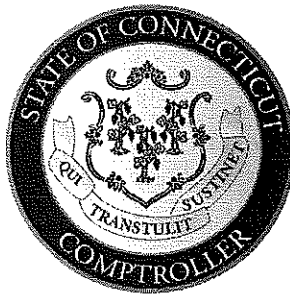


KEVIN LEMBO
STATE COMPTROLLER



MARTHA CARLSON
DEPUTY COMPTROLLER



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

MEMORANDUM 2018-20

July 18, 2018

TO THE HEADS OF ALL STATE AGENCIES

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

Subject: NP-6 and P-1 Health Care Bargaining Units, District 1199, Contract July 1, 2016 - June 30, 2021

I. AUTHORITY

The collective bargaining agreement between the State of Connecticut and the New England Healthcare Employees Union, District 1199, SEIU (NP-6/P-1) bargaining unit, for the period July 1, 2016 through June 30, 2021.

II. COMPENSATION (Article 9)

A. General Wage Increases (Section 1)

There shall be no general wage increase paid to any NP-6/P-1 bargaining unit employee for the 2016-17, 2017-2018 and 2018-2019 contract years.

Effective July 1, 2019, the base annual salary for all NP-6/P-1 bargaining unit employees shall be increased by three and one-half percent (3.5%).

Effective July 1, 2020, the base annual salary for all NP-6/P-1 bargaining unit employees shall 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% |

Notwithstanding subsection (A) above, new hires in the classifications listed below will be paid at a rate of Step 1 of on salary grade below the established salary grade for the classification subject to furlough day adjustments. Upon successful completion of the working test period, effective the payroll period following, the Employee will be compensated at Step 1 of the classification.

Employees who have previously completed a working test period in an 1199 covered direct-care position will not be subject to this reduced training rate upon transfer or promotion.

| | |
|--------------------------------|-----------------------------|
| Mental Health Trainee | Mental Health Assistant I |
| Developmental Service Worker I | Children Services Assistant |
| Children Services Worker | |

B. Annual Increments (Section 2)

There will be no annual increments made for contract years 2016-2017, 2017-2018 or 2018-2019.

| <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 |

All employees will be eligible to receive a one-time payment of \$2,000 effective with the pay period that includes July 1, 2018. Part-time employees will receive a pro-rated payment. The annual increment for the 2019-2020 and 2020-2021 contract years will be paid on time in accordance with existing practice.

C. Longevity (Section 3)

Employees will continue to be eligible for longevity payments for the life of this contract in accordance with existing practice, except as provided otherwise in this agreement. The longevity schedule(s) in effect on June 30, 2009 will remain unchanged in dollar amounts for the life of this agreement and is appended hereto. The October 2017 longevity payment will be paid on time. The April 2018 longevity payment will be delayed until July 2018.

No employee first hired on or after July 1, 2011 will be entitled to a longevity payment; provided, however any individual hired on or after said date will have military service which would count toward longevity under current rules, will be entitled to longevity if they obtain the requisite service in the future.

D. In Charge Pay (Section 5)

The "in-charge" rate of pay will be increased to \$18.00 effective July 1, 2018. Should a licensed nursing person be designated "in-charge" for less than a full shift, the "in-charge" rate of pay will be pro-rated accordingly.

E. On Call /Standby Pay (Section 7)

Staff, other than physicians who are assigned to be readily available to return to work or perform other work as required by the agency's standby program, will be paid \$1.65 per hour for the period of the standby assignment. Employees on a standby assignment where the beginning shift falls on a holiday will be paid \$3.50 per hour for the period of the standby assignment. Effective with the pay period that includes July 1, 2019, the above rate for standby assignments will increase to \$2.00 per hour and \$4.00 for holidays.

