



# STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

Office of Labor Relations

**September 26, 2013**

**General Notice No. 2013-08**

**TO: Labor Relations Designees**

**SUBJECT: Clerical (NP-3) SCOPE Stipulated Agreement**

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The Office of Labor Relations has reached an agreement with AFSCME, the Clerical (NP-3) bargaining unit representative, to resolve the pending NP-3 SCOPE Appeals and related class reevaluation grievances. A copy of the agreement is attached to this notice.

All reevaluations and salary adjustments will be effective the first pay period after January 1, 2014, which is the January 10 to 23, 2014 pay period. The new salaries will be calculated using the round-up method (i.e. the step closest to but not less than the employee's current rate.) The agreement includes the following reevaluations and new classifications:

Hearing Reporter 2 (Workers Comp. Comm.)	CL 19 to CL 20
Lottery Sales Representative 1	CL 18 to CL 19
Lottery Sales Representative 2	CL 21 to CL 22
Payroll Clerk	CL 15 to CL 16
Database User Liaison	CL 16 For DCF (Link) & DESPP (Collect)
Payroll Clerk (Three-Shift Operations)	CL 17 For DOC, DDS, DESPP, DMHAS & DCF (3 employees)

Additionally, the Hearing Reporter Central Office Supervisor in CL 21 will no longer be red-circled and will be re-titled as Hearing Office Coordinator. The Hearing Reporter Central Office Supervisor class in CL 19 will be abolished.

Implementation instructions will be issued by the Department of Administrative Services and/or the CORE-CT Office.

Employees with questions about this General Notice should contact their Agency Human Resources Office. Questions from Agency Human Resources staff may be addressed to the Office of Labor Relations at 418-6447.

*Linda J. Yelmini*

Linda J. Yelmini  
Director of Labor Relations

**STIPULATED AGREEMENT**  
**Between the**  
**STATE OF CONNECTICUT**  
**And the**  
**AMERICAN FEDERATION of STATE, COUNTY and MUNICIPAL EMPLOYEES,**  
**AFL-CIO, COUNCIL 4,**  
**ADMINISTRATIVE CLERICAL BARGAINING UNIT (NP-3)**

In resolution of the claims raised in the NP-3 Institutional grievances referenced in this Agreement and all other pending NP-3 SCOPE Appeals and/or related class reevaluation grievances concerning the classes referenced in this agreement, the State of Connecticut ("State") and the Administrative and Clerical Unit ("Union") hereby agree as follows:

1. The State will implement a new class specification entitled Database User Liaison, class code 2305, which will be compensated at the salary level of CL 16.

2. The Database User Liaison will be utilized by the Department of Children and Families for positions serving as a resource to agency regional office staff on the proper use of an agency wide database application referred to as the Link System. The positions are currently classified as Data Processing Operations Support Specialist 2's, class code 3198, in Salary Group CL 15. The names of the affected incumbents are noted below. The salaries of incumbents affected by this reclassification will be calculated using the round-up method.

- |                            |                   |                    |
|----------------------------|-------------------|--------------------|
| • Caryl Beal               | Jennie Mazzarella | Suzette Sicsico    |
| • Monique Boyd             | Sophia Perez      | Margaret Van Allen |
| • Shirley Johnson          | Rose Rivera       |                    |
| • Ellen Leffingwell-Forbes | Tanya Rogers      |                    |

3. The Database User Liaison classification will also be utilized by the Department of Emergency Services and Public Protection for positions serving as a resource to community dispatch operations on the proper use of the Collect System. Currently there is only one incumbent who is classified as a Processing Technician, class code 6435 in Salary Group CL 16. The current incumbent will be reclassified to the title of Database User Liaison, class code 2305. This action is considered a transfer and will not result in a salary adjustment.

- Versie Jones

4. The State has determined that all current incumbents referenced in Item numbers 2 and 3 will be reclassified to the competitive classification of Database User Liaison without examination based on current job duties.

5. The State will implement a salary group adjustment for the classification of Hearing Reporter 2 (Workers' Compensation Commission), in class code 4431 Salary Group CL 19. The Salary Group will be upgraded to CL 20. The salaries of the incumbents at the Workers' Compensation Commission shall be calculated using the round-up method.

