



# STATE OF CONNECTICUT

## OFFICE OF POLICY AND MANAGEMENT

To: All Agency Heads

From: Benjamin Barnes, Secretary 

Date: July 27, 2012

Subject: Agency Budget Request Submission for the 2013-2015 Biennium (FY 2014 and FY 2015)

Following is guidance for developing your current services budget for the 2013-2015 biennium. Under CGS Sec. 4-77, agency current services budget requests are due to OPM not later than September 1<sup>st</sup>. Accordingly, **submissions must be in to OPM by Friday, August 31, 2012.**

### **Development of the Governor's Recommended Budget for the 2013-2015 Biennium**

The first step in the state's biennial budget process is the development of a current services, or baseline, budget. The current services budget consists of an estimate of the spending and revenue that is expected under current law and current policy. The current services budget represents a benchmark for measuring the budgetary effects of proposed policy changes to revenues or spending.

Development of the current services expenditure budget is based on current appropriations adjusted to reflect changes in funding requirements under existing state and federal laws. Typical adjustments include the impact of reflecting full-year costs or savings for programs that will start or end during the current fiscal year (annualization), inflationary increases anticipated for the purchase of necessary commodities, legally-required rate changes for rate-based expenditures, anticipated changes in caseload or utilization, funding changes that are contractually required and the impact of other statutory, federal or legally-required changes that affect spending.

### **Options**

Following the completion of the current services budget, policy options that would modify the current services level of revenue or expenditures are reviewed for their possible inclusion in the Governor's final recommended budget. Instructions for submitting policy options for consideration by the Governor, together with the Governor's policy letter outlining the administration's goals and objectives, will follow in the coming weeks. **The anticipated due date for options is October 1, 2012.**

Our ability to fund new or expanded programs in the coming biennium will be constrained by both available revenue and the constitutional expenditure cap. Accordingly, a critical look at existing programs and activities should be undertaken in order to direct resources in ways that continue to improve the services and operations of state government. Agencies are always encouraged to hold discussions with their assigned budget analyst regarding potential budget options.

### **Current Services Operating Budget**

Under CGS Sec. 4-77, agencies are required to submit estimates of expenditure requirements for each year of the upcoming biennium to the Office of Policy and Management. This year, agencies will be preparing submissions for the 2013-2015 biennial budget (fiscal years 2014 and 2015). All submissions of estimated operating budget requirements must be developed and submitted using the Automated Budget System (ABS) software available at:

<http://www.ct.gov/opm/cwp/view.asp?a=2961&Q=508552&PM=1>

This letter establishes guidelines and planning factors to be used for development of the current services budget as well as operating instructions for using the Automated Budget System software. Questions regarding budget development should be directed to your assigned budget analyst.

In accordance with CGS Sec. 4-73, current services requests are developed with program-level detail. The statute requires that the following narrative information be provided for each budgeted program:

1. The statutory authorization for the program,
2. A statement of program objectives,
3. A description of the program, including a statement of need, eligibility requirements, and any intergovernmental participation in the program,
4. A statement of performance measures by which accomplishments toward the program objectives can be assessed, and
5. An explanation of any significant program changes.

Each agency is to update the Budget in Detail's program budget text and the Budget Summary text to make it current; contact your budget analyst if you have questions. The budget narratives from the budget in detail (long narrative) and from the budget summary (short narrative) will be available on August 1, 2012 for download at the web site noted in the accompanying software instructions.

**Narratives and measures are due to OPM by October 1, 2012.**

In addition to the narrative elements above, the following budgetary information is also required for each budgeted appropriation and program:

1. Program budget data, broken down by major object (account) code of expenditure, showing federal and private funds,
2. A summary of permanent full-time positions by fund,
3. A statement of expenditures for the last-completed and current fiscal years, and
4. The agency request and Governor's recommendation for expenditures in each year of the ensuing biennium.

As noted above, the current services request includes estimated expenditure requirements for each combination of fund, program, SID, and account code. The request must include FY 2012 actual (unaudited) expenditures, FY 2013 estimated expenditures, and FY 2014 and FY 2015 requested appropriations. The FY 2014 request is based on a series of proposed adjustments to the FY 2013 appropriation and the FY 2015 request is based on a series of proposed adjustments to the FY 2014 requested appropriation.

