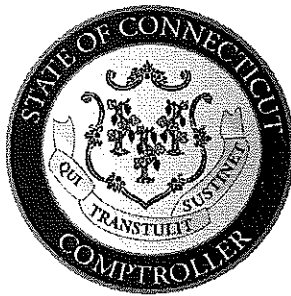


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STATE COMPTROLLER



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

MEMORANDUM NO. 2018-18

July 12, 2018

TO THE HEADS OF ALL STATE AGENCIES

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

Subject: **Maintenance and Service (NP-2) Collective Bargaining Unit Contract July 1, 2016 - June 30, 2021**

I. AUTHORITY

The collective bargaining agreement between the State of Connecticut and the Connecticut Employees Union Independent (CEUI), Local 511, SEIU (NP-2 Bargaining Unit), for the period July 1, 2016 through June 30, 2021.

II. TRAINING (Article 10)

A. Tuition Reimbursement (Section 3a)

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

2016-2017	As Agreed Upon
2017-2018	\$70,000
2018-2019	\$70,000
2019-2020	\$70,000
2020-2021	\$70,000

For Fiscal Year 2017 (6/30/2016-7/1/2017) there shall be no allocation of funds. Thereafter, the State shall allocate seventy thousand (\$70,000) dollars during each contract year for employees to participate in the existing tuition reimbursement program.

Tuition reimbursement for credit courses at accredited institutions of higher education will be one hundred percent (100%) of the cost of tuition, laboratory fees and community college service fees up to a maximum of seventy-five percent (75%) of the per credit rate for undergraduate and graduate courses at the University of Connecticut at Storrs. Tuition reimbursement for non-credit courses at accredited institutions of higher education will be one hundred percent (100%) of the cost of tuition, laboratory fees and community college service fees up to a maximum of fifty percent (50%) of the per credit rate for undergraduate and graduate courses at the University of Connecticut at Storrs.

B. Education and Training Fund (Section 3b)

For Fiscal Year 2017 (6/30/2016-7/1/2017) the NP-2 Education and Training Fund shall receive an allocation of forty thousand dollars (\$40,000) which represents ½ of the normal allocation for said fund. Thereafter, the State shall allocate eighty thousand (\$80,000) dollars in each contract year for the purpose of providing relevant education and training to employees in conjunction with the Department of Education or comparable programs including continuing education requirements.

2016-2017	\$40,000
2017-2018	\$80,000
2018-2019	\$80,000
2019-2020	\$80,000
2020-2021	\$80,000

C. Conference Fund (Section 3c)

For Fiscal Year 2017 (6/30/2016-7/1/2017) there shall be no allocation of funds. Thereafter, thirty thousand (\$30,000) dollars shall be allocated per contract year to finance attendance at workshops, seminars or conferences by employees, without loss of pay or benefits.

2016-2017	\$ 0.00
2017-2018	\$30,000
2018-2019	\$30,000
2019-2020	\$30,000
2020-2021	\$30,000

D. Unexpended Funds

Funds that are unexpended in one fiscal year will carry over into the next fiscal year and the balance of these funds will be available in addition to the new balances. The union will, upon request, be able to interchange funds between the Professional Development, Tuition Reimbursement, and Conference Funds.

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

A. Inclement Weather (Section 12)

Whenever the State or any Agency releases employees from work by an act from the Governor, or either a partial day (i.e. late opening or early dismissal) or full day due to inclement or unusual weather and/or for any other circumstances, employees who are required to remain at work or report to work because of their job duties will be provided compensatory time off for all regular hours (during normal shift) worked under such conditions. An employee will have twelve (12) months from the time of credit in which to utilize such compensatory time. If the employee does not utilize such compensatory time within the designated time period, the compensatory time accruals will expire.

B. Night Shift Differential (Section 18c)

Temporary Night Shift Differential (Department of Transportation only)
A shift premium of \$4.00 per hour will be paid in lieu of any other shift or weekend differential to employees who are assigned to such temporary shifts for all such hours worked or on paid leave. This premium will also be paid for any eligible overtime hours worked on such established shifts, but the premium itself will not be paid at the one and one-half rate.

IV. SAFETY (Article 19 Section 7b)

Premium pay for hazardous or unpleasant duty as specified by current regulations or Q-items will continue. Premium pay for newly designated hazardous or unpleasant duty may be established at either one and one-half (1-1/2) or one and one-quarter (1-1/4) times the applicable hourly rate, depending on the degree of such hazard or unpleasantness, in relation to current regulation or Q-item. Premium pay will be paid for all hours of such work or exposure.

Safety Shoes Permanent Part-time Employees (Article 27 Section 2g)

Permanent part-time less than twenty (20) hours per week employees required to wear safety shoes will receive the amount specified in Article 20 for the purchase of such shoes at the time of hire and bi-annually thereafter on or about July 15.

