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MEMORANDUM NO. 2018-17

June 20, 2018

TO THE HEADS OF ALL STATE AGENCIES

Attention: Chief Administrative and Fiscal Officers, Business Managers, and Payroll and Human Resources Officers

Subject: **Connecticut Police and Fire Union (NP-5) Bargaining Unit Employees**
Contract July 1, 2016 through June 30, 2021

I. AUTHORITY

The collective bargaining agreement between the State of Connecticut and the Connecticut Police and Fire Union (NP-5) bargaining unit for the period July 1, 2016 through June 30, 2021.

II. TRAINING (Article 10)

A. Training and Tuition Fund (Section 2)

The State will allocate for training and tuition the following:

2016-2017	As Agreed Upon
2017-2018	\$80,000
2018-2019	\$80,000
2019-2020	\$85,000
2020-2021	\$90,000

Up to \$5,000 of unexpended funds may be carried over and added to the next year's funding. Funds committed for training or tuition reimbursements that take place in one fiscal year will carry over into the next fiscal year in order to allow payment of claims for prior year training. The fund will end upon expiration of the contract, except previously committed funds will carry over for one hundred-twenty (120) days to allow for final payment.

B. Tuition Reimbursement (Section 2m)

The State will pay up to seventy-five (75%) percent of the cost for tuition, books and related fees deemed appropriate by the Protective Services Education and Training Committee for any bargaining unit employee who takes on-line courses or attends any accredited institution of higher education. An employee must successfully complete the course in order to be reimbursed.

III. HOURS OF WORK, WORK SCHEDULES AND OVERTIME (Article 18)

A. Overtime (Section 4c)

Motor Vehicle Lieutenants shall be classified as Exempt Employees, but are eligible to accumulate Compensatory Time, but not the payment of overtime for all hours over 40 worked in a workweek on an hour-for-hour basis, when said overtime is required and authorized by management to work outside of **normal business hours**. The accumulation of such compensatory time is subject to the maximum of 120 hours. If, at any time an employee's compensatory time exceeds the 120 hour maximum, the employee shall be paid for the time in excess of the 120 hours as soon thereafter as is practicable. Said monies shall be paid at the straight time rate. In no event shall compensatory time be deemed to accrue in any other manner or be the basis for compensation on termination of employment.

B. Call In/Call Back (Section 4d)

Employees who have left work after the end of their scheduled work shift and who are called in or called back for other than their regularly scheduled work shift, other than a continuous extension thereof, will be compensated as follows:

1. A minimum of two (2) hours overtime pay for the first two (2) hours work or any portion thereof.
2. Two (2) hours overtime pay for the next two (2) hours work or any portion thereof.
3. Pay for work beyond the first four (4) hours will be paid as overtime on the basis of actual hours worked.

If within the said period, in the reasonable judgment of the supervisor, the employee is no longer required for the situation or emergency for which he/she was called in, and/or called back, and except for any unforeseen emergency or situation requiring the employee, then the supervisor will allow the employee to go off-duty and the employee will not forfeit the overtime pay. Should an employee be released and subsequently recalled the cycle referenced in one through three above will begin anew. The minimum overtime pay will begin from the time the employee is called.

C. Equalization of Overtime (Section 6d)

An employee who is regularly assigned a State vehicle who parks the vehicle at their residence and whose job primarily involves field assignments rather than assignment to a fixed duty station shall be considered to be in pay status commencing with arrival at the first business call until departure from the last business call, provided, however, any travel in excess of thirty (30) minutes to or from the employee's home shall be considered as time worked.

Motor Vehicle Lieutenants are deemed to have a fixed duty station which is currently the Central Office in Wethersfield, Connecticut.

D. Liquor Control Agents (Section 11)

Non-emergency schedule changes for Liquor Control Agents and casino Agents may not be made without the required fourteen (14) calendar day notice. Each notice of schedule adjustment, made after the notice period will require a special \$35 compensation payment to the individual experiencing the schedule change.

IV. TEMPORARY SERVICE IN A HIGHER CLASS (Article 19)**A. Department of Motor Vehicles (Section 7)**

In the Department of Motor Vehicles, the Motor Vehicle Inspector who is assigned the duties of a Motor Vehicle Sergeant on days when the Sergeant is not on duty will receive \$.60 per hour, provided such additional duties are performed for ½ the shift hours or more. The Motor Vehicle Operator License Agent who is assigned the duties of a Motor Vehicle Agent Supervisor on the days when the Supervisor is not on duty will receive \$.60 per hour, provided such additional duties are performed for ½ the shift hours or more.

