

KEVIN LEMBO
STATE COMPTROLLER



MARTHA CARLSON
DEPUTY COMPTROLLER



STATE OF CONNECTICUT
OFFICE *of the* STATE COMPTROLLER
55 Elm Street
Hartford, CT 06106

MEMORANDUM NO. 2018-10

June 19, 2018

TO THE HEADS OF ALL STATE AGENCIES

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

Subject: **Administrative Clerical (NP-3) Collective Bargaining Unit Contract July 1,
2016 through June 30, 2021**

I. AUTHORITY

The collective bargaining agreement between the State of Connecticut and the American Federation of State, County and Municipal Employees, Locals 196, 318, 355, 478, 538, 562, 610 and 704 of Council 4 (representing the Administrative Clerical NP-3 bargaining unit) for the period July 1, 2016 through June 30, 2021.

II. COMPENSATION (Article 26)

A. General Wage Increases (Section 1)

There will be no general wage increase paid to any NP-3 unit employee for the 2016-17 and the 2017-18 contract years.

Effective July 1, 2019, the base annual salary for all employees will be increased by three and one-half percent (3.5%). Effective July 1, 2020, the base annual salary for all 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%

Effective July 1, 2018, full-time employees will receive a \$2,000 one-time payment. For employees at top step, this \$2,000 bonus will be in lieu of a top step, lump sum bonus. This one-time payment will be pro-rated for part-time employees. The one-time payment will be paid in July 2018.

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

There will be no lump sum payment or annual increment made for contract years 2016-2017, 2017-2018, and 2018-2019. The annual increments for the 2019-2020 and the 2020-2021 contract years will be paid on time. Except as specifically varied by the contract, employees will continue to be eligible for and receive annual increments during the term of this contract in accordance with existing practice.

Effective July 1, 2019 and July 1, 2020, employees at the maximum step of the salary plan will be eligible for a lump sum payment of seven hundred and fifty dollars (\$750). The payment will be made as of the date of the increment would have applied (e.g. January 1 or July 1) and may be denied for a "less than good" service rating.

<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

C. Longevity (Section 3)

Employees will continue to be eligible for longevity payments for the life of the contract in accordance with existing practice, except as provided otherwise in this agreement. The longevity schedule in effect on June 30, 2002 will remain unchanged in dollar amounts for the life of this Agreement and is appended hereto.

Longevity payments in contract year 2018-2019 will be paid on a semi-annual basis except that the April 2018 payment will be paid in July 2018.

D. Pay Differential

<u>Article 26</u>	<u>Differential</u>	<u>Hourly Rate</u>
Section 4	Night Shift	.75
Section 5	Weekend	.40
Section 10	Hourly Pay*	.65

*For certain designated job assignments or working conditions in specified agencies. (See Article 26, Section 10 of the contract.)

E. Annual Skill Premium (EMTs) (Section 8)

On or about December 1 of each contract year, the State will pay a \$400 annual skill premium to each employee who is certified as an EMT and who has volunteered and been designated by the agency to provide such services at his/her work location during the prior contract year.

F. Travel Reimbursement (Section 11)

An employee required to use their private vehicle in the performance of duty will be paid at the reimbursed at the U.S. General Services Administration (GSA) rate. The rate per mile will be readjusted within thirty (30) days of readjustment by the GSA.

An employee who is required to remain away from home overnight in order to perform the regular duties of his/her position will be reimbursed for meals, lodging and miscellaneous expenses authorized in accordance with the Standard State Travel Regulations issued by the Commissioner of Administrative Services. Advance approval must be obtained, except in emergencies.

The maximum meal reimbursement rates remain unchanged as follows:

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

G. On-Call/Standby Pay (Section 13)

For those employees who are, by managerial direction, obligated to (1) be available for service, (2) standby for a call, or (3) carry a response device to provide immediate response or coverage, the sum of \$1 per hour will be paid for each hour so assigned. Notwithstanding the duration of any on-call/standby assignment, such compensation will not exceed \$100.00 per employee per week.