V. COMPENSATION (Article 20)

A. General Wage Increases (Section 1)

There will be no general wage increase paid to any NP-2 bargaining unit employee for the 2016-2017, 2017-2018, and 2018-2019 contract years.

Effective July 1, 2019, the base annual salary for all NP-2 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-2 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)

Employees will continue to be eligible for and receive annual increments and top step lump sum payments (2.5%) of their base in July or January and in accordance with existing practice and paid in the pay period which would include July 1 and/or January 1, based upon the employee's anniversary date except as specifically varied by the contract. There will be no annual increment made for contract years 2016-2017, 2017-2018 and 2018-2019. Effective July 1, 2019 bargaining unit employees will receive annual increments and top step lump sum payments. Effective July 1, 2020 bargaining unit employees will receive annual increments and top step lump sum payments.

Contract Year

2016-2017
 2017-2018
 2018-2019
 2019-2020
 2020-2021

Payable

No AI/No Lump Sum Payment
 No AI/No Lump Sum Payment
 No AI/No Lump Sum Payment
 July 2019/January 2020
 July 2020/January 2021

C. One-Time Payment

All bargaining unit employees shall receive a one-time two thousand dollar (\$2,000) payment during July 2018 except those who are at the maximum step in salary group 23 and above.

Those bargaining unit members at salary group 23 and above, who are at maximum step of the salary group shall receive a one-time lump sum payment of \$1,000 in July 2018 and they will receive their lump sum payment at maximum as prescribed by the labor agreement.

Those bargaining unit members who are between salary group 9 and salary group 23, who are at maximum step and who are eligible to receive a lump sum payment at maximum greater than \$1,000 but less than \$2,000 shall receive the one-time payment of \$2,000 as set for above in July 2018. They shall also receive the amount that is in excess of \$1,000 of the lump sum payment at maximum when the lump sum payment would have been paid as prescribed by the labor agreement.

It is understood that part-time employees shall receive a pro-rated amount based upon their scheduled hours of work.

D. Safety Shoe Allowance (Section 3)

The safety shoe allowance will be \$135.00 (one-hundred thirty-five dollars). The safety shoe allowance will be extended to otherwise eligible employees who are hired after July 15, but before February 1, of any contract year. Payment will be made on or about February 15.

VI. LONGEVITY (Article 22)

Employees will continue to be eligible for longevity payments in accordance with existing practice and in accordance with the SEBAC 2011 and 2017 agreements. The longevity schedule in effect on June 30, 1988, will remain unchanged in dollar amounts during the life of this agreement.

July 1, 2016 - June 30, 2017 longevity will be paid on time.

July 1, 2017 - June 30, 2018, October 2017 longevity will be paid on time;

April 2018 - longevity will be delayed until July 2018.

July 1, 2018 - June 30, 2019 longevity will be paid on time.

July 1, 2019 - June 30, 2020 longevity will be paid on time.

July 1, 2020 - June 30, 2021 longevity will be paid on time.

VII. SHIFT AND SALARY DIFFERENTIAL (Article 23)

A. Shift Differential

The shift differential is ninety (\$.90) cents per hour.

B. Weekend Differential

The weekend differential is sixty (\$.60) cents per hour.

C. Differential for Supervising or Training Inmates

Employees, other than those employed by the Department of Transportation, who are required to supervise or train inmates and such is not a function within their job specification, will be paid a differential of seventy (\$.70) cents per hour for each hour actually worked in such assignment.

D. Freezer Storage

The extra compensation for employees who work in freezer storage areas is seventy (\$.70) cents per hour.

E. Fire and Crash Standby

The extra compensation paid to DOT employees with fire and crash standby assignments at airports will be eighty (\$.80) cents per hour.

VIII. PERMANENT PART-TIME EMPLOYEES (Article 27)

A. Permanent Part-Time Employees (Article 27 Section 1)

Permanent part-time employees shall also be entitled to other rights and benefits described herein including seniority (based on date of hire without regard to number of hours worked), access to grievance machinery and all other sundry provisions in accordance with this collective bargaining agreement.

B. SAFETY SHOES PERMANENT PART-TIME EMPLOYEES (Article 27 Section 2g)

Permanent part-time less than twenty (20) hours per week employees required to wear safety shoes will receive the amount specified in Article 20 for the purchase of such shoes at the time of hire and bi-annually thereafter on or about July 15.

IX. SICK LEAVE (Article 29 Section 3)

In the event of death in the immediate family when as much as three (3) working days leave with pay will be granted for each occurrence.

X. MEALS (Article 41)

During the life of this agreement, the rates charged to employees for meals will be as follows:

Breakfast	\$2.50
Lunch	\$4.00
Dinner	\$4.00

Employees whose jobs require they remain on duty on a regular basis during the lunch break will be entitled to an employer-provided meal at no cost, provided the employer has dining facilities. This applies to first, second, and third shift employees. These provisions do not apply to employees who may be eligible for meals under Article 42.