- F. Night Duty or Standby Night Duty for Physicians (Section 8)**
Physicians in all agencies will be paid \$35.00 per hour multiplied by the number of hours worked off-site standby status. Effective July 1, 2018, the off-site on-call rate will be \$42.50. Effective July 1, 2020, the off-site on call rate will be \$50.00. Physicians who work on-site on-call and weekend on-site on-call will be paid at the rates outlined in the agreement. If the State establishes on-site on-call shifts of fewer than listed in the agreement, the rate will be \$80.00 per hour. Effective July 1, 2018, the hourly rate will be increased to \$90.00 per hour. Effective July 1, 2020, the rate will increase to \$100.00 per hour.
- The compensation set forth herein shall be the entire amount that such Employees will be compensated for this assignment regardless of the work performed. No additional premium shall be paid in the event the assignment is on a holiday, other than provided as outlined in the contract. See contract for details.
- G. Veterinarian (Section 9)**
Each veterinarian will receive a \$30.00 safety shoe allowance. The laundry allowance for veterinarians will continue at \$.75 per day actually worked.
- H. Recruitment and Retention Bonus for Registered Nurse and for Clinical Nurse Coordinator and Nurse Clinician (Section 10)**
Each Registered Nurse who is permanently assigned to the second or third shift will receive a recruitment and retention yearly bonus of \$3,000. This bonus will be paid biweekly.
- A recruitment and retention stipend of \$2,000 will be paid annually to employees in the classification of Clinical Nurse Coordinator and Nurse Clinician. The stipend will be paid in two installments in July and December in each contract year.
- I. Recruitment and Retention Bonus for Licensed Practical Nurse (Section 11)**
Each Licensed Practical Nurse permanently assigned to the second or third shift will receive a yearly bonus of \$600. This bonus will be paid in two installments in July and December.
- J. Uniform Allowance (Section 12)**
Employees required to wear uniforms not provided by the Employer will receive a \$100 annual uniform allowance. Payment will be made on or about July 15 of each year.
- K. P-1 Annual Bonus Payments (Section 13)**
Physicians who, on October 1 of each year, are Board Certified in their area of practice will receive a bonus of \$1,000 each year. Effective October 1, 2019, the bonus will be \$3,000. Effective October 1, 2019, physicians who have a job-related second Board Certification, as determined by the parties, such as Adolescent Psychiatry will receive a \$5,000 annual bonus. Psychiatrists within the Department of Mental Health and Addiction Services assigned to Whiting Forensic Institute, with a Forensic Board Certification, will continue to be eligible for a \$10,000 annual bonus.
- L. EMT Stipend (Section 14)**
Emergency Medical Technicians who are regularly assigned EMT duties will receive a stipend of \$400.

M. DOT Safety Shoes (Section 15)

The Department of Transportation will continue its existing practice of providing payment for employees required to wear safety shoes.

N. Bilingual Stipend (Section 17)

A stipend of \$1,000 annually will be paid to an employee where it is required for the employee to be bilingual. The stipend will be paid quarterly in the amount of \$250.

O. Cellular Telephone Stipend (Section 18)

The State will provide Drug Control Agents and Principal Drug Control Agents within the Department of Consumer Protection a monthly stipend of \$20 per month for use of the employee's personal cellular telephone. The employer may require the employee to surrender the state-issued beeper as a condition to becoming eligible for the stipend. The employee may elect to retain the state-issued beeper, not use a personal cellular telephone and not receive the stipend.

III. HOURS OF WORK, WORK SCHEDULE, AND OVERTIME (Article 13)

Effective July 1, 2019, Supervising Pharmacists will be eligible for overtime.

IV. SHIFT ASSIGNMENTS AND DIFFERENTIALS (Article 19)

A. Shift Differential (Section 1)

Employees who work a shift where the majority of hours fall after 3:00 p.m. and before 7:00 a.m. will be entitled to shift differential. Payment will be made for all hours worked during the shift.

B. Differential Amount (Section 3)

Shift and weekend differential for all eligible employees, including part-time employees under 20 hours, will be 5% of Step 2 of the appropriate salary group. Shift differential for eligible LPNs and Registered Nurses, including part-time employees under 20 hours, will be 15% of Step 2 of the appropriate salary group.

C. Eligibility for Shift and Weekend Differential (Section 4)

1. All employees in classifications in Salary Group 25 and below.
2. Notwithstanding the above, Section 4(f) of the State Coalition Agreement on Pay Equity will govern in determining whether a classification is eligible for shift and/or weekend differential payment.

V. SICK LEAVE (Article 22)

In the event of serious illness or injury to a member of the immediate family as defined above, or a person who is a member of the employee's household for whom the employee must provide care, provided that not more than ten (10) days of sick leave per calendar year will be granted for this purpose. See contract for details.

