



# STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

Office of Labor Relations

February 22, 2021

Michael A. Jefferson  
Clerk of the Senate  
State Capitol  
Hartford, CT 06106

**SUBJ: SUBMISSION of A Memorandum Of Agreement between the State of Connecticut and the Administrative and Residual Employees (P-5) Bargaining Unit (Banking Department Manager, Banking Assistant Division Director, Labor Department Unit Director, Director of Unemployment Insurance Field Services and Adjudication, Insurance Actuary, Insurance Certified Supervising Examiner, Insurance Program Manager, Chief Property and Casualty Insurance Actuary, Transportation Transit Manager, Transportation Maintenance Manager, Transportation District Maintenance Special Services Section Manager, Transportation Assistant Planning Director, Transportation Purchasing and Stores Assistant Director).**

Dear Mr. Jefferson:

In accordance with Section 5-278(b) of the Connecticut General Statutes, the Office of Labor Relations hereby files with the Clerks of the House of Representatives and of the Senate, a Memorandum of Agreement between the State of Connecticut and the Administrative and Residual Employees (P-5) Union on behalf of their members. The Memorandum of Agreement represents the conclusion of Impact Bargaining on the inclusion of the Banking Department Manager, Banking Assistant Division Director, Labor Department Unit Director, Director of Unemployment Insurance Field Services and Adjudication, Insurance Actuary, Insurance Certified Supervising Examiner, Insurance Program Manager, Chief Property and Casualty Insurance Actuary, Transportation Transit Manager, Transportation Maintenance Manager, Transportation District Maintenance Special Services Section Manager, Transportation Assistant Planning Director, Transportation Purchasing and Stores Assistant Director into the current Administrative and Residual (P-5) contract effective upon Legislative approval through June 30, 2021.

Also enclosed is the Supersedence Appendix and the Office of Policy and Management's statement of the estimated costs necessary to implement the agreement.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Fae Brown-Brewton". The signature is fluid and cursive, with the first name "S. Fae" being more prominent and the last name "Brown-Brewton" following in a similar style.

S. Fae Brown-Brewton  
Undersecretary for Labor Relations

Melissa McCaw Secretary, OPM  
Paul Potamianos, Budget  
Gregory Messner, Budget  
Carolyn Mercier, Comptrollers' Office  
Office of Fiscal Analysis  
John Disette - Administrative and Residual Employees Union

**MEMORANDUM OF AGREEMENT**  
**State of Connecticut**  
**and**  
**Administrative & Residual Employees Union**

In resolution of the Impact Bargaining regarding employees in the following titles: Banking Department Manager, Banking Assistant Division Director, Labor Department Unit Director, Director of Unemployment Insurance Field Services and Adjudication, Insurance Actuary, Insurance Certified Supervising Examiner, Insurance Program Manager, Chief Property and Casualty Insurance Actuary, Transportation Transit Manager, Transportation Maintenance Manager, Transportation District Maintenance Special Services Section Manager, Transportation Assistant Planning Director, Transportation Purchasing and Stores Assistant Director, the State and the Union hereby agree as follows:

**Compensation:**

**Salary Group Placement:** Effective upon legislative approval, employees in the classifications identified above shall be compensated utilizing the current "MP" range salary schedules, but they shall be retitled "AR" in lieu of "MP".

Current Salary		Proposed Salary		
Job Title	Current Salary Schedule	Salary Schedule	Current Annual MP Range	Salary Change
Banking Dept. Manager	MP 65	AR 65	\$89,852-\$122,505	0
Banking Asst. Div. Director	MP 68	AR 68	\$101,066-\$137,814	0
Labor Dept. Unit Director	MP 66	AR 66	\$93,442-\$127,413	0
Dir. Of Unemployment Insurance Fld. Svcs. And Adjud.	MP 67	AR 67	\$97,183-\$132,508	0
Insurance Actuary	MP 70	AR 70	\$109,320-\$149,062	0
Insurance Cert. Superv. Exmnr.	MP 66	AR 66	\$93,442-127,413	0
Insurance Program Manager	MP 65	AR 65	\$89,852-\$122,505	0
	MP 66	AR 66	\$93,442-\$127,413	