## **Generally Accepted Accounting Principles (GAAP)**

Beginning in FY 2014, the net amount appropriated in each fund will reflect a modified accrual basis of accounting rather than the existing modified cash basis. In order to implement this change, a single account will be established within each fund which will be administered by the Comptroller's office and will reflect the change in estimated expenditure accruals across all appropriations within each budgeted fund between the beginning and end of each fiscal year. Budgetary control over individual agency appropriations will continue to provide a cash-based limit on expenditures during each fiscal year. Therefore, agency operations will continue to reflect the current accounting basis, while the Governor's proposed budget for the 2013-2015 biennium will be balanced on a GAAP basis. The Governor's budget presentation will also provide an exhibit portraying appropriation-by-appropriation accrual-basis expenditure estimates. In short, no changes to the budget request process are anticipated on the part of agencies; GAAP-specific information will be developed centrally by OPM, and may necessitate an additional request for information from agencies. If additional information is needed, agencies will receive further instructions.

## **Current Services Adjustments**

### **Inflation**

- Personnel. Guidance for wage and salary inflation related to state personnel costs is detailed below under Personal Services Projections.
- Municipal Aid. Reflect the statutory level for formula-based municipal aid. Do not request inflation beyond the statutory level for such accounts:
  - PILOT: State-Owned Real Property
  - PILOT: Colleges & Hospitals
  - Mashantucket Pequot and Mohegan Fund Grant
  - Town Aid Road Fund Grant
  - Local Capital Improvement Program (LoCIP)
  - Public School Pupil Transportation
  - Non-Public School Pupil Transportation
  - Adult Education
  - Education Cost Sharing Grant

Any changes in funding for formula-based municipal aid will be handled as policy adjustments during the budget option process.

- Contractual Services. Do not include any inflation adjustment other than what is specifically required under existing contract terms. For human services purchase of service contracts, see guidance below on annualizing the FY 2013 cost of living adjustment.
- Grants. Annualization of FY 2013 private provider cost of living adjustment (COLA). A one percent private provider COLA was funded effective January 1, 2013. Current services budget requests should include funding to annualize these increases for the full year in FY 2014. Do not include funding for contracts that were not in place during FY 2012. Do not include estimated or proposed inflation adjustments other than annualization of the one percent January 1, 2013 private provider COLA as part of your agency's current services request for human services contract costs; these may be considered as policy adjustments.

- Commodity costs. The following factors should be used in estimating inflationary increases for purchased goods:

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
○ Heating Oil	7.54%	1.95%	0.48%	1.76%	1.78%
○ Electricity	4.87%	6.23%	4.60%	4.00%	3.86%
○ Natural Gas	37.44%	9.31%	3.04%	4.01%	4.42%
○ Motor Vehicle Fuel	7.54%	2.82%	0.72%	1.67%	1.70%
○ Drugs and Pharm.	4.37%	4.25%	4.03%	3.87%	3.84%
○ Food and Beverages	1.80%	1.76%	1.73%	1.69%	1.69%
○ Other Commodities	2.17%	2.90%	2.69%	2.38%	2.62%

- Rate-based programs. Include rate changes required under existing statute. Do not include discretionary rate changes. These may be considered as policy adjustments.

### **Caseload Adjustments**

- For caseload or utilization-based expenditures, adjustments to baseline spending may be requested based on anticipated changes in caseloads or utilization. For accounts where both a caseload/utilization and a unit cost or rate inflation factor is proposed, the utilization factor should be applied before the cost/rate factor. If you are unsure about requesting these increases, contact your assigned agency analyst to discuss potential adjustments.

### **Annualization Adjustments**

- Include an annualization adjustment for any new or expanded programs funded during FY 2013.
- Include a negative annualization adjustment where there are decreased costs related to programs that will expire or be reduced during or after FY 2013.
- Include an annualization adjustment for any new programs not funded during FY 2013 but which are required by current law to begin in FY 2014 or FY 2015. Operating costs for new buildings that are scheduled to open during the biennium may also be requested. Do not include requests for funding of new or discretionary programs; these may be considered as policy adjustments.
- Funding should not be requested for programs currently funded through non-appropriated resources (e.g., pickups of expiring federal funds); these may be considered as policy adjustments.

### **Equipment**

- This year, a new process will be used for equipment funding requests for executive and judicial branch agencies funded through the General Fund. Such agencies will be required to differentiate the funding source for capital equipment needs. Only equipment that does not meet the requirements for disbursement under the Capital Equipment Purchase Fund should be requested as part of the agency's operating budget (Fund 11000, SID 10050). All other equipment should be coded to the Capital Equipment Purchase Fund (Fund 12051). As in the past, legislative branch agencies and agencies funded from the Special Transportation Fund and industry funds should continue to reflect equipment needs as part of their operating budget requests.

