

 <p>State of Connecticut Department of Correction</p> <p><b>ADMINISTRATIVE DIRECTIVE</b></p>	Directive Number 2.8	Effective Date 12/15/2006	Page 1 of 6
	Supersedes Employee Benefits, dated 12/15/2005		
Approved By  <i>Theresa C. Lantz</i>	Title  Employee Benefits		

1. Policy. The Department of Correction shall provide employee benefits in accordance with the provisions of State Personnel Regulations, agency policy, and applicable collective bargaining agreement.
2. Authority and Reference.
  - A. Connecticut General Statutes, Sections 18-81 and 27-33a.
  - B. Regulations of Connecticut State Agencies, Sections 5-213-1, 5-247-1 through 5-247-12, 5-248-1 through 5-248-6, 5-250-1 through 5-250-8, 5-254-1 and 5-254-2.
  - C. Collective Bargaining Contracts:
    1. New England Health Care Employees Union, District 1199 (P-1) Bargaining Unit, July 2001, Articles 20 through 23, 26 through 28, and 35.
    2. American Federation of State, County and Municipal Employees (P-2) Bargaining Unit, July 1999, Articles 10, 24, 26 through 30, 34, 35 and 45.
    3. Connecticut State Employees Association (P-3B) Bargaining Unit, July 2001, Articles 22 through 24, 27, 38 through 40, and 43 through 47.
    4. Connecticut State Employees Association (P-4) Bargaining Unit, July 2001, Articles 10, 20, 22, 25, 26, 42, 43 and 45.
    5. Administrative and Residual Employees Union (P-5) Bargaining Unit, July 1999, Articles 17 through 19, 21, 23, 31 and 35.
    6. Connecticut Employees Union Independent (NP-2) Bargaining Unit, July 2002, Articles 10, 21, 24, 28 through 30, 33, 35 through 38 and 56.
    7. American Federation of State, County and Municipal Employees (NP-3) Bargaining Unit, July 2002, Articles 11, 11A, 25, 27 through 31 and 37.
    8. American Federation of State, County and Municipal Employees (NP-4) Bargaining Unit, July 2004, Articles 8, 20 through 22, 25, 26, 28 and 33.
    9. New England Health Care Employees Union, District 1199 (NP-6) Bargaining Unit, July 2001, Articles 20 through 23, 26 through 28, and 35.
    10. Connecticut State Employees Association (NP-8) Bargaining Unit, December 2001, Articles 11, 13, 28, 29, 32 through 35, 38, 50 and Memorandum of Understanding - Group Life Insurance.
  - D. American Correctional Association, Standards for Administration of Correctional Agencies, Second Edition, April 1993, Standards 2C-CO-1C-01 and 2C-CO-1C-22.
  - E. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4048, 4-4065 and 4-4066.

Directive Number 2.8	Effective Date 12/15/2006	Page 2 of 6
Title Employee Benefits		

- F. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standards 4-ALDF-7E-01 and 4-ALDF-7E-03.
- G. American Correctional Association, Standards for Adult Probation and Parole Field Services Third Edition, August 1998, Standards 3-3047, 3-3064 and 3-3065.
- H. American Correctional Association, Standards for Correctional Training Academies, First Edition, May 1993, Standards 1-CTA-1C-01, 1-CTA-1C-09 and 1-CTA-1C-10.
- I. Administrative Directives 2.10, Employee Centered Programs and 2.12, Employee Safety.

3. Definitions. For the purposes stated herein, the following definition apply:

- A. Appointing Authority. A board, commission, officer, commissioner, person or group of persons having the power to make appointments by virtue of a statute or by lawfully delegated authority.

4. Holidays. State employees shall receive 12 paid holidays as follows:

- A. New Years Day;
- B. Reverend Martin Luther King, Jr.'s Birthday;
- C. Lincoln's Birthday;
- D. Washington's Birthday;
- E. Good Friday;
- F. Memorial Day;
- G. Independence Day;
- H. Labor Day;
- I. Columbus Day;
- J. Veterans Day;
- K. Thanksgiving Day; and,
- L. Christmas Day.

If a holiday falls on a Saturday, it shall be observed the preceding Friday. If the holiday falls on a Sunday, the holiday shall be observed the following Monday. A holiday schedule shall be made available to all employees by January of each year.

