



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

Office of Labor Relations

September 13, 2023

GENERAL NOTICE NO. 2023-05

TO: Labor Relations Designees

RE: P-4 Annual Increment Agreement

Please find an attached executed agreement between the Office of Policy and Management, Office of Labor Relations and the CSEA/SEIU Local 2001 (P-4 Bargaining Unit).

In an effort to clarify language that was negotiated between the parties during the 2016-2021 contract term and to ensure the consistent application of the language across agencies, the parties have agreed to the terms of the attached memorandum of understanding.

During contract negotiations for the 2016-2021 P-4 contract, the parties modified language in Article 11, Section 2 of the 2016-2021 P-4 collective bargaining agreement to clarify that employees in trainee classifications are entitled to their first annual increment as described in DAS General Letter 193. Specifically, the parties effected this clarification by adding the following provision, "*For those classifications where the initial Working Test Period exceeds six (6) months, an Employee shall become eligible for all normal and customary benefits upon completion of six (6) months of full-time service or its equivalent*".

Therefore, the Office of Labor Relations and the Department of Administrative Services will be assisting agencies in the identification of individuals who may have been eligible for an annual increment with this changed contract language. Because the 2016-2021 collective bargaining agreement did not afford annual increment advancement in 2016-2017, 2017-2018, and 2018-2019, the first time this provision would have been applicable to eligible employees in trainee classifications would have been for the January 2020 annual increment (and then from that point forward).

Agencies will be required to audit the compensation history to determine where the employee may be entitled to retroactive salary adjustments, because they were not awarded annual increments in accordance with the contract language. The parties have agreed to perform any adjustments no later than December 1, 2023.

Labor Relations Designees with questions concerning this request should contact the Office of Labor Relations via email to Tammy.Kowalski@ct.gov. All others should contact their local Human Resources or Labor Relations Professional.



David Krayeski
Undersecretary for Labor Relations

Phone: (860) 418-6447 Fax: (860) 707-1907
450 Capitol Avenue-MS# 53OLR, Hartford, Connecticut 06106

MEMORANDUM OF UNDERSTANDING

**State of Connecticut,
Office of Policy and Management (Office of Labor Relations)
And
CSEA/SEIU Local 2001 (P-4 Bargaining Unit)**

WHEREAS, the State of Connecticut, Office of Labor Relations and the CSEA/SEIU Local 2001 (P-4 Bargaining Unit) are parties to a collective bargaining agreement which provides steps to employees below top step during years designated by such agreement, and had such an agreement in effect during all years relevant to this MOU; and

WHEREAS, the State's policy pertaining to Annual Increment eligibility for newly hired employees is described in DAS General Letter 193, which states, "*All employees hired into bargaining unit positions will have a permanent anniversary date of January 1. Further, employees hired between July 1 and December 31 will be eligible for an anniversary increase in the second next January following date of hire. Employees hired into bargaining unit positions between January 1 and June 30 will be eligible for their first increase on January 1 next following date of hire.*" and,

WHEREAS, there have in the past been disputes among the parties as to exactly when an employee in a training classification, as designated by C.G.S. 5-234, is entitled to their first annual increment based upon their hire date and status; and

WHEREAS, the parties have subsequently modified language in Article 11, section 2 of the 2016-2021 P-4 collective bargaining agreement to clarify that employees in trainee classifications are entitled to their first Annual Increment as described in the above-referenced General Letter. Specifically, the parties effected this clarification by adding the following provision, "*For those classifications where the initial Working Test Period exceeds six (6) months, an Employee shall become eligible for all normal and customary benefits upon completion of six (6) months of full time service or its equivalent,*" and

WHEREAS, despite the language change, Annual Increment payments for trainees during contract years 2020, 2021 and beyond were delayed; and

WHEREAS, the parties have investigated the issue, including prior resolutions and language changes that have since occurred, and have reached a common understanding as to the collective bargaining agreement's interpretation with respect to such eligibility issues; and

WHEREAS, the parties agree to correct any eligibility determinations during that contract period and thereafter that were made other than in accordance with this understanding; and

WHEREAS, the Parties agree that such error should be corrected as soon as possible, and without additional costs beyond the correction incurred by either party;

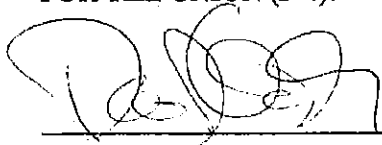
NOW, THEREFORE, the Parties agree:

- (1) For the collective bargaining agreement in effect as of contract years 2020 and thereafter, unless modified by the parties, all new employees shall receive the annual increments generally called for in the collective bargaining agreement on the first annual increment date which is 6 months, or more beyond their date of hire, in accordance with DAS General Letter 193.


(2) The parties will work with the Comptroller's office to identify and as soon as reasonably practicable rectify any failure to pay increments in accordance with this understanding. The parties agree that these adjustments shall be completed before December 1, 2023.

(3) This resolves union grievance codes 18050, 18262, and 18265, which are hereby withdrawn with prejudice, any other grievances that may have been, or could be filed concerning the first date of eligibility for Annual Increments during the 2020-2023 contract years.

FOR THE UNION (P-4):


_____ Date 6/26/23

FOR THE STATE:


_____ Date 7/6/23