Chief Property and Casualty Insurance Actuary (RC) <sup>1</sup>	MP 70	AR 70	\$109,320-\$149,062	0
Transp. Transit Manager	MP 69	AR 69	\$105,113-\$143,324	0
Transp. Maintenance Manager	MP 69	AR 69	\$105,113-\$143,324	0
Transp. District Maintenance Special Svcs. Section Manager	MP 66	AR 66	\$93,442-127,413	0
Transp. Asst. Planning Director	MP 69	AR 69	\$105,113-\$143,324	0
Transp. Purchasing and Stores Asst. Director	MP 64	AR 64	\$86,386-\$117,793	0

**General Wage Increase:** Retroactive to June 19, 2020, the base annual salary for all employees in the titles identified above shall be increased by three and one-half percent (3.5%).

**Incremental Movement:** (For/Retroactive to) the payroll period that includes January 1, 2021, all employees in the titles identified above shall receive a two percent (2.0%) incremental increase in their salary not to exceed the top of the range. If any employee, by application of the incremental increase described above, exceeds the top of the range, said employee shall be paid the amount up to the top of the range, and the remainder of the two percent (2.0%) shall be paid as a lump sum payment. Employees at the top of the range shall be deemed to be on the top step of the pay plan.

**Vacation Accrual:** All current employees in the titles identified above are presently assigned to the managerial pay plan and receive managerial benefits. Those who have accumulated more than five hundred sixty (560) hours or seventy (70) days of vacation time, as of the date of legislative approval of this Agreement, such number of days shall be the maximum accumulation, and payout upon separation, for these employees. Should their vacation accrual ever drop to the maximum rate per Article 18 Section 2 of the A&R Contract, their maximum vacation accrual shall be as prescribed by the A&R Contract.

**Overtime/Compensatory Time:** In accordance with Article 16 Section 5(D) of the A&R Contract, all employees in the titles identified above shall be classified as Exempt Employees. They are, therefore, eligible to accumulate Compensatory Time, on an hour for hour basis

<sup>1</sup> This classification is red-circled and occupied by a sole incumbent. It is included herein by agreement of the parties.

**Telework:** Employees in the above classifications shall be placed on Appendix A of the Interim Telework Program ("Program") and are therefore eligible to apply for telework pursuant to the Program Guidelines.

**Bumping:** Any bumping rights shall be determined within one year and in accordance with Article 13 Section 4(b) of the A&R Contract.

**Range Plan:** All of the above classifications shall remain on their existing range plans at least through the end of any successor agreement to the 2016-2021 A&R Contract.

**Longevity:** Employees who were an incumbent of any of the above titles on April 1, 2013 and had their longevity rolled into their salary as a result, will not be eligible for longevity while maintaining any of the above the titles. Any employee in the titles above who did not have longevity rolled into their salary in 2013 and were employed by the State as of July 1, 2011, shall be eligible for longevity in the amount of \$700 biannually.

**Other Terms and Conditions:** All economic items shall be effective upon legislative approval of this Agreement. Except as otherwise provided herein, the terms of the current A&R Contract shall apply to all employees in the titles identified above.

**FOR THE STATE:**

*S. Fae Brown-Brewton*

Date: 2/10/2021

**FOR THE UNION:**



Date: 1/20/21

**SUPERSEDEDENCE APPENDIX\***  
**ADMINISTRATIVE AND RESIDUAL EMPLOYEES UNIT (P-5)**  
**COLLECTIVE BARGAINING AGREEMENT**  
**(EFFECTIVE JULY 1, 2016 TO JUNE 30, 2021)**