5. Vacation Leave. State employees shall be granted vacation in accordance with applicable collective bargaining agreements and State Personnel Regulations.

- A. Full Time Employees. Full time employees, except for Correction Officers, are eligible to use accrued vacation upon completion of six (6) calendar months of continuous service, subject to the approval of the Unit Administrator or designee. Correction Officers are eligible to use accrued vacation upon attaining permanent status as a Correction Officer.
- B. Executive, Managerial and Confidential Vacation Leave. Executives, managers and confidential employees shall accrue vacation leave at the rate of one and one-quarter days per completed calendar month of service, totaling 15 days per year for the first 10 years of service. For executives and managers, after 10 years of service, additional vacation days are accrued and credited to the employee on January 1 for the coming year as follows: (1) 11 years - one day; (2) 12 years - two days;

Directive Number 2.8	Effective Date 12/15/2006	Page 3 of 6
Title Employee Benefits		

(3) 13 years - three days; (4) 14 years - four days; and (5) 15 or more years - five days.

- C. Bargaining Unit Vacation Leave. Bargaining unit employees shall accrue and accumulate vacation leave in accordance with their bargaining unit agreement.
  - D. Limitation on Accrual. Vacation leave shall not accrue for any calendar month in which the employee is on leave of absence without pay an aggregate of more than five (5) working days.
6. Personal Leave. Permanent state employees shall receive three (3) days of personal leave to be granted on January 1st of each calendar year or upon completion of an initial working test period. Days, which are not taken, may not be carried over into the next year. Probationary employees shall be credited personal leave only after successful completion of a working test period. Provisional employees do not receive personal leave until permanent appointment.
7. Sick Leave. State employees accrue sick leave at the rate of one and one quarter (1 1/4) days for each completed calendar month of service, equaling 15 sick leave days per year. There shall be no limit on the total number of sick leave days which may be accrued. Sick leave shall not accrue for any calendar month in which an employee is on a leave of absence without pay an aggregate of more than five (5) working days.
- Sick leave shall be granted to any eligible employee who is incapacitated for duty and shall be taken in accordance with the provisions of the applicable collective bargaining agreement and State Personnel Regulations. Sick leave may also be granted for special reasons such as medical appointments, family deaths, family illnesses, funeral leave and parental leave.
- Upon retirement, employees shall be compensated for unused sick leave at a rate of one-quarter (1/4) for each day accrued up to a maximum payment of 60 days.
8. Family Leave. Pregnant employees may use sick leave and any other accrued leave for any period for which the physician certifies that the employee is "unable to perform the requirements of the job". When all paid leave for the period of disability has been used, the employee may request an unpaid leave of absence (position held). These leaves must be authorized by the Director of Human Resources or designee.
9. Requested Leave of Absence Without Pay. A leave of absence without pay may be granted for such reasons as illness, pregnancy, educational purposes or military leave. An unpaid leave of absence shall be subject to the approval of the Director of Human Resources or designee.
10. Military Leave. Military leave with pay for required annual military training shall be available to members of the National Guard or Reserve components of the Armed Forces. Required leave shall be verified by submitting a copy of the military orders to the Unit Administrator. A maximum of 15 days per calendar year shall be allowed for annual field training.

Directive Number 2.8	Effective Date 12/15/2006	Page 4 of 6
Title Employee Benefits		

