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OFFICE *of the* STATE COMPTROLLER
55 Elm Street
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INTERDEPARTMENTAL MEMORANDUM

July 12, 2018

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

Subject: **Education Professionals (P-3B) Collective Bargaining Unit Contract
Amendment and Extension - 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-3B bargaining unit for the period of July 1, 2016 through June 30, 2021.

II. COMPENSATION (Article 19)

A. General Wage Increases (Section 1)

There will be no general wage increase paid to any P-3B bargaining 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-3B bargaining unit employees will be increased by three and one-half percent (3.5%).

Effective July 1, 2020, the base annual salary for all P-3B 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. Twelve Month Bonus (Section 4(c) (6))

State School Teachers (12 month), Pupil Services Specialists (12 month), and Correction Department Vocational Instructors (12 month), who were employed as of July 1 and remained employed through October 1, will receive a lump sum payment of \$500.

C. Daily Pay Rates for Substitute Teachers and Substitute Instructors (Section 7)

The daily pay rates for Substitute Teachers and Substitute Instructors will be increased by the same percentage as any subsequent general wage increase in the P-3B bargaining unit.

D. Annual Increments (Section 8)

There will be no annual increment or lump sum payment made for contract years 2016-2017, 2017-2018 and 2018-2019.

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>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

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.

E. Longevity (Section 9)

Employees will continue to be eligible for longevity payments for the life of the contract in accordance with existing practice and with the SEBAC 2011 and 2017 Agreements. The longevity schedule in effect on June 30, 1993 will remain unchanged in dollar amounts for the life of this Agreement. The April 2018 longevity payment will be made in July of 2018.

F. Shift and Weekend Differential (Section 13)

Developmental Services Adult Services Instructors, State School Teachers, Correctional Recreation Supervisors and Correction Department Vocational Instructors are eligible for shift and weekend differentials.

The shift differential is eighty-five cents (\$.85) per hour. The weekend differential is seventy-five cents (\$.75) per hour.

G. Annual Skill Premium (EMT's) (Section 14)

Emergency Medical Technicians who are regularly assigned E.M.T. duties are eligible to receive a \$475 stipend on or about October 1 of each contract year.

III. TUITION REIMBURSEMENT (ARTICLE 24)

Any employee who has completed six (6) months of service and is continuing his/her education in a job-related area, or in an area that will assist the employee in upward mobility or promotional opportunities, will be eligible for tuition reimbursement for a maximum of nine (9) credits or the equivalent per year.

There will be seventy five thousand (\$75,000) dollars appropriated in each year of the contract for the purpose of tuition reimbursement. Effective July 1, 2019 that amount will be \$90,000 and effective July 1, 2020 the amount will be \$95,000. Funds which are unexpended in one fiscal year will carry over into the next fiscal year will not expire on expiration of this Agreement. The previous sentence notwithstanding, 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.

2016-2017	As Agreed Upon
2017-2018	\$75,000
2018-2019	\$75,000
2019-2020	\$90,000
2020-2021	\$95,000

Upon presentation of evidence of payment and successful completion of the course(s), the employee will receive tuition reimbursement as follows:

For credit courses at accredited institutions of higher education, including distance learning courses offered by such institutions, one hundred (100) percent of the cost of tuition, laboratory fees and community college service fees up to a maximum seventy-five percent (75%) of the per credit rate, including fees, for undergraduate and graduate courses at the University of Connecticut at Storrs.

Tuition reimbursement for external degree programs and for courses offered at non-accredited institutions will be subject to prior approval by the Commissioner of Administrative Services or designee. Non-credit courses will be converted to an equivalent number of credits for the purpose of computing reimbursement. For example, six to fifteen hours of noncredit classroom time will be considered the equivalent of one credit.