B. Officer in Charge (Section 8)

Police officers who are assigned as "Officer in Charge" on days when a Sergeant or Lieutenant is not on duty will receive \$.60 per hour, provided such additional duties are performed for ½ the shift hours or more. Conservation Enforcement Officers who are assigned as "Officer in Charge" on days when a Conservation Enforcement Sergeant is not on duty will receive \$.60 per hour, provided such additional duties are performed for ½ the shift hours or more.

C. Patrol Officers (Section 9)

Buildings and Grounds Patrol Officers who are assigned the duties of either Buildings and Grounds Lead Patrol Officer or Supervising Patrol Officer when such lead or supervisory officers are not on duty, will receive \$.60 per hour, provided such additional duties are performed for ½ the shift or more.

V. COMPENSATION (Article 20)**A. General Wage Increases (Section 1d)**

There will be no general wage increase paid to any NP-5 unit employee for the 2016-2017, 2017-2018 and 2018-2019 contract years.

Effective July 1, 2019, the base annual salary for all NP-5 bargaining unit employees will be increased by three and one-half percent (3.5%).

Effective July 1, 2020, the base annual salary for all NP-5 bargaining unit employees will be increased by three and one-half percent (3.5%).

<u>Effective Date</u>	<u>Increase</u>
July 1, 2016	0%
July 1, 2017	0%
July 1, 2018	0%
July 1, 2019	3.5%
July 1, 2020	3.5%

B. Annual Increments and Lump Sum Payments (Section 2)

There will be no top step bonus payment or annual increment made for the contract years 2016-2017, 2017-2018 and 2018-2019.

Effective July 1, 2019, those employees who are at the maximum step of the salary schedule who receive no annual increment will receive a lump sum payment of seven hundred dollars (\$700). Effective July 1, 2020 those employees who are in the maximum step of the salary schedule, who receive no annual increment will receive a lump sum payment of seven hundred fifty dollars (\$750).

<u>Contract Year</u>	<u>Payable</u>
2016-2017	No AI/No Lump Sum Payment
2017-2018	No AI/No Lump Sum Payment
2018-2019	No AI/No Lump Sum Payment
2019-2020	July 2019/January 2020
2020-2021	July 2020/January 2021

Employees will continue to be eligible for and receive annual increments and top step bonus where applicable during the term of this contract in accordance with existing practice for contract years 2019-2020 and 2020-2021, except as specifically varied by the contract.

All employees will be eligible to receive a one-time payment of \$2,000 effective with the pay period that includes July 1, 2018. Part-time employees will receive a pro-rated payment.

C. Longevity (Section 3)

Employees will continue to be eligible for longevity payments for the life of this Agreement in accordance with existing practice, and in accordance with the SEBAC 2011 and 2017 Agreements. The longevity schedule in effect on June 30, 1979 shall remain unchanged in dollar amounts for the life of the Agreement. The April 2018 longevity payment will be made in July 2018.

The current Motor Vehicle Lieutenants will be eligible for longevity payments as prescribed by the contract in accordance with existing practice, except as provided otherwise in this Agreement. No employee in the classification of Motor Vehicle Lieutenant, first hired on or after July 1, 2011, shall be entitled to a longevity payment; provided, however, any individual hired on or after said date who shall have military service which would count toward longevity under current rules shall be entitled to longevity if they obtain the requisite service in the future.

D. Clothing and Accessories (Section 6)**a. Shoe Allowance**

On or about September 1 of each contract year, each employee in the bargaining unit will receive \$110 for the purchase of appropriate shoes except there will be no payment for the purchase of shoes during the 2018-2019 contract year. The one hundred and ten (\$110) allocation will be restored and paid during the remaining contract years.

b. Clothing Allowance

On or about December 1 of each contract year, plain clothes personnel of a uniform service including Motor Vehicle Inspectors, Motor Vehicle Sergeants, Motor Vehicle Operator Licensing Agents, Motor Vehicle Emissions Agents, Special Revenue Police, Military Department Officers, Liquor Control Agents, Casino Agents, Tax Enforcement Agents, and Enforcement Officers will receive a clothing allowance of \$315. Motor Vehicle Lieutenants shall not receive the clothing allowance of \$315, as they are in uniform.