NEW PROVISION	CONTRACT REFERENCE	STATUTE OR REG. AMENDED
Temporary and Durational Employee and Positions defined	Article 2 Sec. 3	C.G.S. 5-235 C.G.S. 5-196(20) 5-196(26)
Re-employed employee may purchase the vacation accrual paid out	Article 15 Sec. 13	C.G.S.5-252
When Governor declares a delayed opening before 11:00 a.m. Employees may not arrive after 11:00 a.m. per existing language	Article 16 Sec. 6	C.G.S. 5-238 C.G.S. 5-245, Reg. 5-238-2 (b), Reg. 5-238-3
When all or part of a shift is cancelled by Governor or designee, essential (category 1) employees shall receive compensatory time in addition to pay for hours worked	Article 16 Sec. 7	C.G.S. 5-238, C.G.S. 5-245, Reg. 5-238-2 (b), Reg. 5-238-3
When all or part of a shift is cancelled by Governor or designee of employee on vacation, said vacation shall not be charged.	Article 18 Sec. 3(b)	Reg. 5-250-5
Sick Family Leave to include mother in law and father in law	Article 19 Sec. 3(b)	Reg. 5-247-4
Funeral leave includes memorial service	Article 19 Sec. 3(d)	Reg. 5-247-4
When all or part of a shift is cancelled by Governor or designee of employee on sick leave, said sick leave shall not be charged.	Article 19 Sec. 5	Reg. 5-247-8
Longevity payments defined by contract except April 2018 payment delayed until July 2018	Article 24	C.G.S 5-213, Reg. 5-213-1
General wage increases effective 7/1/19 and 7/1/20 of 3.5% each year	Article 24 Sec. 1	CGS 5-200(k) CGS 5-200(m)
Annual Increments payable in accordance with existing practice effective 7/1/19 and 7/1/20	Article 24 Sec. 2	CGS 5-200(k) CGS 5-200(m)
Effective upon Legislative Approval, employees at maximum step shall receive either a, lump sum of 2 ½ % of annual salary plus \$1,000.00 or a \$2,000.00 lump sum payment whichever is greater. All other employees shall be paid a	Article 24 Sec. 2	CGS 5-200(k) CGS 5-200(m)

\$2,000.00 lump sum payment. (pro-rated for part timers.)		
Bilingual stipend of \$1,000 to employees designated by management	Article 24 Sec. 15	CGS 5-200(k) CGS 5-200(m)
Shoe allowance increase of \$10.00 for employees required to wear safety shoes.	Article 24 Sec. 9	CGS 5-200(k) CGS 5-200(m)
Effective July 1, 2019 the on-call standby/Holiday on-call rates shall increase \$.50 per hour.	Article 24 Sec. 10	CGS 5-200(k) CGS 5-200(m)
Telecommuting, parties shall negotiate a work-at-home program consistent with SEBAC 2017	Article 46	C.G.S. 5-248(i)
Military leave no less than State or Federal law	Article 38 Sec. 6	C.G.S. 5-248 (c) C.G.S 27-33
Furlough Days	Article 24 Sec. 15	C.G.S. 5-248c(a) Reg. 5-248c-2
Vacation leaves and accruals may exceed ten days over limit for one year but not payable upon separation of employment. Employees with excess vacation shall retain that level as the maximum	Article 18 Sec. 2	C.G.S. 5-250, Reg. 5-250-1, Reg. 5-250-2, Reg. 5-250-5, Reg. 5-250-6
Personal Leave	Article 18 Sec. (3)(b)	C.G. S. 5-250 Reg. Sec. 5-250b
Professional Development Fund roll over from year to year during term of agreement.	Article 31 Sec. 6	C.G.S. 4-89
Except in an emergency, employees shall not work more than 18 hours consecutively.	Article 33 Sec. 5	C.G.S. CGS 5-238
No layoff of employees from 7/1/17 to 6/30/21	MOU	C.G.S. 5-241 Reg. 5-241-2
Professional Development Funds may be transferred to Tuition Reimbursement Fund by mutual agreement.	MOU X	C.G.S. 4-87
Sick Leave to care for Family Member	Art. 19	C.G.S. § 5-248a Reg. § 5-248b-1 through 5-248b-9

\*This supersedence appendix covers the entire collective bargaining agreement that was approved by the GA July, 2017, and has been extended to the identified employees that have accreted into the P-5 bargaining unit as set forth in the Tentative Agreement. This includes employees in the following job classifications: Airport Operations Manager, Fiscal Administrative Manager 1, Fiscal Administrative Manager 2, Healthcare Advocate Program Manager, Military Administrative and Program Manager, Motor Vehicle Hub Branch Manager, Transportation Bridge Safety Principle Engineer, Transportation Assistant District Engineer, and Transportation Principal Property Agent.