## Personal Services Projections

- Permanent Full Time: The costs of settled collective bargaining agreements will be built into agency budgets; see schedule A (attached) for scheduled collective bargaining increases. The Automated Budget System automatically calculates these costs for permanent full-time positions based on a position-specific roster of current employees rather than the current year appropriation. **Unlike previous years, detailed personal services information, including use of the roster, will be necessary for all appropriated SIDs that support state employee salaries, not just SID 10010.** There are several adjustment types that are specific to Personal Services expenditures:
  - PS Wage Increases: For permanent full-time positions, the roster functionality of the budget software is used to determine GWI and AI increases for settled bargaining units. Wage increases for unsettled bargaining units are budgeted under OPM's Reserve for Salary Adjustment account and should not be requested.
  - PS Base adjustments: For permanent full-time positions, FY 2014 costs are based on roll-out of authorized positions rather than inflation of FY 2013 appropriations. The roster software will calculate the difference between funding available during FY 2013 and what would have been necessary to fund all budgeted positions.
  - PS Turnover adjustment: A turnover adjustment should be requested to reflect the estimated savings arising from positions which are likely to be vacant for some part of the biennium as well as savings arising from the difference in salaries when a position is refilled.
    - Note that the roster program calculates the value of permanent full-time positions that are both filled and those that are vacant as of the date of the roster extract. Unless there are factors which would suggest that the aggregate level of vacant positions as of the date of the extract is different from what would be expected at any other time during the biennium, the turnover adjustment should be approximately equal to the cost of vacant positions for FY 2014 and FY 2015.
  - Position Count: Any new positions requested as part of current services must be accompanied by supporting information documenting the need for the additional positions and must also include an estimate of the annualized cost of such positions using the 5-year projection module (BR-6). New positions to handle increases in workload should not be included as part of current services.
- Other PS items: For personal services costs on other than permanent full-time expenditures, an inflation rate may be calculated based on the average wage increases for the underlying employees. If a specific percentage is unknown, a wage inflation rate of 4.5% may be used in both FY 2014 and FY 2015; requests that differ from this percentage should be discussed with your agency's budget analyst prior to submission.

## Other Current Expense (OCE) Accounts

- The most significant change in this year's current services request process is the requirement for additional detail supporting the nature of expenditure requests for Other Current Expense accounts. The following information is now required in support of Other Current Expense SIDs:

- Personnel costs must be developed using form BR-2; form BR-2a is required in support of any permanent full-time positions. The roster is to be used to develop costs for full time permanent positions funded through OCEs.
- Costs related to purchased goods, services, and commodities must be detailed at the account chartfield-level; similar to the detail provided for Other Expenses appropriations.
- Costs related to grant-type expenditures should include sufficient detail to clearly identify the type of services being funded.

**Workers' Compensation Costs**

- Agencies with workers' compensation appropriations should separately project inflationary increases for the medical portion of costs at the projected medical inflation rate, for the indemnity portion of costs at the wage inflation rate, and for the administrative portion of costs at the general inflation rate.

**Fringe Benefit Recovery Rate**

- Please refer to the Comptroller's memorandum regarding the fringe benefit recovery rate in developing your budget for the 2013-2015 biennium. This information is available at <http://www.osc.ct.gov/2012memos/numbered/201216.htm>.

**Requests should not include:**

- The pick-up of any items funded from surplus. If there is an unfunded requirement in FY 2014 and/or FY 2015, this must be requested as an expansion option.
- Pick-up of programs funded via expiring federal or private grants, except where existing law does not permit the cancellation of such expenditures.

**Actual Expenditures – FY 2012**

- FY 2012 actual expenditures were extracted from Core-CT on July 19, 2012. The data was recorded to budget programs based on the latest chart of accounts OPM has on file for your agency. Please review all FY 2012 actuals for completeness and accuracy.

**Capital Budget**

As capital plans for the next biennium are developed, agencies should keep in mind the statutory cap on general obligation debt. Any requests for additional bonding should reflect only those projects that are essential to be completed over the next biennium. Additionally:

- Agencies must review all authorized, unallocated bonds that are in effect as of July 1, 2012 and determine what authorizations should be cancelled.
- Agencies that have critical needs or that are a part of an ongoing project or program should request additional funds in the appropriate fiscal year via the capital budget application.
- Agencies can request a change in purpose by submitting a language-only request via the capital budget application.
- As noted above, capital equipment needs for general fund agencies in the executive and judicial branches should be made through the operating budget software module. Do not use the capital budget software module for equipment requests.

