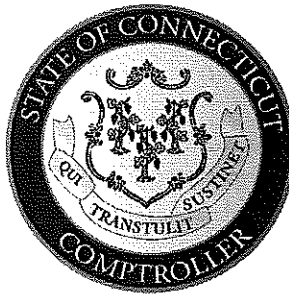


KEVIN LEMBO
STATE COMPTROLLER



MARTHA CARLSON
DEPUTY COMPTROLLER



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

MEMORANDUM NO. 2018-19

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: **Engineering, Scientific and Technical (P-4) Bargaining Unit Employees Contract July 1, 2016 through June 30, 2021**

I. AUTHORITY

The agreement between the State of Connecticut and the Connecticut State Employees Association concerning the Engineering, Scientific and Technical (P-4) bargaining unit for the period of July 1, 2016 through June 30, 2021.

II. TRAINING AND TUITION REIMBURSEMENT AND PROFESSIONAL DEVELOPMENT (Article 10)

- A.** A joint Professional Development Committee shall administer a fund for defraying expenses incurred for attendance by permanent employees at professional development activities. The Committee shall be comprised of two (2) representatives from both the State and Union. A request to use this fund for the upkeep of job related professional licensure shall be considered, however only one (1) job related license reimbursement will be considered per employee per year. A request by the employee to use this fund for licensure which is covered by Article 40, will be addressed under Article 40. A request by the employee to use this fund for tuition reimbursement expenses as described in Section Three of this provision shall be handled in accordance with Section Three.

Requests for use of the fund shall, after approval by the appointing authority, be submitted to the Committee for action at least three (3) weeks in advance or as soon as practicable. Approval of professional development opportunities by the appointing authority will not be unreasonably denied. Denial, when determined, shall be explained in a written memorandum. An unreasonable denial of any employee's request may be appealable to the Office of Labor Relations. The Office of Labor Relations shall respond to the appeal within five (5) working days. Upon approval by the Committee, the Agency Head shall promptly forward the request to the Comptroller. Agricultural Experiment Station employees eligible for expense reimbursement under Addendum Article 10 are not eligible to participate in this fund and vice-versa.

There shall be seventy thousand dollars (\$70,000) appropriated to the fund each contract year. If additional appropriations are needed in the tuition reimbursement fund, professional development funds may be used with the agreement of both parties. There will be unlimited carryover of unused funds from one contract year to the succeeding contract year.

The State will allocate for training 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

Each eligible employee shall be entitled to a maximum reimbursement of four thousand five hundred dollars (\$4,500) per the contract duration toward the cost of fees, materials, travel, food, and/or lodging related to professional development. Reimbursement shall be consistent with standard state travel regulations. Employees who attend training herein will continue to receive regular pay and benefits.

B. Tuition Reimbursement (Section 3)

There shall be no new allocation of funds in FY 2016. The Tuition Reimbursement Fund will only be funded for FY 2017 a sufficient amount to pay for all pending tuition reimbursement requests for that year, if needed. Effective July 1, 2017, the State shall allocate one hundred forty thousand (\$140,000) for the tuition reimbursement program. Effective July 1, 2018, the fund will be increased by eighty thousand dollars (\$80,000). Effective July 1, 2019 the fund will be increased by ten thousand dollars (\$10,000). Effective July 1, 2020 the fund will be increased by ten thousand dollars (\$10,000).

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

2016-2017	As Agreed Upon
2017-2018	\$140,000
2018-2019	\$220,000
2019-2020	\$230,000
2020-2021	\$240,000

Courses from accredited institutions of higher learning will be eligible for this reimbursement inclusive of long distance learning courses. There will be unlimited carryover of unused moneys in fund from one contract year to the next. Funds will automatically expire upon expiration of the contract.

The maximum reimbursement rate shall be 75% of the per-credit rate for undergraduate and graduate courses at the University of Connecticut at Storrs inclusive of fees. No employee may be eligible for reimbursement for more than three (3) courses or twelve (12) credits in each year of the contract.

III. HOURS OF WORK (Article 16)

Article 16 contains several payroll provisions. Please refer to the P-4 contract for eligibility requirements and specific details.

A. Shift Differential (Section 2)

A shift differential of eighty-five cents (\$.85) per hour will be paid to all employees whose regularly assigned shift or tour of duty begins after 2:00 p.m. or before 6:00 a.m., except that any employee whose salary is above the pay grade designated as exempt from overtime (Article 17 Section Three), will not be eligible for such differential. Notwithstanding this provision, employees in the classifications of Computer Operations Supervisor 1 and 2 will be eligible for shift differential payment.

B. Weekend Differential (Section 3)

The weekend differential will remain at seventy-five cents (\$.75) per hour.