E. Home Office Differential (Section 7)

On or about December 1 of each contract year, employees who are required, by the employing agency, to maintain space in their homes as an office and regularly use such space to conduct State business will receive \$725. The payments will be proportionately reduced for those employees who are hired or are terminated from employment and use their home as an office for less than the full contract year, (July 1 through June 30). The State will pay for telephones where the employing agency requires that the employee have a telephone installed and available for use in State business.

F. Hazardous Duty Pay (Section 8)**a. Department of Energy and Environmental Protection**

Employees in the Department of Energy and Environmental Protection who perform hazardous duty during the hours between dusk and dawn will receive an additional 25% hazardous duty pay. The differential will not be included in the base pay nor diminish an employee's right to payment for overtime work performed.

Employees will be eligible for hazardous duty pay between the hours of dusk and dawn while:

1. Searching for lost persons;
2. Searching for downed aircraft/operation at aircraft accidents; OR
3. Fighting night fires involving structures, boats, vehicles, or forest fires.

b. State Police Emergency Services Specialist

The State Police Emergency Services Specialist will receive hazardous duty pay differential of 25% for all hours worked in the control, removal and operation at the scene of situations involving explosives and/or hazardous substances. The differential will not be included in the base pay nor diminish an employee's right to payment for overtime work performed.

c. Portland Depot Sawmill

Department of Energy and Environmental Protection personnel assigned to the Portland Depot Sawmill and engaged in the cutting of lumber will receive an additional hazardous duty premium of \$.40 per hour while operating cutting equipment.

d. Fish Hatcheries (Section 8d)

Department of Energy and Environmental Protection personnel assigned to the fish hatcheries will receive an unpleasant duty stipend on a monthly basis. The monthly stipend is \$85. No employee will be eligible for such stipend until the employee has worked in the hatchery and completed the working test period.

G. Claims (Section 9)

The state will facilitate within 90 days the expeditious processing of claims for lost or damaged property to the Claims Commissioner. Eyeglass frames and lenses will be replaced in kind if possible or by items of equal value. The State will reimburse an employee for jewelry damaged in the performance of duty up to a maximum of \$40.

H. Liability Insurance (Section 10)

The State will assume the cost, up to a maximum of \$75 per year, for liability (renter's) insurance for employees living in State housing.

I. EMT and Paramedics Annual Skill Premiums (Section 13)

- a.** On or about October 1 of each contract year, employees certified as Emergency Medical Technician B (EMT-B) and required by the agencies to maintain said certification will receive an annual skill premium of \$575. Effective July 1, 2019 the skill premium will increase to six hundred and fifty dollars (\$650). Employees certified as EMT-B's but not required by the agencies to maintain said certification will receive an annual skill premium of \$475.
- b.** On or about October 1 of each contract year, employees certified as Emergency Medical Technician I (EMT-I) and required by the agencies to maintain said certification will receive an annual skill premium of \$700. Effective July 1, 2019 the skill premium will be increased to seven hundred seventy-five dollars (\$775). Employees certified as EMT-I's but not required by the agencies to maintain said certification will receive an annual skill premium of \$600.
- c.** Commencing in October of each contract year, employees certified as Paramedic (EMT-P) will receive an annual skill premium of \$3,700 to be paid in quarterly installments. Effective July 1, 2019 this skill premium will increase to \$4,500. Effective July 1, 2020 this skill premium will increase to \$5,500.
- d.** The State will pay an annual skill premium of \$200 to each employee required by an agency to be certified as a Medical Response Technician (MRT).
- e.** There will be no pyramiding of skill premium benefits for those holding multiple certifications.

J. Special Equipment (Section 14)

- a. The firefighters at Bradley International Airport who are assigned as the drivers of the ARFF Vehicles with elevated waterway on any particular shift will receive an additional \$.35 per hour skill differential for all hours performing such assignments. The differential will not be included in the base pay, and the differential will not diminish an employee's right to payment for overtime work performed.
- b. Environmental Protection Maintainers required by the agency to operate special/heavy equipment will be paid a differential of \$.50 per hour for all hours such duty is performed. The differential will not be included in the base pay, and the differential will not diminish an employee's right to payment for overtime work performed.