XI. MEAL POLICY (Article 42 Section 2)

Meals will be provided at no cost at all agencies possessing dining facilities. For agencies without dining facilities, the maximum meal allowances will be:

6:00 am	Breakfast	\$ 7.50
Noon	Lunch	\$ 9.50
6:00 pm	Dinner	\$15.00

Effective July 1, 2019 the meal allowance will be increased as follows: Increase the allowance for dinner by one (\$1.00) dollar.

XII. HOUSING (Article 43)

The amount charged to employees occupying State-owned housing located on the grounds of State institutions will be seventy (70%) percent of the appraised fair market rental value. For other State-owned housing, the rental charge will be one hundred (100%) percent of the appraised fair market value.

XIII. SNOW AND ICE PREMIUM PAY (Article 53)

Employees designated as having a snow and ice control or removal assignment will be paid a premium of \$1.70 for each hour actually worked on snow and ice control or removal, other than during the regular shift schedule. Premium pay will be authorized under the above conditions from November 1 through April 30 of each year for the life of the contract. This premium pay will not be used in computing overtime payment.

XIV. ON-CALL/STANDBY ASSIGNMENTS (Article 55 Section 6d)

Employees of the University of Connecticut, University of Connecticut Health Center, Department of Mental Health and Addiction Services and the Department of Developmental Services who are designated by job classification and function as on-call/standby status will be compensated at the rate of \$1.00 per hour for each hour so assigned.

XV. MISCELLANEOUS (Article 60)**A. License Fees (Section 6)**

The employer will reimburse employees in all classifications, including but not limited to barbers, hairdressers, ferry captains and electronic technicians for the cost of a license required by the employer as a condition of employment or otherwise necessary for execution of assigned duties, except that the cost of a Commercial Drivers License (CDL) will not be reimbursed. The employer will not be responsible for penalties for late filing. Requests for reimbursement will be processed upon presentation of a validated license and proof of payment.

B. Ten Month Employees (Section 9)

Ten month employees may be paid over a twelve month period.

XVI. FURLOUGH DAYS

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.

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

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 and Lump Sum Payments for Maximum Step Employees

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.

D. Safety Shoe Allowance

<u>Effective Date</u>	<u>Pay Period</u>	<u>Check Date</u>
07/15/2016	06/10/2016 - 06/23/2016	07/08/2016
07/15/2017	06/09/2017 - 06/22/2017	07/07/2017
07/15/2018	06/08/2018 - 06/21/2018	07/06/2018
07/15/2019	06/07/2019 - 06/20/2019	07/05/2019
07/15/2020	06/05/2020 - 06/18/2020	07/02/2020

E. Safety Shoe Allowance for Employees Hired After July 15

<u>Effective Date</u>	<u>Pay Period</u>	<u>Check Date</u>
02/15/2017	01/06/2017 - 01/19/2017	02/03/2017
02/15/2018	01/05/2018 - 01/18/2018	02/02/2018
02/15/2019	01/18/2019 - 01/31/2019	02/15/2019
02/15/2020	01/17/2020 - 01/30/2020	02/14/2020
02/15/2021	01/15/2021 - 01/28/2021	02/11/2021

XVIII. 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. Shoe Allowance

On the Timesheet Page: Amount; Time Reporting Code XSHUA
On the Additional Pay Page: Amount; Earnings Code SHU

F. Shift Differential

On the Timesheet Page: Hours, Shift 1; Amount 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

- G. Temporary Night Shift Differential**
On the Timesheet Page: Units; Time Reporting Code XSHNF
On the Additional Pay Page: Units; Earnings Code F41
- H. Differential for Supervising Inmates**
On the Timesheet Page: Units; Time Reporting Code XINM1
On the Additional Pay Page: Units; Earnings Code DI1.
- I. Freezer Storage**
On the Timesheet Page: Units; Time Reporting Code XFRZ1
On the Additional Pay Page: Units; Earnings Code DF1
- J. Fire and Crash Standby**
On the Timesheet Page: Units; Time Reporting Code XOCAH
On the Additional Pay Page: Units; Earnings Code OCF
- K. Snow and Ice Premium Pay**
On the Timesheet Page: Units; Time Reporting Code XHDKH
On the Additional Pay Page: Units; Earnings Code SIU
- L. On-Call/Standby**
On the Timesheet Page: Units; Time Reporting Code XOCBH
On the Additional Pay Page: Units; Earnings Code OC1
- M. License Fees**
On the Timesheet Page: Amount; Time Reporting Code XNRRA
On the Additional Pay Page: Amount; Earnings Code NRR

XIX. 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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KL:ED

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