C. Standby (Section 5)

Pay for on standby or on call status will be \$16, \$24, or \$54. See contract for details.

IV. COMPENSATION (Article 19)

A. General Wage Increases (Section 1)

There shall be no general wage increase paid for the contract years 2016-2017, 2017-2018 and 2018-2019.

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

Effective July 1, 2020, the base annual salary 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 (Section 2)

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

Effective July 1, 2019, employees will receive their annual increments and/or lump sum payments in accordance with existing practice except as specifically varied by the contract. Effective July 1, 2020, employees will receive their annual increments and/or lump sum payments in accordance with existing practice except as specifically varied by the contract.

There will be a two thousand dollar (\$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 the Plan’s normal rule. The one-time payments will be paid on July of 2018. The top-step lump paid will be paid on the employee’s normal increment date. The one-time payment amount will be pro-rated for part-time unit employees.

The lump sum payment shall be paid on the paycheck dates when increments are paid in accordance with the above schedule. An overall service rating of unsatisfactory (as defined in Article 9 and referenced in Article 19, Section 4 of the P-4 contract) may be grounds for denial of this payment.

<u>Payable</u>	<u>Contract Year</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 in accordance with existing practice and in accordance with SEBAC 2011 and 2017 Agreements. The longevity schedule in effect on June 30, 1984 will remain unchanged in dollar amounts during the life of this Agreement. The April 2018 longevity payment will be made in July 2018.

D. Lump Sum Payment for Maximum Step Employees (Section 4)

Employees at the maximum step of the salary schedule as of the annual increment effective dates will receive a 2.5 percent lump sum payment when the annual increment would have applied. There will be no lump sum payments made for the contract years 2016-2017 and 2017-2018.

E. Classification With Stipends (Section 8)

The Bridge Safety Inspection Stipend is eliminated for new employees. The stipend will end for current employees upon either their promotion or their reaching maximum step. This will not eliminate the stipend of any current Transportation Bridge Safety Inspector 3.

V. TRAVEL (Article 21)

Employees required to travel on official State business will be reimbursed for lodging, mileage and/or meals in accordance with Standard State Travel Regulations. An employee traveling due to a project of matter which is funded by and reimbursable in whole or substantial part, by the federal government will be reimbursed at meal reimbursement rates set by federal law.

Construction personnel in the Department of Transportation (DOT) or Department of Public Works (DPW) who are presently assigned State vehicles may continue to use said vehicles or may shift to the use of his/her personal vehicle, at which time he/she will be entitled to all the benefits accruing to other employees who are using their personal vehicles.

Employees utilizing personally-owned vehicles on state business will be paid \$4.50 per day vehicle use fee. This fee will be in addition to mileage reimbursement. (See contract for stipulations.)

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

Breakfast	\$8.00
Lunch*	\$10.00
Dinner	\$20.00

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

The mileage reimbursement rate will be the GSA rate subject to readjustment within thirty days, consistent with readjustment by the GSA.

VI. PREGNANCY, MATERNAL AND PARENTAL LEAVE (Article 26)

Up to ten (10) days of paid leave, deducted from sick leave, will be provided to an employee in connection with the birth, adoption or taking custody of a child.

VII. HEALTH AND SAFETY (Article 27)

A joint Union/Management Safety Committee will be established to investigate, discuss and develop corrective measures on specific safety and health matters. Committee proposals shall detail the problem, resolution, the benefit of implementation and costs.

There will be established an annual fund of \$15,000 for committee proposed safety health programs. There will be no funding in contract year 2017. There will be unlimited carryover of unused funds from one contract year to the succeeding contract year(s). The fund will automatically expire upon expiration of the contract.

VIII. SAFETY SHOE ALLOWANCE (Article 35)

The annual safety shoe allowance of \$110 will continue to be payable on or about October 1 of each contract year. Employees hired on or after October 1, but before April 1 of any contract year will also receive this allowance on or about April 1. Employees hired on or after April 1 will not be eligible for this allowance in that contract year.

IX. CERTIFICATION AND LICENSING (Article 40)

An employee whose job specification requires a professional license or certificate as a condition of employment will be reimbursed for the cost of it.

X. ANNUAL SKILL PREMIUM FOR EMTS (Article 41 Section 2)

On or about December 1, each employee who is certified as an Emergency Medical Technician (EMT) shall be paid a skill premium of four hundred seventy-five dollars (\$475).

XI. SICK LEAVE (Article 43)

A. Sick Leave Bank (Section 4)

The Emergency Sick Leave Bank is available to all permanent employees, rather than to full-time permanent employees and certain part time employees. Payments pursuant to the Sick Leave Bank will now be made on the sixth (6th) day after exhaustion of leave, rather than on the sixteenth (16th) day. Employees will continue to be limited to drawing a maximum of 200 one-half days from the bank. An alternative maximum of 100 three-quarter days has been added.