- Monica Auger
- Tammy Carlson
- Cathy Dabakis
- Judith Dodge
- Robert Miller
- Deborah Mills
- Chandelle Secord

6. The State will remove the Red Circle designation from the classification of Hearing Reporter Central Office Supervisor (RC), in class code 7251 Salary Group CL 21. The class will be re-titled to Hearing Office Coordinator. The Hearing Reporter Central Office Supervisor title in class code 8136, Salary Group CL 19, will be abolished.

7. The State will implement a salary group adjustment for the classification of Lottery Sales Representative 1, in class code 7199 Salary Group CL 18. The Salary Group will be upgraded to CL 19. The salaries of the incumbents shall be calculated using the round-up method.

9. The State will implement a salary group adjustment for the classification of Lottery Sales Representative 2, in class code 6099 Salary Group CL 21. The Salary Group will be upgraded to CL 22. The salaries of the incumbents shall be calculated using the round-up method.

10. The State will implement a new classification in class code of 6154, in Salary Group CL 17, with the title of Payroll Clerk (Three-Shift Operations). The salaries of the affected incumbents shall be calculated using the round-up method. Incumbents placed into class code 6154, must meet the following criteria:

- Incumbents who work for agencies where the majority of staff work in locations or operations that require 24 hour coverage.
- Incumbents of the following agencies: Departments of Correction, Developmental Services, Emergency Services and Public Protection and Mental Health and Addiction Services.
- Due the nature of their payroll operations, the following incumbents of the Department of Children and Families:
  - Kenneth Jewell
  - Mary Catherine Mendyka
  - George Miller
- Current incumbents to be reclassified to the Payroll Clerk (Three-Shift Operations) must meet the Special Experience for this title. The Special Experience is "One (1) year of the General Experience must have been as a State of Connecticut Payroll Clerk (class code 6157)."

- Incumbents who do not currently meet the Special Experience requirement will be reclassified the first pay period following the date that they meet the one (1) year General Experience requirement. Their salaries shall be calculated using the round-up method.
- Future employees will be promoted following standard reclassification procedures, and will serve a working test period in the Payroll Clerk (Three-Shift Operations) title.
- Any incumbent having attained status in the class of Payroll Clerk (Three-Shift Operations) (CL 17) who transfers to another state agency not authorized to use the title of Payroll Clerk (Three-Shift Operations) shall be reclassified back to and compensated at the level of Payroll Clerk (CL 16).

The State has determined that all current incumbents who meet the criteria noted above will be reclassified to the competitive classification of Payroll Clerk (Three-Shift Operations) without examination based on current job duties.

11. The State will implement a salary group adjustment for the incumbents remaining in the Payroll Clerk classification in class code 6157. The Salary Group will be upgraded from CL 15 to CL 16. The salaries of the incumbents shall be calculated using the round-up method.

12. The State and the Union agree that all salary adjustments will be effective the first pay period after January 1, 2014. The State and the Union further agree that the salary calculation referred to as the round-up method is defined as the step closest to but not less than the employee's current rate.

13. The SCOPE appeals and/or class reevaluation appeals (OLR Nos. 07-5100, 5101, 5102, 5103, 5104, 5105, 5106, 5107, 5108) for any additional classes shall also be considered resolved and withdrawn by this agreement.

14. In consideration of this agreement the Union hereby agrees not to file, pursue or support any grievances, prohibited practice complaints, discrimination (CHRO and EEOC) complaints, lawsuits and any other legal or administrative actions on behalf of the issue.

15. Disputes regarding the terms of this agreement shall be handled under the general or unit specific grievance processes described in Section Six of the SCOPE Agreement.

16. The parties agree that no other NP-3 SCOPE Appeals shall be implemented before January 1, 2019.

Ellen Carter  
For the State

Date: 9/11/13

Jeff Scanlon  
AFSCME Council 4, NP-3 Bargaining Unit  
Chief Negotiator

Date: 9/6/2013

H. Goupe  
President Local 196

Date: 9/6/13

Robert Augusta  
President Local 318

Date: 9/6/13

Linda Lamxong  
President Local 355

Date: 9/6/13

Wayne  
President Local 478

Date: 9/6/2013

Quentin  
President Local 538

Date: 9/6/13

John  
President Local 562

Date: 9/6/13

Judith A Lepin  
President Local 610

Date: 9/6/13

Judy Womack  
President Local 704

Date: 9/6/13