Capital budget software will be distributed at the same time as software for the operating budget.  
**Capital budget requests are due to OPM by Friday, August 31, 2012.**

**Prevention Report**

CGS Sec. 4-67v requires that the Governor's budget submittal include a Prevention Report. Instructions regarding agency requirements under this section of the statutes will be communicated under separate cover.

Enclosure: Schedule A – Schedule of Collective Bargaining Increases

c: Agency Fiscal Officers

Alan Calandro, Office of Fiscal Analysis

Schedule A - Schedule of Collective Bargaining Increases

FY	BU	BU Title	Wage Inc Pct	Wage Inc Pay Periods	July AI Pay Periods	Jan AI Pay Periods	Exception 1 Increase Pct	Except 1 Pay periods	AI Lump Pay periods	AI Lump Amount	Notes
2013	01	Exempt/Elected/Appointed	0.00%	0	0	0	0.00%	0			
2014	01	Exempt/Elected/Appointed	3.00%	25	0	0	3.00%	25			
2015	01	Exempt/Elected/Appointed	3.00%	25	0	0	3.00%	25			
2013	02	Managerial Confidential (MP Pay Plan)	0.00%	0	0	0	0.00%	0			
2014	02	Managerial Confidential (MP Pay Plan)	3.00%	25	0	0	3.00%	25			
2015	02	Managerial Confidential (MP Pay Plan)	3.00%	25	0	0	3.00%	25			
2013	03	Confidential - Other than Mgr Pay Plan	0.00%	0	0	0	0.00%	0			
2014	03	Confidential - Other than Mgr Pay Plan	3.00%	25	25	12	0.00%	0			
2015	03	Confidential - Other than Mgr Pay Plan	3.00%	25	25	12	0.00%	0			
2013	04	Non-bargaining	0.00%	0	0	0	0.00%	0			
2014	04	Non-bargaining	0.00%	0	0	0	0.00%	0			
2015	04	Non-bargaining	0.00%	0	0	0	0.00%	0			
2013	05	State Police (NP-1)	0.00%	0	0	0	0.00%	0			A
2014	05	State Police (NP-1)	0.00%	0	0	0	0.00%	0			A
2015	05	State Police (NP-1)	0.00%	0	0	0	0.00%	0			A
2013	06	Services, Maintenance (NP-2)	0.00%	0	0	0	0.00%	0		0	
2014	06	Services, Maintenance (NP-2)	3.00%	21	25	12	0.00%	0		2.50%	B
2015	06	Services, Maintenance (NP-2)	3.00%	25	25	12	0.00%	0		2.50%	
2013	07	Administrative Clerical (NP-3)	0.00%	0	0	0	0.00%	0		0	
2014	07	Administrative Clerical (NP-3)	3.00%	21	25	12	0.00%	0		\$750	
2015	07	Administrative Clerical (NP-3)	3.00%	25	25	12	0.00%	0		\$750	
2013	08	Correction Officers (NP-4)	0.00%	0	0	0	0.00%	0		0	
2014	08	Correction Officers (NP-4)	3.00%	25	25	12	0.00%	0		\$750	
2015	08	Correction Officers (NP-4)	3.00%	25	25	12	0.00%	0		\$750	
2013	09	Protective Services (NP-5)	0.00%	0	0	0	0.00%	0		0	
2014	09	Protective Services (NP-5)	3.00%	21	20	12	0.00%	0		\$600	
2015	09	Protective Services (NP-5)	3.00%	25	25	12	0.00%	0		\$600	
2013	10	Health Care Unit -Non-Professional (NP-6)	0.00%	0	0	0	0.00%	0			
2014	10	Health Care Unit -Non-Professional (NP-6)	3.00%	21	25	12	0.00%	0			B
2015	10	Health Care Unit -Non-Professional (NP-6)	3.00%	25	25	12	0.00%	0			
2013	11	Health Care Unit - Professional (P-1)	0.00%	0	0	0	0.00%	0			
2014	11	Health Care Unit - Professional (P-1)	3.00%	21	25	12	0.00%	0			B
2015	11	Health Care Unit - Professional (P-1)	3.00%	25	25	12	0.00%	0			
2013	12	Social Services (P-2)	0.00%	0	0	0	0.00%	0		0	
2014	12	Social Services (P-2)	3.00%	21	25	12	0.00%	0		\$750	
2015	12	Social Services (P-2)	3.00%	25	25	12	0.00%	0		\$750	
2013	13	Education Administrative (P-3A)	0.00%	0	0	0	0.00%	0			
2014	13	Education Administrative (P-3A)	3.00%	21	25	12	0.00%	0			B
2015	13	Education Administrative (P-3A)	3.00%	25	25	12	0.00%	0			
2013	14	Education Technical (P-3B)	0.00%	0	0	0	0.00%	0			
2014	14	Education Technical (P-3B)	3.00%	21	25	12	0.00%	0			B
2015	14	Education Technical (P-3B)	3.00%	25	25	12	0.00%	0			
2013	15	Engineering, Science and Technical (P-4)	0.00%	0	0	0	0.00%	0		0	
2014	15	Engineering, Science and Technical (P-4)	3.00%	21	25	12	0.00%	0		2.50%	B
2015	15	Engineering, Science and Technical (P-4)	3.00%	25	25	12	0.00%	0		2.50%	
2013	16	Administrative Residual (P-5)	0.00%	0	0	0	0.00%	0		0	
2014	16	Administrative Residual (P-5)	3.00%	21	20	12	0.00%	0		2.50%	B
2015	16	Administrative Residual (P-5)	3.00%	25	25	12	0.00%	0		2.50%	