B. Sick Leave (Section Five)

Increase the number of family sick days an employee may be granted per calendar year from no more than five (5) to no more than ten (10) days. Family sick leave may now be granted in the event of illness or injury, rather than “critical” illness or “severe” injury. Family sick leave may now be extended to a spouse’s immediate family member.

XII. EMPLOYEE MEAL CHARGES (Article 55)

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

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

XIII. DURATION OF AGREEMENT (Article 57)

A. Furlough Days (Section 1)

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. Furlough days may be taken upon request with appropriate notice, in whole day increments.

XIV. OTHER MATTERS

A. Carryover Funds

Notwithstanding any provision of this agreement, there will be unlimited carryover of any unexpended contract funds from one contract year to the next. Any remaining funds at the end of the contract term will carry over into the successor agreement. This provision will apply to all contractual funds including but not limited to the Professional Development Fund, the Tuition Reimbursement fund and the Health and Safety Fund.

B. Wildfire Suppression Crew

The overtime cap will be lifted for the total number of hours required to permit the employees involved in Wildfire Suppression when called upon to work on the out of state fire crews or on in state wildfire where such work is reimbursable under federal rules. This agreement will not negatively impact any other payments for which the employees may be eligible. Employees will be paid in accordance with federal guidelines regardless of job classification where such guidelines govern the wildfire work in question.

XV. AGRICULTURAL EXPERIMENT STATION

A. Employee Expenses (Article 10)

It is expected that agency approved travel will be paid for by using extramural grant funding when available. When extramural funding is not available for agency approved travel, the Station will reimburse the necessary travel expenses incurred according to State regulations and within available resources.

B. Hours of Work and Overtime (Article 13)

Normally, no more than 35 hours per week will be required of a technician. Technicians, when requested by a supervisor or directed by the Chief Scientist to work in excess of 35 hours per week will receive compensatory time on an hour for hour basis for any hours over 35 but less than 40 hours per week. If a technician is asked to work on Saturday, Sunday a holiday, or in excess of 40 hours per week, he/she will receive 1 and ½ hours of compensatory time for each hour of such work. Compensatory time must be taken at a time convenient to both the technician and the Station within six (6) months of accrual. If no agreement can be reached within six (6) months of accrual, the Station may, at its discretion, schedule the use of compensatory time or pay the accrued compensatory time at a straight time rate.

XVI. 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 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.

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. Safety Shoe Allowance

<u>Effective Date</u>	<u>Pay Period</u>	<u>Check Date</u>
10/01/2016	09/30/2016 - 10/13/2016	10/28/2016
04/01/2017	03/31/2017 - 04/13/2017	04/28/2017
10/01/2017	09/29/2017 - 10/12/2017	10/27/2017
04/01/2018	03/30/2018 - 04/12/2018	04/27/2018
10/01/2018	09/28/2018 - 10/11/2018	10/26/2018
04/01/2019	03/29/2019 - 04/11/2019	04/26/2019
10/01/2019	09/27/2019 - 10/10/2019	10/25/2019
04/01/2020	03/27/2020 - 04/09/2020	04/24/2020
10/01/2020	09/25/2020 - 10/08/2020	10/23/2020
04/01/2021	03/01/2021 - 04/08/2021	04/23/2021

E. EMT Skill Premium

<u>Effective Date</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 - 12/08/2017	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

XVII. 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 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-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

D. Payment of Lump Sum(s)

On the Timesheet Page: Amount; Time Reporting Code XMISP

On the Additional Pay Page: Amount; Earnings Code MPS

Lump sum payments are subject to mandatory deductions; i.e., federal withholding and state income tax annualized, social security tax and retirement contributions and (if applicable) garnishments.

E. Skill Premium (EMTs)

On the Timesheet Page: Amount; Time Reporting Code XSKPA

On the Additional Pay Page: Amount; Earnings Code SKP

F. Shift Differential

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

On the Additional Pay Page: Hours or Amount; Earnings Code SD1 (Shift 1); Earnings Code SD2 (Shift 2); or Earnings Code SD3 (Shift 3);

F. Standby

On the Timesheet Page: Amount; Time Reporting Code XOCXA

On the Additional Pay Page: Amount; Earnings Code OCA

G. Vehicle Usage

On the Timesheet Page: Amount; Time Reporting Code XAUTA

On the Additional Pay Page: Amount; Earnings Code AUT

H. Shoe Allowance

On the Timesheet Page: Amount; Time Reporting Code XSHUA

On the Additional Pay Page: Amount; Earnings Code SHU

XVIII. 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.



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KL:ED

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