K. Motor Vehicle Differential (Section 16)

Effective July 1, 2008 any Motor Vehicle Inspector, Motor Vehicle Operator License Agent, or Vehicle Weight and Safety Inspector who is assigned to work in an Inspection Lane, or Weigh Station on either a permanent or a rotational basis, will receive a pay differential of \$.25 per hour for each full hour of such work assignment. The differential will not be included in the base pay, and the differential will not diminish an employee's right to payment for overtime work performed.

L. Dog Handler Stipend (Section 18)

Dog handlers will be paid a monthly stipend of \$200 for canine related duties that cannot be accomplished during normal working hours.

M. Premium For Groton/New London Airport (Section 20)

A skill premium of \$.75 per hour for each full hour of work will be provided to Police Officers at Groton/New London Airport for providing firefighting services as well as security services. Such premium will be treated exclusively as an adder.

N. On-Call/Standby Pay (Section 21)

The On-Call/Standby Pay will be \$1.00 per hour for each hour assigned, not to exceed \$100.00 per employee per week.

O. Instructional Stipend (Section 22)

Effective July 1, 2008, a \$225 instructional stipend will be paid to Field Training Officers, Firearms Instructors, and Paramedic Preceptors. This payment will be made on or about October 1 of each contract year. Employees who have been certified as such instructors and receiving the stipend prior to June 30, 2008 will retain the stipend unless such certification lapses. Effective July 1, 2008, expansion of the stipend to other employees obtaining such certifications will be paid only to those employees designated by the agency to perform the instructional duties of Field Training Officer, Firearm Instructor, or Paramedic Preceptor. This payment will be made on or about October 1 of each contract year.

Effective July 1, 2019, the Firearms and Paramedic Preceptor Instructional stipends will increase to three hundred twenty-five (\$325).

Effective July 1, 2019 the Field Training Officer (FTO) stipend will increase to \$1,000. Commencing October 1, 2019 this payment will be made in quarterly installments.

VI. SICK LEAVE AND OTHER LEAVES OF ABSENCE (Article 28 Section 4)

An eligible employee will be granted sick leave in the event of a critical illness or severe injury to a member of the immediate family creating an emergency, provided that not more than five (5) days of sick leave per calendar year will be granted therefore; and the definition of immediate family for this subsection only will include grandparents.

VII. MILITARY LEAVE (Article 31)

To the extent that State or Federal law provides a greater military leave benefit for employees than those provided in the contract, State or Federal law, as amended from time to time will prevail. Air National Guard Firefighters will be granted paid leave to perform all required training/drill time that they are normally scheduled to work for the six years they are required to be in the military.

VIII. SHIFT AND WEEKEND DIFFERENTIAL (Article 36)

A shift differential of \$.85 per hour will be paid to employees in salary group PS 16 and below for all hours worked between 6:00 p.m. and 6:00 a.m. and for all shifts where 50% or more of the hours are between the 6:00 p.m. and 6:00 a.m. parameters. Effective with the pay period that includes July 1, 2019, the shift differential will be ninety-five cents (\$.95) per hour.

The weekend differential of \$.75 per hour will be paid to employees for all hours worked between 11:00 p.m. on Friday and 11:00 p.m. on Sunday. Effective with the pay period that includes July 1, 2019, the shift differential will be eighty-five cents (\$.85) per hour.

IX. TRAVEL REIMBURSEMENTS (Article 40)

During the life of this Agreement, an employee who is required to travel on employer business will be reimbursed at the following rates:

Breakfast	\$ 6.00
Lunch	\$ 8.00
Dinner	\$18.00
Miscellaneous	\$ 5.00

The standard state travel regulations in force on January 1, 2017, will be incorporated by reference, except as superseded herein. Effective July 1, 2019, the following rates will apply:

Breakfast	\$ 8.00
Lunch	\$10.00
Dinner	\$20.00
Miscellaneous	\$ 5.00

An employee who is required to use his/her personal vehicle in the performance of duty will be reimbursed at the U.S. General Services Administration (GSA) rate. As the GSA adjusts this rate, the State will utilize the adjusted within thirty (30) days of readjustment by the General Services Administration.

X. MISCELLANEOUS (Article 42)**Hazardous Duty**

A shift differential of \$.50 per hour will be paid to those employees designated to work hazardous or unpleasant duty where a determination has been made to provide said differential.