11. Educational Leave. A leave of absence with full, part or no pay may be granted to enable an employee to enhance professional development and increase on-the-job proficiency. Each request shall be reviewed on its merit by the Director of Human Resources.
12. Compensatory Time. Each Unit shall report compensatory time on the time and attendance record for each employee as appropriate. Compensatory time shall be authorized as follows:
  - A. Bargaining Unit Employees. Bargaining Unit employees shall receive and utilize compensatory time in accordance with the appropriate bargaining union agreement.
  - B. Managerial Employees. Managerial employees shall receive compensatory time on an hour for hour basis under the following conditions:
    1. The manager shall be authorized in advance to work the extra time by the Unit Administrator or higher authority utilizing CN 2801, Compensatory Time Authorization. CN 2801, Compensatory Time Authorization shall be attached to the manager's completed time sheet and forwarded to the Fiscal Services Unit (Payroll Office).
    2. The amount of compensatory time worked must be significant in terms of time and duration.
    3. The number of compensatory hours worked and the compensatory time taken shall be recorded on the manager's time sheet.
    4. Compensatory time earned during the twelve months of the calendar year shall be used by the end of the succeeding calendar year and shall not be carried forward.
    5. In no event shall compensatory time be the basis for additional compensation.
13. Tuition Reimbursement. An employee may be considered for tuition reimbursement consistent with union contract provisions and state regulations. Applications shall be submitted at least two (2) weeks prior to the start of classes. Reimbursement may be subject to the availability of funds, course relationship to job function, and shall be made on a first come, first serve basis.
14. Health Insurance. Eligibility for available health care plans for each eligible employee may be limited by the terms specified by the Office of the State Comptroller. The amount of the contribution for dependent coverage varies with each available plan. Each eligible employee shall elect one (1) of the available plans at the time of hire. In addition, there shall be an annual open enrollment period when an eligible employee may change health care plans as announced by the Office of State Comptroller.
15. Group Life Insurance. Each employee shall be eligible for group life insurance. An employee may either elect coverage at time of hire, at which point coverage is automatic, or provide proof of insurability if coverage is selected after date of hire. The cost for the insurance shall be paid by the employee. Upon normal retirement, the employee shall receive a paid up reduced life insurance policy.

Directive Number 2.8	Effective Date 12/15/2006	Page 5 of 6
Title Employee Benefits		

16. Other Insurance. A state employee may obtain homeowners, automobile, supplementary group life, long term care, universal life and disability insurance coverage through private carriers at reduced rates. These are optional programs, as they are not subsidized by the state, the employee shall be fully responsible for the cost of such supplemental coverage, which may be purchased through voluntary payroll deduction.
17. Employee Assistance Program. The Department shall provide assistance to an employee with a problem(s) which may effect job or family as specified in Administrative Directive 2.10, Employee Centered Programs.
18. Workers' Compensation. A Department employee shall be covered by Workers' Compensation as specified in Administrative Directive 2.12, Employee Safety, if injured on the job.
19. Retirement. State employees, with the exception of specific educational staff, shall be eligible for benefits in accordance with the Tier I, Tier II or Tier IIA retirement programs. Specific educational staff may elect state teachers retirement in lieu of the Tier I, Tier II or Tier IIA retirement programs. Tier I shall cover those employees hired before July 1, 1984. Tier II is principally for employees hired subsequent to July 1, 1984. Tier IIA shall is principally for employees hired subsequent to July 1, 1997. An employee may have earned a vested right in retirement benefits after 5 years. For specific details, employees should consult the retirement booklets available through a local Human Resources representative, or contact a Retirement Counselor at the Retirement Division for assistance through the State Comptroller's office.
20. Deferred Compensation. An employee, who works in excess of 20 hours per week, may set aside through payroll deduction, a portion of earned income to be received in retirement years and taxed at a rate equal to the total income received at that time. Such deductions may be invested in a variety of options.
21. Credit Union. State employees may use the Connecticut State Employees Credit Union or other credit union approved by the Comptroller's office.
22. Benefits Notification. A Human Resources representative shall meet with each new employee to explain an overview of benefits and complete all essential documents. Completed forms are to be forwarded immediately to the payroll office to ensure the employee's timely placement on payroll and receipt of benefits.
23. Benefits Alterations. Benefits may be altered in accordance with the collective bargaining process and state regulations.
24. Employee Handbook. The Department's Human Resources Unit shall publish an Employee Handbook. The handbook shall be reviewed and revised as necessary to ensure that the information contained therein is current.
25. Permanent Part-Time Employees. Permanent part-time employees shall receive fringe benefits on a prorated basis to the extent provided under existing contracts, rules and regulations.

Directive Number 2.8	Effective Date 12/15/2006	Page 6 of 6
Title Employee Benefits		

26. In-Service Training. State personnel and the Maloney Center for Training and Staff Development shall provide a variety of pre-service and in-service training courses for Department personnel. All applications for voluntary training courses, seminars, etc., shall be approved by the employee's supervisor. Selection is based on job requirement, upward mobility and availability of space.
27. Forms and Attachments. The following form is applicable to this Administrative Directive and shall be utilized for its intended function:
  - A. CN 2801, Compensatory Time Authorization.
28. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.