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## **INTERDEPARTMENTAL MEMORANDUM**

**July 12, 2018**

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

**Subject:** **Education Administrators (P-3A) Contract July 1, 2016 through June 30, 2021**

### **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 July 1, 2016 through June 30, 2021.

### **II. PERFORMANCE EVALUATION (Article 11)**

The State will provide \$500,000 for fiscal years 2017, 2018, 2019, 2020 and 2021 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.

A lump sum merit pay supplement will be paid based on performance evaluation. Lump sum payments to eligible employees will be made in the last paycheck preceding June 30<sup>th</sup> of each contract year.

### **III. PROFESSIONAL DEVELOPMENT (Article 17)**

#### **A. Professional Development (Section 4)**

A joint Professional Development Committee will administer a fund for defraying expenses incurred for attendance by permanent employees at professional development activities.

2016-2017	As Agreed Upon
2017-2018	\$15,000*
2018-2019	\$15,000*
2019-2020	\$15,000
2020-2021	\$21,000

\*Appropriated from the \$15,000 reduction in the Tuition Reimbursement Fund during the same contract year.

There will be unlimited carryover of funds from one fiscal year to succeeding fiscal years. Each eligible employee will be entitled to a maximum of four thousand five hundred dollars (\$4,500) reimbursement per the contract duration toward the cost of fees, materials, travel, food, and/or lodging related to professional development. Reimbursement will be consistent with standard state travel regulations.

**B. Tuition Reimbursement (Section 5)**

The State will allocate for tuition and fee reimbursement each contract year the following:

2016-2017	As Agreed Upon
2017-2018	\$25,000
2018-2019	\$25,000
2019-2020	\$40,000
2020-2021	\$40,000

The maximum reimbursement rate shall be 75% of the credit of the per credit rate inclusive of fees for undergraduate and graduate courses at the University of Connecticut at Storrs. No employee is eligible for more than twelve (12) credits per fiscal year.

There will be unlimited carryover of funds from one fiscal year to succeeding fiscal years. The State shall reimburse to a maximum of three (3) graduate credits per semester, fees associated with continuing registration for doctoral dissertations. Unexpended tuition funds at the end of each fiscal year shall be divided among eligible bargaining unit members 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. Job sharing employees are eligible for tuition reimbursement at the same rate as full-time employees.

Distance learning courses may qualify for tuition reimbursement provided that such course work is offered by an institution that is fully accredited as an undergraduate/graduate institution and would otherwise qualify under the program were the member in physical attendance.

**C. BESB (Section 8)**

Ten thousand dollars (\$10,000) will be allocated to the Board of Education and Services for the Blind (BESB) for the purpose of sending bargaining unit employees in BESB to the yearly regional convention of the Association for Education and Rehabilitation for the Blind and Visually Impaired.

Effective July 1, 2019 fifteen thousand dollars (\$15,000) will be allocated to BESB for the purpose of sending bargaining unit employees in BESB to the yearly regional convention of the Association for Education and Rehabilitation for the Blind and Visually Impaired. Effective July 1, 2020, twenty thousand dollars (\$20,000) will be allocated for the purpose of sending bargaining unit employees in BESB to the yearly regional convention of the Association for Education and Rehabilitation for the Blind and Visually Impaired.

2016-2017	As Agreed Upon
2017-2018	\$10,000
2018-2019	\$10,000
2019-2020	\$15,000
2020-2021	\$20,000

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 (Section 4)**

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

Breakfast	\$ 10.00
Lunch	\$ 14.00
Dinner	\$ 25.00

\*Applicable to out-of-state travel or when authorized in accordance with the Standard State Travel Regulations.

1. Taxes on meals will be fully reimbursed.
2. Gratuities will be reimbursed to a maximum of 15% of the allowable maximum.

Mileage reimbursement will be paid at the GSA rate subject to readjustment with the U.S. GSA rate.

Employees required to utilize a personal vehicle for State business for 50% of the assigned monthly work days (which must be at least nine work days) will be paid a daily auto usage fee of \$4.50 for each day of required usage, in addition to mileage reimbursement.

An employee who is required to remain away from home overnight in order to perform the regular duties of his /her position may be reimbursed for lodging expenses in accordance with the Standard State Travel Regulations issued by the Commissioner of Administrative Services.