IV. PROFESSIONAL CONFERENCE AND WORKSHOP FUND (ARTICLE 25)

The State will appropriate \$40,000 in each year of the contract for a Professional Conference and Workshop Fund to be used for defraying expenses incurred for attendance by permanent employees at professional seminars, workshops, or conferences. Funds which are unexpended in one fiscal year will carry over into the next fiscal year provided, however, that the Professional Conference and Workshop Fund will expire on expiration of this Agreement. The previous sentence notwithstanding, application for funds which are submitted and approved within the final six (6) months may be paid, with the remaining available funds, up to three (3) months following expiration of this Agreement. A joint committee will administer the fund and will be comprised of two (2) representatives from both the State and the Union.

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

Each eligible employee will be entitled to a maximum of \$750 reimbursement per contract year toward the cost of fees, travel, food and/or lodging related to attendance at such events. An employee may use the fund once in a two year period for an expenditure in excess of \$750 but not greater than \$1,500. Use of the fund for expenditures of less than \$750 will not entitle the employee to use the fund for an additional expenditure in excess of \$750 in any two-year period (no carry over credit). Reimbursement will be consistent with standard state travel regulations.

V. BOARD OF EDUCATION AND SERVICES FOR THE BLIND CONFERENCE (Article 26)

The State agrees to send two (2) delegates, one from mobility and one from rehabilitation teaching, to the national and/or regional convention of the Association for Education and Rehabilitation for the Blind and Visually Impaired. The State will pay or reimburse the employee for all reasonable expenses incurred in compliance with State travel regulations.

VI. SICK LEAVE (Article 40)

In the event of illness or injury of a member of the immediate family who requires the attendance of the employee provided that not more than ten (10) days of sick leave per calendar year will be granted. See Contract for details.

VII. MEMORANDUM OF UNDERSTANDING - DEPARTMENT OF CORRECTION MEAL MONEY

Employees in the Vocational Instructor job classification in the Department of Correction are eligible for the Department of Correction meal allowance in those correctional facilities in which the employees have opted for the meal allowance. The meal rate will be applied to each shift actually worked. The per meal rate will be the rate provided to the majority of the correctional employees and will be adjusted in accordance with the rate provided to the majority of the correctional employees. Employees hired on or after July 1, 2009 will not be entitled to the correctional meal allowance except in the cases where the vocational instructor provides educational or other inmate-related services during the meal period.

VIII. FURLOUGH DAYS

Each employee is required to take three (3) unpaid furlough days between July 1, 2017 and June 30, 2018. The equivalent cost of the furlough days will be deducted from the employee's annual salary in order to spread the financial impact of the furlough days equally throughout the year. The reduced annual salary will be divided into twenty-six (26) pay periods and will become the adjusted base salary for the employee each pay period. See contract for details.

IX. 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. \$500 Twelve Month Lump Sum Payments

<u>Effective</u>	<u>Pay Period</u>	<u>Check Date</u>
July 2016	No Lump Sum Payment	No Lump Sum Payment
January 2017	No Lump Sum Payment	No Lump Sum Payment
July 2017	No Lump Sum Payment	No Lump Sum Payment
January 2018	No Lump Sum Payment	No Lump Sum Payment
July 2018	No Lump Sum Payment	No Lump Sum Payment
January 2019	No Lump Sum Payment	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. 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).

C. 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 Annual Increment	No Annual Increment
January 2017	No Annual Increment	No Annual Increment
July 2017	No Annual Increment	No Annual Increment
January 2018	No Annual Increment	No Annual Increment
July 2018	No Annual Increment	No Annual Increment
January 2019	No Annual Increment	No Annual Increment
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

D. 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

E. Annual Skill Premium For EMT's

<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

X. 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. \$500 Twelve Month Lump Sum

On the Timesheet Page: Amount; Time Reporting Code XMISA

On the Additional Pay Page: Amount; Earnings Code MIS

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 if needed

E. 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)

F. EMT Skill Premium

On the Timesheet Page: Amount; Time Reporting Code XSKPA

On the Additional Pay Page: Amount; Earnings Code SKP

G. Auto Usage

On the Timesheet Page: Amount, Time Reporting Code XAUTA

On the Additional Pay Page: Amount, Earnings Code AUT

XI. 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;

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

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