VI. INDEMNIFICATION AND LICENSE FEE (Article 30)

An employee whose job requires a professional license or certification, as a condition of employment, and who uses the license or certification exclusively or primarily for State business will be reimbursed for the cost (e.g. fees and study materials) associated with the maintenance of such license or certification. This section does not apply to part-time employees under twenty (20) hours.

VII. TRAVEL REIMBURSEMENT (Article 31)

A. Meal Rates (Section 1)

An employee who is required to travel on employer business will be reimbursed for meals at the following rate:

| | |
|-----------|---------|
| Breakfast | \$ 8.00 |
| Lunch | 10.00 |
| Dinner | 20.00 |

Employees transporting patients/clients during the lunch period and required to stop for lunch with the patient/client will be reimbursed up to \$7.00 for lunch.

B. Vehicle Use (Section 2)

An employee who is required to use his/her personal vehicle in the performance of duty will be reimbursed at the current GSA mileage rate. Employees required to use their personally owned vehicles to transport patients/clients in excess of two days in a workweek will be paid \$4.50 per day for vehicle use fee. The fee will be paid for each day that the employee is required to use his/her vehicle in the performance of State business.

VIII. TRAINING AND TUITION REIMBURSEMENT (Article 35)

A. Tuition Reimbursement (Section 3)

The tuition fund for NP-6 and P-1 will be a joint fund. The joint fund will have the following appropriated on or about July 1 of each contract year.

| | |
|-----------|----------------|
| 2016-2017 | As Agreed Upon |
| 2017-2018 | \$705,000 |
| 2018-2019 | \$705,000 |
| 2019-2020 | \$705,000 |
| 2020-2021 | \$705,000 |

Funds that are not expended in one contract year will carry over into the next contract year. The tuition funds will expire on June 30, 2021.

Applications for tuition reimbursement that are submitted and approved within the final six (6) months of the agreement may be paid with the remaining available funds up to three (3) months following expiration of the agreement. Funding for this program from July 1, 2016 through July 1, 2017 will be governed by SEBAC 2017.

Full tuition reimbursement equal to 75% of the per credit rate for undergraduate and graduate courses at the University of Connecticut, Storrs. However, such reimbursement will not exceed the actual cost of each course. Part-time employees, under twenty (20) hours, who have at least 4 years of continuous service will be entitled to participate in the tuition reimbursement program, except that the amount of reimbursement will be fifty (50) percent of the amount specified in this article. Applications for tuition reimbursement which are submitted and approved within the final six (6) months of this Agreement will be paid with any remaining available funds, up to three (3) months following expiration of this Agreement.

B. Combined Education and Training Fund (Section 4)

A combined education and training fund of \$382,000 per contract year will be established. Effective July 1, 2019 and forward this program will be funded at \$397,000. Unexpended fund amounts will roll over year to year. Funds not expended during the contract period that expires June 30, 2021 will be rolled over into the new contract. The fund will combine the purposes of the Career Mobility Fund, the Certification Assistance Fund, and the P-1 Special Workshop fund. See contract for details.

| | |
|-----------|----------------|
| 2016-2017 | As Agreed Upon |
| 2017-2018 | \$382,000 |
| 2018-2019 | \$382,000 |
| 2019-2020 | \$397,000 |
| 2020-2021 | \$397,000 |

a. Career Mobility Fund

This fund will fund a bank of leave hours for employees who are pursuing a healthcare related higher education degree or license/certification program. The cost of such leave hours to be deducted from the Combined Education and Training Fund will be \$25.00.

Each employee will be entitled to be reimbursed to a maximum of \$1,000 per contract year toward the cost of fees, travel, food and lodging related to attendance at such events. Effective July 1, 2018, each employee will be entitled to a maximum of one thousand and five hundred (\$1,500) reimbursement per contract year toward the cost of fees, travel food and lodging related to attendance at such events.

