ITEM NO. 2270-E

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

EFFECTIVE: **March 4, 2016**

In accordance with Sections 4-40, 5-208(a) and 5-210 of the Connecticut General Statutes, effective March 4, 2016 Item No. 2270-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 March 4, 2016 or September 2, 2016.

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 March 4, 2016 for employees with a July anniversary date
- The annual increase is effective September 2, 2016 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 March 4, 2016 for employees with a July anniversary date
- The annual increase is effective September 2, 2016 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 completed a working test period in the managerial position as of March 4, 2016, and who are 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 March 4, 2016 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"
- 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

- If the employee is at the maximum of the range prior to the effective date of the annual increase, the increase is to be paid in the form of a lump sum and calculated on the maximum rate
- 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

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 completed a working test period and who are 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 March 4, 2016 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 who were 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) on or after September 5, 2015 are ineligible for the annual increase (or any portion thereof) authorized under this Item as these employees have not yet completed a working test period in an eligible job class.

Durational Project Managers and Transitional Managers

In order to be eligible for the annual increase authorized under this Item, employees in these job classifications must have prior status in a managerial position in the classified service. Employees meeting the eligibility criteria directly above are eligible for annual increases effective March 4, 2016 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

This Item does not pertain to employees in Labor Unit 01 assigned to the EX or MP pay plan nor to unclassified employees of any of the boards of trustees of higher education.

Approved by:

Melody A. Currey, Commissioner — Date 12-17-15
Department of Administrative Services

Benjamin Barnes, Secretary — Date 12/18/15
Office of Policy and Management