ITEM NO. 1936-E

SUBJECT: **IMPLEMENTATION OF PUBLIC ACT 12-1 (Dec. Spec. Sess.) Employees in the Executive Secretary job class in the SE pay plan**

EFFECTIVE: **July 12, 2013**

This Item facilitates the elimination of lump sum longevity payments and enables lump sum longevity payments to be incorporated into annual salaries for eligible employees in accordance with C.G.S. §5-213 and §5-213c. This Item supersedes Item Nos. 1350-E and 1713-E and enables implementation of C.G.S. §5-213 and §5-213c for Executive Secretaries assigned to the SE pay plan.

Effective July 12, 2013 this Item specifically:

- Increases the maximum rate of the SE salary plan
- Adjusts the salary of eligible employees in the SE pay plan

BACKGROUND

Sections 5-213 and 5-213c of the Connecticut General Statutes:

Public Act 12-1 (Dec. Spec. Sess.) included changes to longevity payments for classified and unclassified officers and employees of the executive branch, the constituent units of higher education and the Board of Regents for Higher Education who are not included in a collective bargaining unit. Encompassed in this group of employees not included in a collective bargaining unit are those confidential employees assigned to the Executive Secretary job classification in the SE pay plan.

Sec. 5-213. Termination of longevity payments to employees not included in any collective bargaining unit. (a) Notwithstanding the provisions of section 5-212, each employee in the state service who has completed not less than ten years of state service and who is not included in any collective bargaining unit, except those employees whose compensation is prescribed by statute, shall receive a lump-sum longevity payment on the last regular pay day of April 2013, based on service completed as of the first day of September 2011, determined in accordance with the longevity rate schedule established for the employee's class of position by the Commissioner of Administrative Services, except that a retired employee who retired between October 1, 2012, and March 31, 2013, inclusive, shall receive, in the month immediately following retirement, a prorated payment based on the proportion of the six-month period served prior to the effective date of the employee's retirement.

(b) No longevity payment shall be made to any employee in the state service who is not included in any collective bargaining unit, except those employees whose compensation is prescribed by statute, for service completed on or after April 1, 2013.

Sec. 5-213c. Salary increase upon termination of longevity payments to employees not included in any collective bargaining unit. Effective the first pay period after July 1, 2013, the annual salary of any employee in state service who is not included in any collective bargaining unit, except those employees whose compensation is prescribed by statute, who received a longevity payment in April 2011, shall be increased by the annualized amount of the longevity payment paid on the last regular pay day of April 2013.

PAY PLAN ADJUSTMENTS EFFECTIVE JULY 12, 2013

- Effective July 12, 2013, the maximum rate of the SE pay range will be increased by two percent (2%) to enable salary adjustments for eligible employees as detailed in § 5-213c of the Connecticut General Statutes. The minimum of the salary range will remain unchanged as a result of the longevity implementation.

EMPLOYEE SALARY ADJUSTMENTS EFFECTIVE JULY 12, 2013

ELIGIBILITY

In order to be eligible for a salary adjustment effective July 12, 2013, an employee must meet ALL of the following requirements:

- The employee must be employed on July 12, 2013 as an Executive Secretary.
- The employee must have been eligible for and received a longevity payment in April, 2011.
- The employee must have been eligible for and received a longevity payment in April, 2013.

Note: Employees who do not meet ALL of the eligibility requirements above shall remain at their current annual salary effective July 12, 2013.

CALCULATION

- For employees meeting ALL of the requirements above, the new annual salary (effective July 12, 2013) is equal to the employee's current annual salary (effective July 12, 2013) plus two times the exact amount of the April, 2013 longevity payment. **For example:** if an employee who meets ALL of the requirements above is earning $71,054 annually and received a $284.00 lump sum longevity payment in April 2013, the new salary will be $71,054 + $568.00 ($284.00 x 2) = $71,622. In this example, to derive the employee's new bi-weekly salary divide $71,622 by 26.1 = $2744.1379, rounded up to the nearest penny: $2744.14.
- The same calculation is used for eligible employees in full-time and part-time positions, i.e., the employee's current annual salary (effective July 12, 2013) plus two times the exact amount of the April 2013 longevity payment are to be used to derive the new annual salary.
- The annualized longevity amount is not affected by movement between job classes between April 1, 2013 and July 12, 2013. An employee's annual salary is to be increased by two times the exact amount of the April 2013 longevity.
- If an eligible employee is promoted effective July 12, 2013, the calculation of the promotion will occur first, followed by the longevity adjustment using two times the exact amount of the April, 2013 longevity payment.

No future lump sum longevity payments shall be made to employees in the SE pay plan after April 1, 2013.

Human Resources Professionals should contact Shari Grzyb or Heather Tweeddale of the DAS Statewide Human Resources Management Division (Business Rules and Central Audit Unit) with questions.

Approved by: Date:

Donald J. DeFronzo 6/20/13
Donald J. DeFronzo, Commissioner
Department of Administrative Services

6/20/13
Benjamin Barnes, Secretary
Office of Policy and Management