III. TUITION AND CONFERENCE FUNDS (Article 11A)

A. Conference Fund (Section 1)

The State will allocate to the conference fund the following:

2016-2017	As Agreed Upon
2017-2018	\$30,000
2018-2019	\$30,000
2019-2020	\$30,000
2020-2021	\$30,000

A maximum of \$400 will be allotted for any one attendance each contract year. No employee will attend more than two (2) conferences, workshops or seminars per year of this contract. These funds will be used for payment of fees and/or travel expenses, including meals or lodging. Unexpended funds from one fiscal year will carry over to the next fiscal year except upon expiration of the contract. Requests approved within the final six months may be paid with remaining available funds for up to three months following expiration of the contract.

B. Special Programs Fund (Section 2)

The State will allocate to the special programs fund the following:

2016-2017	As Agreed Upon
2017-2018	\$12,500
2018-2019	\$12,500
2019-2020	\$12,500
2020-2021	\$12,500

Unexpended funds from one year may be carried over to the next fiscal year but not beyond June 30, 2021, or will be transferred to the tuition reimbursement account at the Union's request after discussion with the Office of Labor Relations.

C. Tuition Reimbursement (Section 3)

The State will allocate for tuition reimbursement the following:

2016-2017	As Agreed Upon
2017-2018	\$200,000
2018-2019	\$200,000
2019-2020	\$200,000
2020-2021	\$200,000

There will be a maximum limit for tuition reimbursement per employee of \$1,200 per year each contract year. The maximum limit may be adjusted in subsequent years by mutual agreement of the parties. The maximum tuition reimbursement per credit will be as follows:

1. \$115 per credit for undergraduate courses.
2. \$145 per credit for graduate courses.
3. See contract for other courses or programs.

Unexpended funds from one fiscal year will carry over to the next fiscal year except upon expiration of the contract. Tuition requests approved within the final six months may be paid with remaining available funds for up to three months following expiration of the contract.

IV. SICK LEAVE (Article 31)

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 ten (10) days of sick leave per calendar year will be granted; and the definition of immediate family for this will section only will include grandparents. Family sick leave up to ten (10) days will not be considered an occasion.

V. MISCELLANEOUS (Article 38)**A. Uniforms and Equipment (Section 3)**

During the life of the agreement, the State will not increase the cost to employees for uniforms and equipment. The employer will once a year reimburse hearing reporters for supplies, service and cleaning for personally-owned machines, up to a maximum of \$50.00 per year.

B. Meals and Housing (Section 15)

The rates charged to employees for meals will be as follows:

Breakfast	\$3.00
Lunch	\$5.00
Dinner	\$5.00

Housing: Employees occupying State-owned housing will be charged a rental amount based upon the fair market value of the property.

VI. FURLOUGH

There will be three (3) mandatory furloughs for all members of the bargaining unit that must be taken in fiscal year 2018. The furlough days will be taken by June 21, 2018. See Contract for details.

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

The general wage increase will be made centrally at the proper time.

<u>Effective</u>	<u>Increases</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. 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

C. Annual Increments Lump Sum Payments for Maximum Step Employees

Annual increments will be entered centrally for agencies 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 these lump sum payments manually.

D. Longevity

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

E. Annual Skill Premium (EMTs) (Article 26, Section 8)

<u>Effective Date</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

VIII. 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 Increases

New pay plans will be implemented centrally with the new hourly rate and bi-weekly salary effective with the pay period at the proper time.

C. One - Time Payment

On the Timesheet Page: Amount; Time Reporting Code XMISP, use Comments if needed

On the Additional Pay Page: Amount, Earnings Code MPS, use Reason if needed.

D. 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).

E. Pay Differentials

On the Timesheet Page: Hours; Shift 1; XSHMN; Shift 2 (Time and a Half); ; Shift 3;

On the Additional Pay Page: Hours or Amount; Earnings Code SD1 (Shift 1);

Amount; Earnings Code SD2 (Shift 2); ; Earnings Code SD3 (Shift 3).

F. Skill Premium (EMTs)

On the Timesheet Page: Amount; Time Reporting Code XSKPA

On the Additional Pay Page: Amount; Earnings Code SKP.

G. Housing Payments

Existing payroll procedures will apply.

IX. GENERAL

Questions may be directed as follows:

Contract Issues: 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;

Tuition Reimbursement: Office of the State Comptroller, Administrative Services, 860-702-3334.

**KEVIN LEMBO
STATE COMPTROLLER**

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<http://www.osc@ct.gov>