Schedule A - Schedule of Collective Bargaining Increases

FY	BU	BU Title	Wage Inc Pct	Wage Inc Pay Periods	July AI Pay Periods	Jan AI Pay Periods	Exception 1 Increase Pct	Except 1 Pay periods	AI Lump Pay periods	AI Lump Amount	Notes
2013	17	Vocational Schools - Faculty	0.00%	0	0	0	0.00%	0			
2014	17	Vocational Schools - Faculty	3.00%	21	25	12	0.00%	0			
2015	17	Vocational Schools - Faculty	3.00%	25	25	12	0.00%	0			
2013	18	Vocational Schools - Directors	0.00%	0	0	0	0.00%	0			
2014	18	Vocational Schools - Directors	3.00%	21	25	12	0.00%	0			B
2015	18	Vocational Schools - Directors	3.00%	25	25	12	0.00%	0			
2013	19	Comm-Tech Colleges - Faculty	0.00%	0	0	0	0.00%	0			
2014	19	Comm-Tech Colleges - Faculty	3.00%	24	0	0	2.30%	24		\$1,500	
2015	19	Comm-Tech Colleges - Faculty	3.00%	25	0	0	2.30%	24		\$1,500	
2013	20	Comm-Tech Colleges - Exempt	0.00%	0	0	0	0.00%	0			
2014	20	Comm-Tech Colleges - Exempt	3.00%	19	0.00	0.00	0.00%	0.00			
2015	20	Comm-Tech Colleges - Exempt	3.00%	25	0.00	0.00	0.00%	0.00			
2013	21	State University - Faculty	0.00%	0	0	0	0.00%	0			
2014	21	State University - Faculty	3.00%	26	26	12	0.00%	0			
2015	21	State University - Faculty	3.00%	25	25	12	0.00%	0			
2013	22	State University - Non-faculty Professionals	0.00%	0	0	0	0.00%	0			
2014	22	State University - Non-faculty Professionals	3.00%	21	25	12	0.00%	0			B
2015	22	State University - Non-faculty Professionals	3.00%	25	25	12	0.00%	0			
2013	23	State University - Exempt	0.00%	0	0	0	0.00%	0			
2014	23	State University - Exempt	3.00%	26	26	12	0.00%	0			
2015	23	State University - Exempt	3.00%	25	25	12	0.00%	0			
2013	25	Community Colleges - Faculty 10 & 12 Mo	0.00%	0	0	0	0.00%	0			
2014	25	Community Colleges - Faculty 10 & 12 Mo	3.00%	24	0	0	2.25%	24		\$1,500	
2015	25	Community Colleges - Faculty 10 & 12 Mo	3.00%	25	0	0	2.25%	24		\$1,500	
2013	26	Community Colleges - Exempt	0.00%	0	0	0	0.00%	0			
2014	26	Community Colleges - Exempt	3.00%	19	0	0	0.00%	0			
2015	26	Community Colleges - Exempt	3.00%	25	0	0	0.00%	0			
2013	27	DHE Manager Employees	0.00%	0	0	0	0.00%	0			
2014	27	DHE Manager Employees	3.00%	19	0	0	0.00%	0			
2015	27	DHE Manager Employees	3.00%	25	0	0	0.00%	0			
2013	28	University - Faculty	0.00%	0	0	0	0.00%	0		0	
2014	28	University - Faculty	5.00%	22	0	0	0.00%	0		0	
2015	28	University - Faculty	2.75%	25	0	0	0.00%	0		2.06%	
2013	29	University - Non Faculty Professional	0.00%	0	0	0	0.00%	0			
2014	29	University - Non Faculty Professional	5.00%	21	0	0	0.00%	0			
2015	29	University - Non Faculty Professional	5.00%	25	0	0	0.00%	0			
2013	31	University - Exempt	0.00%	0	0	0	0.00%	0			
2014	31	University - Exempt	5.00%	22	0	0	0.00%	0			
2015	31	University - Exempt	5.00%	25	0	0	0.00%	0			
2013	32	University Health Center - Exempt	0.00%	0	0	0	0.00%	0			
2014	32	University Health Center - Exempt	5.00%	26	0	0	0.00%	0			
2015	32	University Health Center - Exempt	5.00%	25	0	0	0.00%	0			
2013	33	University Health Center - Faculty	0.00%	0	0	0	0.00%	0			
2014	33	University Health Center - Faculty	5.00%	26	0	0	0.00%	0			
2015	33	University Health Center - Faculty	5.00%	25	0	0	0.00%	0			
2013	34	UConn Law School - Faculty	0.00%	0	0	0	0.00%	0			

