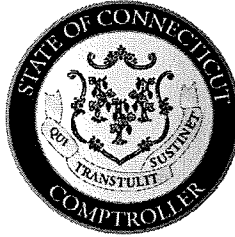


SEAN SCANLON
STATE COMPTROLLER



TARA DOWNES
DEPUTY COMPTROLLER



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

INTERDEPARTMENTAL MEMORANDUM

June 08, 2026

Attention: The Honorable Sharonda Carlos, Deputy Commissioner
Department of Correction
24 Wolcott Hill Road
Wethersfield, Connecticut 06109

Subject: Correctional Officers (NP-4) Collective Bargaining Unit Contract July 1, 2025,
through June 30, 2029

I. AUTHORITY

The agreement between the State of Connecticut and the American Federation of State, County and Municipal Employees, Locals 387, 391 and 1565 of Council 4 (representing the Correctional Officers NP-4 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.

A. General Wage Increases

Effective and retroactive to July 1, 2025, the annual base salary shall be increased by two and one-half percent (2.5%) for all active employees.

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.

****Wage re-opener for FY29 (for effective date July 1, 2028).**

B. Trainee Rate.

The hiring rate for Correction Officer Trainees, (Cadets) shall be (10%) percent below Step 1 of salary grade for Correction Officer. In the first pay period following completion of the tenth week of the initial probationary period such trainee's salary will be adjusted to step 1 of the salary grade for the Correction Officer.

C. Annual Increments and Lump Sum Payments

Effective and retroactive to July 1, 2025, the annual increment and top step lump sum payment shall be paid for those who are active employees in the bargaining unit and in accordance with the existing practice except as specifically varied by the contract.

Employees will continue to receive annual increments and lump sum payments in contract years 2026-2027 and 2027-2028.

Employees who are moving from CO-7 to CO-8 shall have their annual increment deferred from the 2027-2028 contract year and have it applied in the 2028-2029 contract year.

Employees at the top step of the pay scale shall receive \$900 lump sum payment, which will be effective on the date on the annual increment would have applied, except as specifically varied by the contract.

III. HOURS OR WORK AND WORKSCHEDULES

A. Non-Continuous Maintenance Operations

Effective 07/01/2026 all newly hired Maintenance employees hired into a Correctional Maintenance classification shall work a forty (40) hour work five (5) eight (8) hour days with two (2) consecutive days off in each seven (7) day period.

Effective 07/01/2027 all remaining Maintenance employees working in a Correctional Maintenance classification shall work a forty (40) hour work five (5) eight (8) hour days with two (2) consecutive days off in each seven (7) day period.

B. On Call Pay

Parole Officers (PCS and BOPP) who are expected to answer their phone after their normal work hours shall receive an annual stipend of twelve hundred dollars (\$1,200) in July.

IV. 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 General Wage Increase

New pay plans will be implemented centrally with the new hourly rate and biweekly salary effective with the pay period, and the proper time.

C. One - Time Payment

On the Timesheet Page: Amount; Time Reporting Code XMISP

On the additional page: Amount Earnings Code MPS

D. Retro Lump Sum(s) Payment

On the Timesheet Page: Amount; Time Reporting Code XMISP

On the Additional Pay Page: Amount; Earnings Code ULS

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.

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. Longevity

Core-CT will provide notification at the proper time for the payment of longevity.

G. 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

H. Meal Allowances

On the Timesheet Page: Units; Time Reporting Code XML8A

On the Additional Pay Page: Amount; Earnings Code M11

I. Working Condition Stipend

On the Timesheet Page: Amount; Time Reporting Code XMISA

On the Additional Pay Page: Amount; Earnings Code MIS

J. On-Call Standby Pay

On the Timesheet Page: Amount; Time Reporting Code XOCXA

On the Additional Pay Page: Amount; Earnings Code OC1

V. 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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