C. Conference and Workshop Funds (Section 6)

There will be a combined NP-6/P-1 fund of \$380,000 appropriated on or about July 1, 2017 for attendance by bargaining unit employees with more than six (6) months of service at professional seminars, workshops or conferences. Effective July 1, 2019, this fund will be increased to \$395,000.

| | |
|-----------|----------------|
| 2016-2017 | As Agreed Upon |
| 2017-2018 | \$380,000 |
| 2018-2019 | \$380,000 |
| 2019-2020 | \$395,000 |
| 2020-2021 | \$395,000 |

Conference/Workshop Funds of \$1,500 per year can be combined once in any two years. The combining of funds can occur by combining the annual allotment from the current contract year with any unused annual allotment from the previous year or by combining the annual allotment from the next contract year.

Reimbursement for travel, food and lodging will be consistent with the Travel Reimbursement article of the agreement and applicable State travel regulations. Funds committed for workshops/conferences in one fiscal year will carry over to the next fiscal year.

Part-time employees under twenty (20) hours who have at least one (1) year of continuous service will be entitled to participate in the Conference and Workshop Fund. The amount of annual entitlement will be \$175.00 and employees will attend such programs on their own time.

D. Quality of Work Life Fund (Section 7)

The combined NP-6/P1 Quality of Work Life Fund will be as follows:

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

Funds not expended in one contact year will be carried forward into the next contract year and added to that year's allocation. Funds not expended from the contract which expires on June 30, 2021 shall rollover into the successor agreement.

Uncommitted funds under this Article may be transferred each year by mutual agreement of the State and the Union.

IX. MEMORANDUM OF AGREEMENTS

A. Furlough Days

There will be mandatory three (3) furlough days at the start of the 2018 fiscal year for all members of the NP-6 and P-1 bargaining units. Part time employees will also serve furlough days, on a pro-rata basis, based upon their biweekly scheduled hours of work. See contract for details.

B. Recruitment And Retention Of Respiratory Therapists And Respiratory Therapy Supervisors Employed At The University Of Connecticut Health Center, John Dempsey Hospital

1. Stipend

There shall be an annual stipend of up to \$5,000 provided to employees at John Dempsey Hospital in the classifications of Respiratory Therapist and Respiratory Therapy Supervisor. The stipend will be paid biweekly in each pay period where the employee receives a regular paycheck. The maximum annual benefit under this section for a full time employee is \$5,000, pro-rated by FTE.

2. **On-Call/Standby**

Those Respiratory Therapists and Respiratory Therapy Supervisors who are assigned to the Newborn Intensive Care Unit (NICU) Transport Team will receive payment at \$4.00 per hour for each hour of being on-call or standby for service on the transport team. In the event of actual call back to work on the transport team, the employee will be compensated in accordance with Article 13, Section 5, Call Back Pay. The response to telephone calls as provided in Article 9, Section Seven C-1 will continue to apply without modification.

3. **Shift Differential**

For recruitment and retention purposes it is recognized that Respiratory Therapists and Respiratory Therapy Supervisors require added incentive to accept 2nd and 3rd shift assignment. Therefore, the 15% of Step 2 differential rate as provided LPNs and RNs (Article 19, Section 3) shall likewise apply to the Respiratory Therapists and Respiratory Therapy Supervisors employed at John Dempsey Hospital.

C. **Correctional Meal Allowance**

P-1 and NP-6 Employees assigned to a Department of Correction facility shall receive either the meal or the meal allowance currently in effect at that facility. The monetary meal reimbursement will be eight dollars (\$8.00) per meal for each shift actually worked. In the event an Employee is required to work unanticipated overtime after his/her regularly scheduled shift a sandwich and a beverage, prepared by a staff member, will be arranged in lieu of the meal allowance.

D. **Sign-On Bonus For Physicians Or Psychiatrists**

At the discretion of the appointing authority, with the approval of the Office of Policy and Management, an agency may offer a sign-on bonus to a prospective employee not to exceed thirty-thousand dollars (\$30,000) payable in three (3) equal installments. The first installment of ten thousand dollars (\$10,000) will not be until the employee satisfactorily completes the initial working test period. The two (2) installments would be payable after the completion of the second and third year of full time permanent employment.

Employees participating in this program must enter into an agreement, with the employing agency, committing to remain employed by the State of Connecticut for a period of not less than five (5) years. If an employee participates in this program and receives at least one (1) installment, leaves state service voluntarily prior to completion of five (5) years of full time service, the employee must reimburse the State of Connecticut all funds received under this program.