XI. MEALS AND HOUSING (Article 47)**A. Meals**

Rates charged to employees for meals at State agencies with employee dining facilities will be as follows:

Breakfast	\$ 2.50
Lunch	4.00
Dinner	4.00

B. Housing

The rental rates of state owned housing will be based on the fair market value for the property.

XII. FURLough DAYS

All employees of the bargaining unit effective on or after July 1, 2017 will have a one quarter (.25) day sick leave reduction for 12 months effective July 2017. If an employee leaves service without deduction for furlough days fully satisfied, the remainder will be deducted from accrual or final paycheck, if necessary. During contract year 2017, no bonus sick days, pursuant to Article 38 Section 2 of the agreement will be credited to any employee.

XIII. SCHEDULED PAYMENT DATES**A. General Wage Increases**

The general wage increase will be made centrally at the proper time. Agency staff must review the Salary Change Mass Update by Plan/Pay Group Report and the Inactive and Transferred Employees Report.

<u>Effective</u>	<u>Increase</u>	<u>Pay Period</u>	<u>Check Date</u>
07/01/2016	0%	No General Wage Increase	No General Wage Increase
07/01/2017	0%	No General Wage Increase	No General Wage Increase
07/01/2018	0%	No General Wage Increase	No General Wage Increase
07/01/2019	3.5%	06/21/2019 - 07/04/2019	07/19/2019
07/01/2020	3.5%	06/19/2020 - 07/02/2020	07/17/2020

. **B Annual Increments and Lump Sum Payments**

Annual increments will be entered centrally at the proper time as follows:

<u>Effective</u>	<u>Pay Period</u>	<u>Check Date</u>
July 2016	No AI/No Lump Sum Payment	No AI/No Lump Sum Payment
January 2017	No AI/No Lump Sum Payment	No AI/No Lump Sum Payment
July 2017	No AI/No Lump Sum Payment	No AI/No Lump Sum Payment
January 2018	No AI/No Lump Sum Payment	No AI/No Lump Sum Payment
July 2018	No AI/No Lump Sum Payment	No AI/No Lump Sum Payment
January 2019	No AI/No Lump Sum Payment	No AI/No Lump Sum Payment
July 2019	06/21/2019 - 07/04/2019	07/19/2019
January 2020	12/20/2019 - 01/02/2020	01/17/2020
July 2020	06/19/2020 - 07/02/2020	07/17/2020
January 2021	01/01/2021 - 01/14/2021	01/29/2021

The agency must process lump sum payments manually and follow the effective dates and pay periods of annual increments.

C. One Time Payment

<u>Effective</u>	<u>Pay Period</u>	<u>Check Date</u>
07/01/2018	06/22/2018 - 07/05/2018	07/20/2018

D. Shoe Allowance

<u>Effective</u>	<u>Pay Period</u>	<u>Check Date</u>
09/01/2016	08/19/2016 - 09/01/2016	09/16/2016
09/01/2017	09/01/2017 - 09/14/2017	09/29/2017
09/01/2018	No Shoe Allowance	No Shoe Allowance
09/01/2019	08/30/2019 - 09/12/2019	09/27/2019
09/01/2020	08/28/2020 - 09/10/2020	09/25/2020

E. Clothing Allowance

<u>Effective</u>	<u>Pay Period</u>	<u>Check Date</u>
12/01/2016	11/11/2016 - 11/24/2016	12/09/2016
12/01/2017	11/10/2017 - 11/23/2017	12/08/2017
12/01/2018	11/09/2018 - 11/22/2018	12/07/2018
12/01/2019	11/08/2019 - 11/21/2019	12/06/2019
12/01/2020	11/06/2020 - 11/19/2020	12/04/2020

F. Home Office Differential

<u>Effective</u>	<u>Pay Period</u>	<u>Check Date</u>
12/01/2016	11/11/2016 - 11/24/2016	12/09/2016
12/01/2017	11/10/2017 - 11/23/2017	12/08/2017
12/01/2018	11/09/2018 - 11/22/2018	12/07/2018
12/01/2019	11/08/2019 - 11/21/2019	12/06/2019
12/01/2020	11/06/2020 - 11/19/2020	12/04/2020

G. Annual Skill Premium (EMTs)

<u>Effective</u>	<u>Pay Period</u>	<u>Check Date</u>
10/01/2016	09/30/2016 - 10/13/2016	10/28/2016
10/01/2017	09/29/2017 - 10/12/2017	10/27/2017
10/01/2018	09/28/2018 - 10/11/2018	10/26/2018
10/01/2019	09/27/2019 - 10/10/2019	10/25/2019
10/01/2020	09/25/2020 - 10/08/2020	10/23/2020

Paramedic (EMT-P) annual skill premium is paid in quarterly installments.