Schedule A - Schedule of Collective Bargaining Increases

FY	BU	BU Title	Wage Inc Pct	Wage Inc Pay Periods	July AI Pay Periods	Jan AI Pay Periods	Exception 1 Increase Pct	Except 1 Pay periods	AI Lump Pay periods	AI Lump Amount	Notes
2014	34	UConn Law School - Faculty	5.00%	22	0	0	0.00%	0			
2015	34	UConn Law School - Faculty	2.75%	25	0	0	0.00%	0			
2013	39	Legislative Mgt	0.00%	0	0	0	0.00%	0			
2014	39	Legislative Mgt	3.00%	25	0	0	3.00%	25			
2015	39	Legislative Mgt	3.00%	25	0	0	3.00%	25			
2013	41	Judicial - Managerial & Confidential	0.00%	0	0	0	0.00%	0			
2014	41	Judicial - Managerial & Confidential	3.00%	25	0	0	3.00%	25			
2015	41	Judicial - Managerial & Confidential	3.00%	25	0	0	3.00%	25			
2013	42	Judicial - Professional	0.00%	0	0	0	0.00%	0		0	
2014	42	Judicial - Professional	3.00%	21	25	12	0.00%	0		\$750	
2015	42	Judicial - Professional	3.00%	25	25	12	0.00%	0		\$750	
2013	43	Judicial - Non-Professional	0.00%	0	0	0	0.00%	0		0	
2014	43	Judicial - Non-Professional	3.00%	21	25	12	0.00%	0		\$750	
2015	43	Judicial - Non-Professional	3.00%	25	25	12	0.00%	0		\$750	
2013	44	Judicial Law Clerks	0.00%	0	0	0	0.00%	0		0	
2014	44	Judicial Law Clerks	3.00%	21	25	12	0.00%	0		\$750	
2015	44	Judicial Law Clerks	3.00%	25	25	12	0.00%	0		\$750	
2013	45	UHC -Non-Faculty Professional	0.00%	0	0	0	0.00%	0		0	
2014	45	UHC -Non-Faculty Professional	3.00%	25	25	12	0.00%	0		\$750	
2015	45	UHC -Non-Faculty Professional	3.00%	25	25	12	0.00%	0		\$750	
2013	46	RCTC Admin	0.00%	0	0	0	0.00%	0		0	
2014	46	RCTC Admin	3.00%	22	0	0	2.25%	22		\$1,500	
2015	46	RCTC Admin	3.00%	25	0	0	2.25%	25		\$1,500	
2013	47	BSAA Exempt	0.00%	0	0	0	0.00%	0			
2014	47	BSAA Exempt	3.00%	25	25	12	0.00%	0			
2015	47	BSAA Exempt	3.00%	25	25	12	0.00%	0			
2013	50	RCTS Managerial DHE Professionals	0.00%	0	0	0	0.00%	0			
2014	50	RCTS Managerial DHE Professionals	3.00%	19	0	0	0.00%	0			
2015	50	RCTS Managerial DHE Professionals	3.00%	25	0	0	0.00%	0			
2013	51	Higher Ed Exempt	0.00%	0	0	0	0.00%	0			
2014	51	Higher Ed Exempt	3.00%	25	25	12	0.00%	0			
2015	51	Higher Ed Exempt	3.00%	25	25	12	0.00%	0			
2013	52	Managerial Confidential (MP Pay Plan)	0.00%	0	0	0	0.00%	0			
2014	52	Managerial Confidential (MP Pay Plan)	3.00%	25	0	0	3.00%	25			
2015	52	Managerial Confidential (MP Pay Plan)	3.00%	25	0	0	3.00%	25			
2013	53	Criminal Justice Non-Managerial Exempt	0.00%	0	0	0	0.00%	0			
2014	53	Criminal Justice Non-Managerial Exempt	3.00%	25	0	0	3.00%	25			
2015	53	Criminal Justice Non-Managerial Exempt	3.00%	25	0	0	3.00%	25			
2013	54	CT Association of Prosecutors	0.00%	0	0	0	0.00%	0		0	
2014	54	CT Association of Prosecutors	3.00%	21	25	12	0.00%	0		2.50%	B
2015	54	CT Association of Prosecutors	3.00%	25	25	12	0.00%	0		2.50%	
2013	55	Technical Colleges - Administrators	0.00%	0	0	0	0.00%	0			
2014	55	Technical Colleges - Administrators	3.00%	24	0	0	2.01%	23		\$1,500	
2015	55	Technical Colleges - Administrators	3.00%	25	0	0	2.01%	25		\$1,500	
2013	57	Criminal Justice Residual (DCJ Employees)	0.00%	0	0	0	0.00%	0		0	
2014	57	Criminal Justice Residual (DCJ Employees)	3.00%	21	25	12	0.00%	0		\$500	
2015	57	Criminal Justice Residual (DCJ Employees)	3.00%	25	25	12	0.00%	0		\$500	
2013	59	DHE-Professionals	0.00%	0	0	0	0.00%	0			