E. **New Step**

Effective with the pay period that includes July 1, 2019, a new Step 9 will be added to the RW 14 pay plan that is \$2,500 above the current Step 8. Effective with the pay period that includes July 1, 2020, a new Step 10 will be added to the RW 14 pay plan that is \$2,500 above Step 9.

X. 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% | General Wage Increase | No General Wage Increase |
| 07/01/2017 | 0% | General Wage Increase | No General Wage Increase |
| 07/01/2018 | 0% | 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 lump sum payments manually and follow the effective dates and pay periods of annual increments.

D. Recruitment and Retention Bonus for Registered Nurse

| <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 |

E. Recruitment and Retention Stipend for Clinical Nurse Coordinator and Nurse Clinician

| <u>Effective</u> | <u>Pay Period</u> | <u>Check Date</u> |
|------------------|-------------------------|-------------------|
| 07/01/2016 | 06/24/2016 - 07/07/2016 | 07/22/2016 |
| 12/01/2016 | 11/25/2016 - 12/08/2016 | 12/23/2016 |
| 07/01/2017 | 06/23/2017 - 07/06/2017 | 07/21/2017 |
| 12/01/2017 | 11/24/2017 - 12/07/2017 | 12/22/2017 |
| 07/01/2018 | 06/22/2018 - 07/05/2018 | 07/20/2018 |
| 12/01/2018 | 11/23/2018 - 12/06/2018 | 12/21/2018 |
| 07/01/2019 | 06/21/2019 - 07/04/2019 | 07/19/2019 |
| 12/01/2019 | 11/22/2019 - 12/05/2019 | 12/20/2019 |
| 07/01/2020 | 06/19/2020 - 07/02/2020 | 07/17/2020 |
| 12/01/2020 | 11/20/2020 - 12/03/2020 | 12/18/2020 |

F. Recruitment and Retention Stipend for LPN's

| <u>Effective</u> | <u>Pay Period</u> | <u>Check Date</u> |
|------------------|-------------------------|-------------------|
| 07/01/2016 | 06/24/2016 - 07/07/2016 | 07/22/2016 |
| 12/01/2016 | 11/25/2016 - 12/08/2016 | 12/23/2016 |
| 07/01/2017 | 06/23/2017 - 07/06/2017 | 07/21/2017 |
| 12/01/2017 | 11/24/2017 - 12/08/2017 | 12/22/2017 |
| 07/01/2018 | 06/22/2018 - 07/05/2018 | 07/20/2018 |
| 12/01/2018 | 11/23/2018 - 12/06/2018 | 12/21/2018 |
| 07/01/2019 | 06/21/2019 - 07/04/2019 | 07/19/2019 |
| 12/01/2019 | 11/22/2019 - 12/05/2019 | 12/20/2019 |
| 07/01/2020 | 06/19/2020 - 07/02/2020 | 07/17/2020 |
| 12/01/2020 | 11/20/2020 - 12/03/2020 | 12/18/2020 |

G. Uniform Allowance

| <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 |

H. P-1 Annual Bonus Payments

| <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 |

I. EMT 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 |

J. Bilingual Stipend

Annual stipend of \$1,000 will be paid in quarterly installments for each contract year. Payments of \$250 will be made during the pay period including October 1, January 1, April 1, and July 1 for each year of the contract.

