ITEM NO. 2093-E

SUBJECT: ANNUAL INCREASE FOR EXECUTIVE BRANCH EMPLOYEES IN THE MD AND MP PAY PLANS ASSIGNED TO LABOR UNITS 02 OR O3, SE and DM PLANS OR IN JOB CLASSES WITH A VARIABLE RANGE (VR) ASSIGNED TO LABOR UNITS 02 OR 03

EFFECTIVE: December 26, 2014

In accordance with Sections 4-40, 5-208(a) and 5-210 of the Connecticut General Statutes, effective December 26, 2014 Item No. 2093-E provides an annual increment to eligible managerial and confidential employees assigned to the MP, MD or variable range (VR) pay plans in Labor Units 02 or 03, to Executive Secretaries assigned to the SE pay plan, and to managerial employees of the Division of Criminal Justice assigned to the DM pay plan.

In order to be eligible to receive this annual increase, employees must be employed by the State of Connecticut on December 26, 2014 or June 26, 2015 and meet required eligibility criteria specified below.

Executive Secretaries

This Item authorizes a three percent (3%) Annual Increase to Executive Secretaries in the SE pay plan with satisfactory performance up to the maximum of the plan as follows:

- The annual increase is effective December 26, 2014 for employees with a July anniversary date.
- The annual increase is effective June 26, 2015 for employees with a January anniversary date.
- If an employee is within 3% of the position rate the balance of the increase shall be paid in the form of a lump sum up to a maximum of $750.
- Employees who are at the maximum of the position rate established by the implementation of this Item shall receive a lump sum payment of $750 in accordance with the dates specified above.

Managerial Employees within the Division of Criminal Justice

- 3% annual increase up to the maximum of the range for satisfactory performance
- The annual increase is effective December 26, 2014 for employees with a July anniversary date.
- The annual increase is effective June 26, 2015 for employees with a January anniversary date.
- This payment cannot take an employee over the maximum of the range and lump sum payments are not authorized.

Performance Assessment Recognition System (PARS) Participating Agencies

In accordance with Section 5-210(d) of the Connecticut General Statutes, the Commissioner of Administrative Services may establish one or more state incentive plans for employees whose positions have been designated managerial or confidential.

Managerial and confidential employees in a PARS participating agency who have participated in PARS for at least six (6) months during fiscal year 2013-2014 and assigned to the MP or MD pay plan in Labor Units 02 or 03 or assigned to a variable range in Labor Units 02 or 03 are eligible for annual increases effective December 26, 2014 as follows:

- 3% annual increase for an overall rating of "meets all expectations" or "exceeds expectations"
- 1.5% annual increase for an overall rating of "needs improvement"
- No increase for a rating of "unsatisfactory" or a second consecutive rating of "needs improvement"
- In the rare case the employee is over the maximum of the range, the increase is to be paid in the form of a lump sum and calculated on the maximum rate.
- If the annual increase takes the employee over the maximum of the range, the remainder of the increase must be paid as a lump sum payment.

Annual Increases In lieu of PARS for Managers in Non-PARS Participating Agencies

Managerial and confidential employees in a Non-PARS participating agency who have served in a managerial or confidential position for at least six (6) months during fiscal year 2013-2014 and assigned to the MP or MD pay plan in Labor Units 02 or 03 or assigned to a variable range in Labor Units 02 or 03 are eligible for annual increases effective December 26, 2014 as follows:

- 3% annual increase up to the maximum of the range for satisfactory performance
- This payment cannot take an employee over the maximum of the range and lump sum payments are not authorized.

New Managers Not Eligible for the Full Annual Increase

Employees hired or promoted into a management position (MP or MD pay plan in Labor Units 02 or 03 or assigned to a variable range in Labor Units 02 or 03) with satisfactory performance are eligible for a Phase-In Payment as follows:

- Hired between January 1 and June 30, 2014: 1.5% increase effective June 26, 2015
- Promoted between January 1 and June 30, 2014 with previous January anniversary date: 1.5% increase effective December 26, 2014 and 1.5% increase effective June 26, 2015. (Note: if the employee's anniversary date was previously July: 3% effective December 26, 2014.)
- Promoted between July 1, 2014 and December 31, 2014 with previous January anniversary date: 1.50% increase effective June 26, 2015
- This payment cannot take an employee over the maximum of the range and lump sum payments are not authorized.

Durational Project Managers

- 3% annual increase up to the maximum position rate of the MP benchmarked range for Durational Project Managers and Transitional Managers with prior permanent, classified service in a managerial position with satisfactory performance effective December 26, 2014
- This payment cannot take an employee over the maximum of the range and lump sum payments are not authorized.
- No annual increase is to be paid to employees in the above-referenced job classification who do not have prior status in a managerial position in the classified service.

This Item does not apply to any employee in Labor Unit 01 nor does it pertain to the unclassified employees of any of the boards of trustees of higher education.

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

Approved by: Date:

Donald J. DeFronzo 6/23/14

Donald J. DeFronzo, Commissioner
Department of Administrative Services

6/27/14

Benjamin Barnes, Secretary
Office of Policy and Management