<u>Effective</u>	<u>Pay Period</u>	<u>Check Date</u>
07/01/2016	06/24/2016 - 07/07/2016	07/22/2016
10/01/2016	09/30/2016 - 10/13/2016	10/28/2016
01/01/2017	12/23/2016 - 01/05/2017	01/20/2017
04/01/2017	03/31/2017 - 04/13/2017	04/28/2017
07/01/2017	06/23/2017 - 07/06/2017	07/21/2017
10/01/2017	09/29/2017 - 10/12/2017	10/27/2017
01/01/2018	12/22/2017 - 01/04/2018	01/19/2018
04/01/2018	03/30/2018 - 04/12/2018	04/27/2018
07/01/2018	06/22/2018 - 07/05/2018	07/20/2018
10/01/2018	09/28/2018 - 10/11/2018	10/26/2018
01/01/2019	12/21/2018 - 01/03/2019	01/18/2019
04/01/2019	03/29/2019 - 04/11/2019	04/26/2019
07/01/2019	06/21/2019 - 07/04/2019	07/19/2019
10/01/2019	09/27/2019 - 10/10/2019	10/25/2019
01/01/2020	12/20/2019 - 01/02/2020	01/17/2020
04/01/2020	03/27/2020 - 04/09/2020	04/24/2020
07/01/2020	06/19/2020 - 07/02/2020	07/17/2020
10/01/2020	09/25/2020 - 10/08/2020	10/23/2020
01/01/2021	01/01/2021 - 01/14/2021	01/29/2021
04/01/2021	03/26/2021 - 04/08/2021	04/23/2021

H. Dog Handler Stipend

<u>Effective</u>	<u>Pay Period</u>	<u>Check Date</u>
12/01/2016	11/25/2016 - 12/08/2016	12/23/2016
12/01/2017	11/24/2017 - 12/07/2017	12/22/2017
12/01/2018	11/23/2018 - 12/06/2018	12/21/2018
12/01/2019	11/22/2019 - 12/05/2019	12/20/2019
12/01/2020	11/20/2020 - 12/03/2020	12/18/2020

I. Instructional Stipend

This payment will be made on or about October 1 of each contract year.

<u>Effective</u>	<u>Pay Period</u>	<u>Check Date</u>
10/01/2016	09/30/2016 - 10/13/2016	10/28/2016
10/01/2017	09/29/2017 - 10/12/2017	10/27/2017
10/01/2018	09/28/2018 - 10/11/2018	10/26/2018
10/01/2019	09/27/2019 - 10/10/2019	10/25/2019
10/01/2020	09/25/2020 - 10/08/2020	10/23/2020

Field Training Officer - Commencing October 1, 2019 this payment will be made in quarterly installments.

<u>Effective</u>	<u>Pay Period</u>	<u>Check Date</u>
10/01/2019	09/27/2019 - 10/10/2019	10/25/2019
01/01/2020	12/20/2019 - 01/02/2020	01/17/2020
04/01/2020	03/27/2020 - 04/09/2020	04/24/2020
07/01/2020	06/19/2020 - 07/02/2020	07/17/2020
10/01/2020	09/25/2020 - 10/08/2020	10/23/2020
01/01/2021	01/01/2021 - 01/14/2021	01/29/2021
04/01/2021	03/26/2021 - 04/08/2021	04/23/2021

XIV. PAYROLL PROCEDURES**A. Split Pay Period for General Wage Increase**

General wage increase effective July 1, 2019. The effective pay period is June 21, 2019 through July 4, 2019. Wages earned for the period June 21, 2019 through June 30, 2019 should be paid at the old rate. The wages earned for the period July 1, 2019 through July 4, 2019 should be paid at the new rate.

General wage increase effective July 1, 2020. The effective pay period is June 19, 2020 through July 2, 2020. Wages earned for the period June 19, 2020 through June 30, 2020 should be paid at the old rate. The wages earned for the period July 1, 2020 through July 2, 2020 should be paid at the new rate.