Schedule A - Schedule of Collective Bargaining Increases

FY	BU	BU Title	Wage Inc Pct	Wage Inc Pay Periods	July AI Pay Periods	Jan AI Pay Periods	Exception 1 Increase Pct	Except 1 Pay periods	AI Lump Pay periods	AI Lump Amount	Notes
2014	59	DHE-Professionals	3.00%	26	26	12	0.00%	0			
2015	59	DHE-Professionals	3.00%	25	25	12	0.00%	0			
2013	60	Charter Oak College - Professional	0.00%	0	0	0	0.00%	0		0	
2014	60	Charter Oak College - Professional	3.00%	21	25	12	0.00%	0		2.50%	B
2015	60	Charter Oak College - Professional	3.00%	25	25	12	0.00%	0		2.50%	
2013	61	Criminal Justice - Juvenile Prosecutors	0.00%	0	0	0	0.00%	0		0	
2014	61	Criminal Justice - Juvenile Prosecutors	3.00%	21	25	12	0.00%	0		2.50%	B
2015	61	Criminal Justice - Juvenile Prosecutors	3.00%	25	25	12	0.00%	0		2.50%	
2013	63	DHE- Confidentials	0.00%	0	0	0	0.00%	0			
2014	63	DHE- Confidentials	3.00%	25	25	12	0.00%	0			
2015	63	DHE- Confidentials	3.00%	25	25	12	0.00%	0			
2013	65	Judicial Marshals	0.00%	0	0	0	0.00%	0		0	
2014	65	Judicial Marshals	3.00%	21	25	12	0.00%	0		\$500	
2015	65	Judicial Marshals	3.00%	25	25	12	0.00%	0		\$500	
2013	67	Correction Supervisors (NP-8)	0.00%	0	0	0	0.00%	0			A
2014	67	Correction Supervisors (NP-8)	0.00%	0	0	0	0.00%	0			A
2015	67	Correction Supervisors (NP-8)	0.00%	0	0	0	0.00%	0			A
2013	68	DESPP Captains and Lieutenants (NP-9)	0.00%	0	0	0	0.00%	0		0	
2014	68	DESPP Captains and Lieutenants (NP-9)	0.00%	0	0	0	0.00%	0		0	
2015	68	DESPP Captains and Lieutenants (NP-9)	3.00%	24	0	0	0.00%	0		2.00%	
2013	70	Criminal Justice Exempt/Managerial	0.00%	0	0	0	0.00%	0			
2014	70	Criminal Justice Exempt/Managerial	3.00%	25	0	0	3.00%	25			
2015	70	Criminal Justice Exempt/Managerial	3.00%	25	0	0	3.00%	25			
2013	71	Criminal Justice Statutory	0.00%	0	0	0	0.00%	0			
2014	71	Criminal Justice Statutory	3.00%	25	0	0	3.00%	25			
2015	71	Criminal Justice Statutory	3.00%	25	0	0	3.00%	25			
2013	72	DPDS Assistant Public Defenders	0.00%	0	0	0	0.00%	0		0	
2014	72	DPDS Assistant Public Defenders	3.00%	21	25	12	0.00%	0		2.50%	B
2015	72	DPDS Assistant Public Defenders	3.00%	25	25	12	0.00%	0		2.50%	
2013	73	DPDS Chief Public Defenders	0.00%	0	0	0	0.00%	0			
