



Connecticut DOT

Number:

2015-2-EC

Bureau of Engineering and Construction

Date:

June 22, 2015

## ENGINEERING & CONSTRUCTION DIRECTIVE

# SUPERSEDED

Chief Engineer

**by ECD-2019-2**

### **Consulting Engineer Staff Wage Rate Changes Cost Plus Fixed Fee Agreements**

This directive establishes an approval process and the maximum wage rate increases for Consulting Engineer personnel engaged in Cost Plus Fixed Fee agreements.

Following initial Department approval (in a specific agreement), individual employees' approved billable wage rates may only be increased with Department approval. Requests for adjustment approval shall be submitted to the appropriate district engineer for Construction Inspection services or division chief (Bridges, Facilities and Transit, Highway Design, Traffic Engineering) for Engineering services. The approving Engineering or Construction unit will provide the Financial Management and Support (FM&S) Division with the certification submitted by the consultant (identified below) for validation of the rates prior to approval.

To facilitate payment of invoices, the approving unit shall also notify the FM&S Division of all revised wage rate approvals, regardless of the reason or basis for the change.

#### **Cost of Living Increases**

Requests for cost of living increases shall contain the following information: employee name, current classification, current and proposed rate of pay, rate of pay and job classification one (1) year prior to the proposed increase, applicable CORE-CT Contract ID(s) and effective date of the proposed increase. This information shall be submitted in the form of a certification under penalty of false statement.

The maximum amount of reimbursement to the Consulting Engineer for annual cost of living adjustments of individual employees shall not exceed the inflation rate used at the time when the agreement was negotiated. In no case shall the salary rate exceed the maximum hourly rate in the agreement for the job classification.

### **Promotions**

Promotion based on an employee's merit and past performance alone, however justified, is not a sufficient basis for approval of an increase in the employee's billable wage rate. Requests for billable wage rate increases associated with employee promotions should be considered based on the Department's needs and interests. Promoting current staff into higher positions with a corresponding wage increase is sometimes appropriate, such as to fill vacant positions or provide additional staff capacity. When requesting approval of a billable wage rate increase in association with promoting an employee, the Consulting Engineer shall provide justification for the promotion, an explanation of the additional duties to be performed and how the individual meets the minimum requirements for the position. The Consulting Engineer shall explain how, if the request is approved, it will be able to stay within the maximum amount of the agreement.

### **Promotions to Classifications in Agreement**

When proposing an employee for a wage rate increase associated with promotion to a classification listed in the agreement, in addition to the justification and information outlined above (under "Promotions" heading), the Consulting Engineer shall provide the following: employee name, current classification, current and proposed rate of pay, rate of pay and job classification one (1) year prior to the proposed increase, applicable CORE-CT Contract ID(s) and effective date of the proposed increase. This information shall be submitted in the form of a certification under penalty of false statement.

The maximum amount of reimbursement to the Consulting Engineer for a promotion shall not exceed two times the inflation rate used at the time when the agreement was negotiated. In no case shall the salary rate exceed the maximum hourly rate in the agreement for the job classification.

### **Adding New Classifications/Promotions to that Classification**

When proposing the addition of a new classification (i.e., not listed in the agreement), the Consulting Engineer should include a clear and compelling statement on the benefits accrued to the Department of adding the new classification/position. The Consulting Engineer shall explain how it will be able to stay within the maximum amount of the agreement. The individual proposed for the new classification position must meet the minimum requirements for the position. The Consulting Engineer shall provide the following: employee name, current classification, current and proposed rate of pay, rate of pay and job classification one (1) year prior to the proposed increase, applicable CORE-CT Contract ID(s) and effective date of the proposed increase. This information shall be submitted in the form of a certification under penalty of false statement along with the Department's standard Certified Payroll form.

Once the district engineer or division chief has determined that the classification meets the above requirements, the request and documentation shall be forwarded to the Negotiations Committee for resolution with the Consulting Engineer. The Negotiations Committee will contact the Consulting Engineer to agree on a maximum hourly rate for the proposed new classification.

The maximum amount of reimbursement to the Consulting Engineer for a promotion shall not exceed two times the inflation rate used at the time when the agreement was negotiated.

**Timeliness**

Requests for approval of salary adjustments must be submitted at least 21 days prior to the effective date of the adjustment. Retroactive approval of salary rates will not be made and the effective date of any adjustment made without prior submission, shall be 21 days after submission of the request to the district engineer or division chief.

**Limitations and Exceptions**

The Department reserves the right to limit the amount of any increase based upon the Department's needs and appraisal of an individual's performance. If the Department approves an increase less than the amount proposed by the Consulting Engineer, the reason for the reduction will be provided in writing to the Consulting Engineer.