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, at the proper time.

C. Payment of Lump Sum(s)

On the Timesheet Page: Amount; Time Reporting Code XMISP
On the Additional Pay Page: Amount; Earnings Code MPS

These 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. One Time Payment

On the Timesheet Page: Amount; Time Reporting Code XMISP-If needed, use comments area for detail of payment.

On the Additional Pay Page: Amount; Earnings Code MPS-If needed, use Reason tab for detail of payment

E. Temporary Service in a Higher Class (Section IV A.B. and C)

On the Timesheet Page: Units; Time Reporting Code XPYD2

On the Additional Pay Page: Units; Earnings Code PD2

F. Shoe Allowance(Section V.D.a)

On the Timesheet Page: Amount; Time Reporting Code XSHUA

On the Additional Pay Page: Amount; Earnings Code SHU

G. Clothing Allowance (Section V.D.b)

On the Timesheet Page: Amount; Time Reporting Code XCLNA

On the Additional Pay Page: Amount; Earnings Code CLN

H. Home Office Differential (Section V.E.)

On the Timesheet Page: Amount; Time Reporting Code XHOMA

On the Additional Pay Page: Amount; Earnings Code HOM

I. Hazardous Duty Pay (Section V.F.a and b)

On the Timesheet Page: Hours; Time Reporting Code XHDPH

On the Additional Pay Page: Hours; Earnings Code HDP

J. Hazardous Duty Pay (Section V.F.c)

On the Timesheet Page: Units; Time Reporting Code XHDSH

On the Additional Pay Page: Units; Earnings Code HDS

K. Hazardous Duty Pay (Section V.F.d)

On the Timesheet Page: Amount; Time Reporting Code XHDXA

On the Additional Pay Page: Amount; Earnings Code HDA

L. Skill Premium (EMTs) (Section V.I.a.b.c. and d.)

On the Timesheet Page: Amount; Time Reporting Code XSKPA

On the Additional Pay Page: Amount; Earnings Code SKP

M. Special Equipment Premium (Section V.J.a)

On the Timesheet Page: Units; Time Reporting Code XSIDH

On the Additional Pay Page: Units; Earnings Code SIS

N. Special Equipment Premium (Section V.J.b)

On the Timesheet Page: Units; Time Reporting Code XPYD3

On the Additional Pay Page: Units; Earnings Code PD3

O. Motor Vehicle Differential (Section V.K)

On the Timesheet Page: Units; Time Reporting Code XLDIF

On the Additional Pay Page: Units; Earnings Code LDF

P. Dog Handler Stipend (Section V.L)

On the Timesheet Page: Amount; Time Reporting Code XK9SA
On the Additional Pay Page: Amount; Earnings Code K9C

Q. Premium Groton/New London Airport (Section V.M)

On the Timesheet Page: Units; Time Reporting Code XSKPH
On the Additional Pay Page: Units; Earnings Code SPF

R. On-Call/Standby (Section V.N)

On the Timesheet Page: Units; Time Reporting Code XOCBH
On the Additional Pay Page: Units; Earnings Code OC1

S. Instructional Stipend (Section V.O)

On the Timesheet Page: Amount; Time Reporting Code XMISA
On the Additional Pay Page: Amount; Earnings Code MIS

T. Shift Differential (Section VI.A)

On the Timesheet Page: Units; Time Reporting Code XSHKF
On the Additional Pay Page: Units; Earnings Code F71

U. Weekend Differential (Section VI.B)

On the Timesheet Page: Amount; Time Reporting XWDG
On the Additional Pay Page: Amount; Earnings Code WD7

V. Uniforms (Section VII)

On the Timesheet Page: Amount; Time Reporting Code XUNFA
On the Additional Pay Page: Amount; Earnings Code UNF

W. Hazardous or Unpleasant Duty (Section IX.a)

On the Timesheet Page: Units; Time Reporting Code XHDAH
On the Additional Pay Page: Units; Earnings Code HD1

XV. GENERAL

Questions may be directed as follows:

Contract Interpretation: Agency Human Resources Officers;

Memorandum Interpretation: Office of the State Comptroller,
Administrative Services, 860-702-3440;

Payroll Procedures: Office of the State Comptroller, Active and Pension Payroll
Services Division, 860-702-3447;

**KEVIN LEMBO
STATE COMPTROLLER**