**IV. COMPENSATION (Article 27)**

**A. General Wages (Section 1)**

There shall be no general wage increase paid to any P-3A unit employee for the 2016-2017, 2017-2018, and the 2018-2019 contract years.

Effective July 1, 2019, the base annual salary for all P-3A bargaining unit employees shall be increased by three and one-half percent (3.5%). Effective July 1, 2020, the base annual salary for all P-3A bargaining unit employees shall be increased by three and one half percent (3.5%).

General Wage Increases will be effective as follows:

<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 (Section 2)**

There will be no annual increment or lump sum payment made for contract years 2016-2017 and 2017-2018.

Employees will continue to be eligible for and receive annual increments 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.

<u>Effective Date</u>	<u>Increase</u>
July 1, 2016	No AI/No Lump Sum Payment
July 1, 2017	No AI/No Lump Sum Payment
July 1, 2018	No AI/No Lump Sum Payment
July 1, 2019	July 2019/January 2020
July 1, 2020	July 2020/January 2021

Effective July 1, 2018 there will be a \$2,000 one-time payment to all employees or top step lump sum plus \$1,000 if greater. All payments will be pensionable in accordance with existing practice. The one-time payment will be paid in July of 2018 and will be pro-rated for part-time employees. Employees who have normal top step bonuses in excess of \$2,000 will be paid on the employee's normal increment date.

**C. Longevity (Section 3)**

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

**D. Unit Coordinator Stipend (Section 5)**

Unit Coordinators will receive an annual stipend of one thousand five hundred dollars (\$1,500).

**V. SICK LEAVE (Article 34)**

In the event of death in the immediate family as much as five (5) working days leave with pay will be granted. Immediate family means spouse, parent, siblings including step and half siblings, children, and also any relative who is domiciled in the employee's household. In the event of illness or injury to a member of the immediate family not more than ten (10) days of sick leave per calendar year will be granted.

**VI. FURLOUGH DAYS**

Each employee is required to take three (3) unpaid furlough days. Those furlough days will be scheduled as follows: September 1, 2017, November 24, 2017, and December 29, 2017. See Contract for details.

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

<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. Annual Increments**

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 these 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. Performance Evaluation Payments**

<u>Effective</u>	<u>Pay Period</u>	<u>Check Date</u>
2017	05/26/2017 - 06/08/2017	06/23/2017
2018	05/25/2018 - 06/07/2018	06/22/2018
2019	05/24/2019 - 06/06/2019	06/21/2019
2020	05/22/2020 - 06/04/2020	06/19/2020
2021	05/21/2021 - 06/03/2021	06/18/2021

**E. Unit Coordinator Stipend**

<u>Effective</u>	<u>Pay Period</u>	<u>Check Date</u>
07/01/2016	06/24/2016 - 07/07/2016	07/22/2016
07/01/2017	06/23/2017 - 07/06/2017	07/21/2017
07/01/2018	06/22/2018 - 07/05/2018	07/20/2018
07/01/2019	06/21/2019 - 07/04/2019	07/19/2019
07/01/2020	06/19/2020 - 07/02/2020	07/17/2020

**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 the General Wage Increase**

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. Annual Increments**

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

**D. 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 code if needed.

**E. Longevity**

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

**F. Payment of the Unit Coordinator Stipend and the Percentage Payout for the Performance Evaluation Program**

Lump sum payments are subject to mandatory deductions; i.e., Federal withholding tax and state income tax annualized, social security tax and retirement contributions, and (if applicable) garnishments. These payments on the bi-weekly payroll will be separately identified as:

**1. Unit Coordinator Stipend**

On the Timesheet Page: Amount; Time Reporting Code XSKPA  
On the Additional Pay Page: Amount; Earnings Code SKP

**2. Merit Evaluation Payout**

On the Timesheet Page: Amount; Time Reporting Code XMER  
On the Additional Pay Page: Amount; Earnings Code MER

3. **Auto Usage**

On the Timesheet Page: Amount; Time Reporting Code XAUTA

On the Additional Pay Page: Amount; Earnings Code AUT

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  
Division, 860-702-3334.

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