



STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
AND
DEPARTMENT OF ADMINISTRATIVE SERVICES

To: Executive Branch Agency Heads

From: Melissa McCaw, Secretary
Office of Policy and Management

Josh Geballe, Commissioner
Department of Administrative Services

Date: July 15, 2021

Subject: Implementing Salary Increases and Addressing Salary Compression/Inversion for Non-Represented Employees

From the start of the Lamont/Bysiewicz Administration, we have worked collaboratively with you on our joint commitment to solve the long-standing problem of salary compression and inversion impacting non-represented employees, including managers. We are pleased to give you an update on a variety of positive developments approved by Governor Lamont and led by our administration that we believe will go a long way toward addressing this issue.

1. Section 223 of [SB 1202, AN ACT CONCERNING PROVISIONS RELATED TO REVENUE AND OTHER ITEMS TO IMPLEMENT THE STATE BUDGET FOR THE BIENNIUM ENDING JUNE 30, 2023](#), changed Sec. 5-200(p) of the Connecticut General Statutes to require the Commissioner of DAS to “issue orders to provide that employees exempt from the classified service or not included in any prevailing bargaining unit contract be granted rights and benefits not less than those granted to employees in the classified service or covered under such contracts.” These orders are subject to approval by the Secretary of the Office of Policy and Management. This change in policy, effective July 1, 2021, signals the importance of keeping adjustments to core terms and conditions of state employment equitable in the future, and creates a presumption that bargaining unit and non-represented employees will be treated similarly going forward.
2. During July, non-represented employees will, based on eligibility, receive a “true up” to their salaries that provides them with increases that are consistent with those that bargaining unit employees received over the last biennium under the SEBAC 2017 agreement. These increases – which include a 3.5% Cost of Living Adjustment (“COLA”), up to a 4% Annual Increment (“AI”), and a \$2,000 one-time payment – will be effectuated through the enclosed E-Item and will be retroactive to July 1, 2021. This E-Item will grant one of the greatest increases to non-represented employee compensation in decades and demonstrate a clear commitment to equity and the importance of non-represented employees within state service.

3. Once the above E-Item is implemented effective July 1, 2021, DAS and OPM will send a communication to you on or about September 1, 2021, seeking input on any instances of potential salary compression or inversion within your respective agencies that remain after the increases. Together, we will examine if any further individualized adjustments are necessary to address acute instances of compression or inversion.

DAS and OPM look forward to implementing the above policy change and actions to address salary compression and inversion. We thank you for your input on this important subject and your patience while solutions could be brought forward. Should you have any questions, please don't hesitate to reach out to us directly.

Enclosure

CC: Paul Mounds, Jr., Chief of Staff, Office of the Governor

ITEM NO. 2799-E

SUBJECT: SALARY ADJUSTMENTS FOR EXECUTIVE BRANCH EMPLOYEES IN THE EX, MD AND MP PAY PLANS ASSIGNED TO LABOR UNITS 01, 02 OR 03, SE, DM, and CJ-EX PLANS OR IN JOB CLASSES WITH A VARIABLE RANGE (VR) ASSIGNED TO LABOR UNITS 01, 02 OR 03

EFFECTIVE: July 1, 2021

In accordance with Sections 4-40, 5-200(p) and 5-208(a) of the Connecticut General Statutes, effective July 1, 2021 Item No. 2799-E authorizes the same salary adjustments received by bargaining unit employees in the 2017 SEBAC Agreement to eligible non-represented employees, as follows:

Cost of Living Adjustment (COLA):

Salary Plan Adjustments Effective July 1, 2021:

As a result of the COLA effective July 1, 2021:

- 3.5% increase to the minimum and maximum rates of the EX, MP, MD, SE, and DM range pay plans
- 3.5% increase to the CJ-EX rates

Employee Salary Adjustments Effective July 1, 2021:

This Item authorizes a 3.5% COLA to employees who are assigned to any of the following plans effective July 1, 2021:

- EX pay plan in Labor Unit 01
- MP pay plan in Labor Units 01, 02 or 03, including confidential employees assigned to the MP pay plan
- MD pay plan
- Variable range (VR) in Labor Units 01, 02 or 03
- SE pay plan
- DM pay plan at the Division of Criminal Justice
- CJ-EX pay plan at the Division of Criminal Justice

Annual Increment (AI):

Employee AI Adjustment:

This Item authorizes an AI to employees who are assigned to any of the above plans, as follows:

- 4% annual increase for an overall rating of “meets expectations” or “exceeds expectations”.
- 2% annual increase for the first overall rating of “needs improvement”.
- No increase for a rating of “unsatisfactory” or a second consecutive rating of “needs improvement”.
- 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.

- Employees at the maximum rate of the range in the above listed pay plans with satisfactory performance will receive an “at max” payment of 4% to be paid as a lump sum and calculated based on the maximum rate.
- Employees who were hired or promoted into an executive or management position on or after January 1, 2021 are ineligible for the annual increment authorized under this item as these employees have not yet completed a working test period in an eligible job class.

Exceptions to the COLA and AI:

- Employees who received an increase in pay of 7.5% or greater pursuant to an action other-than-a-promotion-or-reclassification-to-a-new-job-class with an effective date from July 1, 2020 through June 30, 2021, are not eligible for the July 1, 2021, COLA or AI, except that this provision shall not result in a rate of pay below the revised pay plan minimum.
- Employees who received an increase in pay less than 7.5% pursuant to an action other-than-a-promotion-or-reclassification-to-a-new-job-class with an effective date from July 1, 2020 through June 30, 2021, shall have the cumulative annual increase granted under this item adjusted so that their cumulative increase in combination with the increases under this item is not more than 7.5%, except that this provision shall not result in a rate of pay below the revised pay plan minimum.
- Employees who received an increase in pay as a result of a promotion or reclassification to a new job class with an effective date from July 1, 2020 through June 30, 2021, or by reaching the target class following successful completion of training with an effective date from July 1, 2020 through June 30, 2021, shall be eligible for the COLA but shall not be eligible for the AI, except that this provision shall not result in a rate of pay below the revised pay plan minimum.

\$2,000 One-Time Payment:

This Item authorizes a \$2,000 one-time payment to employees who are assigned to any of the above plans effective July 1, 2021, provided that this payment shall not be granted to an employee initially/newly/first hired or appointed into state service after June 30, 2018, or who previously received the \$2,000 one-time payment. All one-time payments shall be pensionable in accordance with the plan's normal rules, and pro-rated for part time employees.

This Item Does not Pertain to:

- Any employee with a statutorily-set rate of pay.
- Employees whose salary is authorized by a board or commission or other governing body outside of the jurisdiction of the Department of Administrative Services and the Office of Policy and Management.
- Unclassified employees of any of the boards of trustees of higher education.

Human Resources Professionals should contact [HR Policy](#) with questions.

Approved by:

Date: July 15, 2021



Josh Geballe, Commissioner
Department of Administrative Services



Melissa McCaw, Secretary
Office of Policy and Management