**OFFICE OF POLICY AND MANAGEMENT**  
**Cost Estimate of Memorandum of Agreement**  
**Dated Feb 11, 2021**

Bargaining Unit: Administrative and Residual \*  
 Period of Contract: July 1, 2016 through June 30, 2021

Number of Full Time Employees: All Funds 58  
 General Fund 7

Total Annual Wages (26 pay periods) All Funds: \$6,610,305

	Annualized Basis (26 Pay Periods for All Years)				
	Percent Increase				
	<u>Salary</u>	<u>Gen'l Wage</u>	<u>Al's &amp;</u>	<u>Other</u>	<u>Total</u>
Average Annual - All Funds:					
Prior to New Contract:	\$113,971				
1st Year Contract: 2016-2017	\$113,971	0.00%	0.00%	0.00%	0.00%
2nd Year Contract: 2017-2018	\$113,971	0.00%	0.00%	0.00%	0.00%
3rd Year Contract: 2018-2019	\$113,971	0.00%	0.00%	0.00%	0.00%
4th Year Contract: 2019-2020	\$113,971	0.00%	0.00%	0.00%	0.00%
5th Year Contract: 2020-2021	\$120,033	3.50%	1.70%	0.12%	5.32%

**FULL-TIME COMPENSATION SUMMARY**

	Prior to	Financial Impact					<u>Annualized</u>
		<u>Agreement</u>	<u>1st Year</u>	<u>2nd Year</u>	<u>3rd Year</u>	<u>4th Year</u>	
All Funds							
Total Wages and Related Items	\$6,610,305	\$0	\$0	\$0	\$0	\$286,686	\$351,631
Fringe Benefits Value of Current Items		\$0	\$0	\$0	\$0	\$48,307	\$59,250
<b>TOTAL WAGES AND BENEFITS</b>		\$0	\$0	\$0	\$0	\$334,993	\$410,880

\* Includes the following titles: Banking Dept. Manager, Banking Asst. Div. Dir., Labor Dept. Unit Dir., Dir. Of Unemployment Insurance Fld. Svs. And Adjud., Insurance Actuary, Insurance Cert. Superv. Examnr., Insurance Program Manager, Chief Property and Casualty Insurance Actuary (RC), Transp. Transit Manager, Transp. Maintenance Manager, Transp. District Maintenance Special Svcs. Section Manager, Transp. Asst. Planning Dir., Transp. Purchasing and Stores Asst. Director



**OFFICE OF POLICY AND MANAGEMENT**  
**Cost Estimate of Memorandum of Agreement**  
**Dated Feb 11, 2021**

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 Period of Contract: July 1, 2016 through June 30, 2021

Number of Full Time Employees: All Funds 58  
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Total Annual Wages (26 pay periods) All Funds: \$6,610,305

	Annualized Basis (26 Pay Periods for All Years)				
	Salary	Percent Increase			Total
Gen'l Wage Increase		AI's & Lump Sums	Other		
Average Annual - All Funds: Prior to New Contract:	\$113,971				
1st Year Contract: 2016-2017	\$113,971	0.00%	0.00%	0.00%	0.00%
2nd Year Contract: 2017-2018	\$113,971	0.00%	0.00%	0.00%	0.00%
3rd Year Contract: 2018-2019	\$113,971	0.00%	0.00%	0.00%	0.00%
4th Year Contract: 2019-2020	\$113,971	0.00%	0.00%	0.00%	0.00%
5th Year Contract: 2020-2021	\$120,033	3.50%	1.70%	0.12%	5.32%

**FULL-TIME COMPENSATION SUMMARY**

	Prior to Agreement	Financial Impact					Annualized
		1st Year 2016-17	2nd Year 2017-18	3rd Year 2018-19	4th Year 2019-20	5th Year 2020-21	
All Funds							
Total Wages and Related Items	\$6,610,305	\$0	\$0	\$0	\$0	\$286,686	\$351,631
Fringe Benefits Value of Current Items		\$0	\$0	\$0	\$0	\$48,307	\$59,250
<b>TOTAL WAGES AND BENEFITS</b>		\$0	\$0	\$0	\$0	\$334,993	\$410,880

\* Includes the following titles: Banking Dept. Manager, Banking Asst. Div. Dir., Labor Dept. Unit Dir., Dir. Of Unemployment Insurance Fid. Srvs. And Adjud., Insurance Actuary, Insurance Cert. Superv. Examnr., Insurance Program Manager, Chief Property and Casualty Insurance Actuary (RC), Transp. Transit Manager, Transp. Maintenance Manager, Transp. District Maintenance Special Svcs. Section Manager, Transp. Asst. Planning Dir., Transp. Purchasing and Stores Asst. Director