who directly retired after July 1, 2025, shall receive an increment of two percent (2.0%) movement within salary range. Not to exceed the maximum of the salary range.

Effective July 1, 2027, bargaining unit members on range plans shall receive an increment of two percent (2.0%) movement within salary range. Not to exceed the maximum of the salary range.

Effective July 1, 2028, bargaining unit members on range plans shall receive an increment of two percent (2.0%) movement within salary range. Not to exceed the maximum of the salary range.

**Wage re-opener FY29 for GWI and AI.

E. Additional Step
Effective and retroactive to July 1, 2025, an additional step will ne added to all P-3B pay plans for active employees in bargaining unit and eligible employees who directly retired after July 1, 2025. This step shall be 2.25% above preceding step.

Effective January 1, 2028, Step 1 will be removed from all P3-B pay plans and the new pay plans issued as follows: Step 1 will be removed; Step 2 will become the new Step 1, and the remaining Steps will be renumbered accordingly. Individuals eligible for annual increments/steps on January 1, 2028, will move over to the new pay plan but remain on the same Step number to satisfy the January 1, 2028 annual increment (with individuals on the prior top step remaining on the new top step). Recently hired employees not yet eligible for a step on January 1, 2028, will also transfer to Step 1 on the new pay plan on January 1, 2028.

III. PROFESSIONAL DEVELOPMENT

A. Professional Leave
All bargaining unit employees shall be granted three (3) professional leave days per contract year, for the purpose of attending conferences and/or workshops or other activity of an educational nature related to their area of expertise. This leave does not accrue from year to year.

B. Tuition Reimbursement
The state will allocate for tuition reimbursement one-hundred and fifty thousand dollars ($150,000) effective each year for the life of the contract. Unused funds from one contract year will be carried forward into the following contract year. Unused funds will expire on the expiration of the contract; however, applications for tuition reimbursement which are submitted and approved within the final six (6) months of this Agreement may be paid, with the remaining available funds, up to three (3) months following expiration of this agreement.

C. Conference and Workshop

The state will allocate for the Professional Conference and Workshop Fund forty thousand dollars ($40,000) for attendance by permanent employees at professional seminars, workshops, or conferences attended in person or virtually. Unused funds from one contract year will be carried forward into the following contract year. Unused funds will expire at the expiration of the contract.

Each eligible employee shall be entitled to a maximum of one thousand, five hundred dollars ($1,500) reimbursement per contract year toward the cost of fees, travel, food and/or lodging related to attendance at such events. Employees can combine two years' allotment for expenditure in excess of $1,500 for a maximum reimbursement of $3,000 but there is no carryover for expenditure of less than $1,500.

D. Travel Reimbursement

When authorized in accordance with the Standard State Travel Regulations, any employee who is required to travel on Employer business shall be reimbursed at the following rates:

Effective July 1, 2027, the maximum rates shall be:

Breakfast	$12.00
Lunch	$16.00
Dinner	$27.00

Plus taxes and 15% gratuities

E. Sick Leave

At retirement, an employee who retires with sick leave balances that exceed the amount that may be paid out at retirement, may contribute up to forty (40) hours of excess sick leave to the sick leave bank.

IV. SCHEDULED PAYMENT DATES

A. General Wage Increases

Effective	Increase	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	2.0%	05/15/2026 - 05/28/2026	06/12/2026
01/01/2027	2.0%	12/25/2026 - 01/07/2027	01/22/2027
01/01/2028	2.0%	12/24/2027 - 01/06/2028	01/21/2028

C. Lump Sum Payments

Effective	Pay Period	Check Date
07/01/2026	06/26/2026 - 07/09/2026	07/24/2026
01/01/2027	12/25/2026 - 01/07/2027	01/22/2027
07/01/2027	06/25/2027 - 07/08/2027	07/22/2027
01/01/2028	12/24/2027 - 01/06/2028	01/21/2028

The agency must process these lump sum payments manually and follow the effective dates and pay periods of annual increments. These lump sum payments are subject to mandatory deductions: federal withholding tax and state income tax annualized, social security tax, retirement contributions and garnishments (if applicable).

V. 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. 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.

C. 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.)

D. Shift Differential
On the Timesheet Page: Hours, Shift 1; Amount or Hours Shift 2 (Time and a half); Amount; Shift 3
On the Additional Pay Page: Hours or Amount; Earnings Code SD1 (Shift 1); or Hours or Amount; Earnings Code SD2 (Shift 2); or Amount; Earnings Code SD3 (Shift 3)

E. Skill Premium (EMTs)
On the Timesheet Page: Amount; Time Reporting Code XSKPA
On the Additional Pay Page: Amount; Earnings Code SKP

F. Auto Usage
On the Timesheet Page: Amount, Time Reporting Code XAUTA
On the Additional Pay Page: Amount, Earnings Code AUT

VI. 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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