| <u>Effective</u> | <u>Pay Period</u> | <u>Check Date</u> |
|------------------|-------------------------|-------------------|
| 07/01/2016 | 06/24/2016 - 07/07/2016 | 07/22/2016 |
| 10/01/2016 | 09/30/2016 - 10/13/2016 | 10/28/2016 |
| 01/01/2017 | 12/23/2016 - 01/12/2017 | 01/20/2017 |
| 04/01/2017 | 03/31/2017 - 04/13/2017 | 04/28/2017 |
| 07/01/2017 | 06/23/2017 - 07/06/2017 | 07/21/2017 |
| 10/01/2017 | 09/29/2017 - 10/12/2017 | 10/27/2017 |
| 01/01/2018 | 12/22/2017 - 01/04/2018 | 01/19/2018 |
| 04/01/2018 | 03/30/2018 - 04/12/2018 | 04/27/2018 |
| 07/01/2018 | 06/22/2018 - 07/05/2018 | 07/20/2018 |
| 10/01/2018 | 09/28/2018 - 10/11/2018 | 10/26/2018 |
| 01/01/2019 | 12/21/2018 - 01/02/2019 | 01/18/2019 |
| 04/01/2019 | 03/29/2019 - 04/11/2019 | 04/26/2019 |
| 07/01/2019 | 06/21/2019 - 07/04/2019 | 07/19/2019 |
| 10/01/2019 | 09/27/2019 - 10/10/2019 | 10/25/2019 |
| 01/01/2020 | 12/20/2019 - 01/03/2020 | 01/17/2020 |
| 04/01/2020 | 03/27/2020 - 04/09/2020 | 04/24/2020 |
| 07/01/2020 | 06/19/2020 - 07/02/2020 | 07/17/2020 |
| 10/01/2020 | 09/25/2020 - 10/08/2020 | 10/23/2020 |
| 01/01/2021 | 01/01/2021 - 01/14/2021 | 01/29/2021 |
| 04/01/2021 | 03/26/2021 - 04/08/2021 | 04/23/2021 |

XI. PAYROLL PROCEDURES

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.

- A. **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.
- B. **Annual Increments**
Annual increments will be entered centrally at the proper time for agencies.
- C. **Longevity**
Core-CT will provide notification at the proper time for the payment of longevity.
- D. **One-Time Bonus**
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. **In Charge Pay**
On the Timesheet Page: Amount; Time Reporting Code XINCA
On the Additional Pay Page: Amount; Earnings Code INC
- F. **Night Duty Payment**
On the Timesheet Page: Amount; Time Reporting Code XMISA
On the Additional Pay Page: Amount; Earnings Code MIS
- G. **QMRP Stipend**
On the Timesheet Page: Amount; Time Reporting Code XMERA
On the Additional Pay Page: Amount; Earnings Code MER
- H. **Retention Stipend**
On the Timesheet Page: Amount; Time Reporting Code XRTSA
On the Additional Pay Page: Amount; Earnings Code RTS
- I. **Annual Bonus Payments**
On the Timesheet Page: Amount; Time Reporting Code XMERA
On the Additional Pay Page: Amount; Earnings Code MER
- J. **EMT Stipend**
On the Timesheet Page: Amount; Time Reporting Code XSKPA
On the Additional Pay Page: Amount; Earnings Code SKP
- K. **Bilingual Stipend**
On the Timesheet Page: Amount; Time Reporting Code XSKPA
On the Additional Pay Page: Amount; Earnings Code SKP
- L. **Shoe Allowance**
On the Timesheet Page: Amount; Time Reporting Code XSHUA
On the Additional Pay Page: Amount; Earnings Code SHU

- M. Uniform Allowance**
On the Timesheet Page: Amount; Time Reporting Code XUNFA
On the Additional Pay Page: Amount; Earnings Code UNF
- N. Shift Differential**
On the Timesheet Page: Hours; Shift 1; Account 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
- O. Standby Pay**
On the Timesheet Page: Amount; Time Reporting Code XOCHH
On the Additional Pay Page: Amount; Earnings Code OCH.
- P. On-Call Rate - UCHC**
On the Timesheet Page: Amount; Time Reporting Code XOCJH
On the Additional Pay Page: Amount; Earnings Code OCJ
- Q. Cellular Telephone Stipend**
On the Timesheet Page: Amount; Time Reporting Code XNRTS
On the Additional Pay Page: Amount; Earnings Code NRQ
- R. License Fee**
On the Timesheet Page: Amount; Time Reporting Code XNRRA
On the Additional Pay Page: Amount; Earnings Code NRR
- S. Vehicle Use**
On the Timesheet Page: Amount; Time Reporting Code XAUTA
On the Additional Pay Page: Amount; Earnings Code AUT
- T. Stipend for Respiratory Therapist and Respiratory Therapy Supervisor**
On the Timesheet Page: Amount; Time Reporting Code XRTSA
On the Additional Pay Page: Amount; Earnings Code RTS

XII. 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.



**KEVIN LEMBO
STATE COMPTROLLER**

KL:ED

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