2014	73	DPDS Chief Public Defenders	3.00%	25	0	0	3.00%	25			
2015	73	DPDS Chief Public Defenders	3.00%	25	0	0	3.00%	25			
2013	74	Criminal Justice Inspectors	0.00%	0	0	0	0.00%	0			
2014	74	Criminal Justice Inspectors	3.00%	21	25	12	0.00%	0			
2015	74	Criminal Justice Inspectors	3.00%	25	25	12	0.00%	0			
2013	75	DPDS Confidential/Exempt	0.00%	0	0	0	0.00%	0			
2014	75	DPDS Confidential/Exempt	3.00%	25	0	0	3.00%	25			
2015	75	DPDS Confidential/Exempt	3.00%	25	0	0	3.00%	25			
2013	76	DPDS Executive Public Defenders	0.00%	0	0	0	0.00%	0			
2014	76	DPDS Executive Public Defenders	3.00%	25	0	0	3.00%	25			
2015	76	DPDS Executive Public Defenders	3.00%	25	0	0	3.00%	25			
2013	77	Auditors of Public Accounts	0.00%	0	0	0	0.00%	0			
2014	77	Auditors of Public Accounts	3.00%	25	0	0	3.00%	25			
2015	77	Auditors of Public Accounts	3.00%	25	0	0	3.00%	25			
2013	78	RCTC - Counselors & Librarians	0.00%	0	0	0	0.00%	0			
2014	78	RCTC - Counselors & Librarians	3.00%	24	0	0	2.30%	24		\$1,500	
2015	78	RCTC - Counselors & Librarians	3.00%	25	0	0	2.30%	25		\$1,500	
2013	79	PDS- Statutory Chief & Dep Chief PD	0.00%	0	0	0	0.00%	0			

Schedule A - Schedule of Collective Bargaining Increases

FY	BU	BU Title	Wage Inc Pct	Wage Inc Pay Periods	July AI Pay Periods	Jan AI Pay Periods	Exception 1 Increase Pct	Except 1 Pay periods	AI Lump Pay periods	AI Lump Amount	Notes
2014	79	PDS- Statutory Chief & Dep Chief PD	3.00%	25	0	0	3.00%	25			
2015	79	PDS- Statutory Chief & Dep Chief PD	3.00%	25	0	0	3.00%	25			
2013	80	Judicial Supervising Marshals	0.00%	0	0	0	0.00%	0		0	
2014	80	Judicial Supervising Marshals	3.00%	21	25	12	0.00%	0		\$750	
2015	80	Judicial Supervising Marshals	3.00%	25	25	12	0.00%	0		\$750	
2013	99	No Designated Unit	0.00%	0	0	0	0.00%	0			
2014	99	No Designated Unit	0.00%	0	0	0	0.00%	0			
2015	99	No Designated Unit	0.00%	0	0	0	0.00%	0			

notes:

- A Unsettled Bargaining Unit
- B A one-time lump sum payment is calculated in order to make employees whole for the difference in percentage between the July 2011 GWI increase received, and the wage increase that would have been effective July 2013. The software will program this lump sum in the 4th payperiod of FY 2014.