



STATE CONTROLLER'S BULLETIN

Edward Karass
State Controller


Ryan W. Low, Commissioner
Administrative & Financial Services

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Contract and Agreement Implementation Procedures

As a result of the growing number of demands placed on the Statewide Payroll Division and within the office of the State Controller and the Position Control Unit in the Budget Office to implement collective bargaining agreement terms and sidebar agreements that take place outside of the contract bargaining process, the OSC and Budget are providing all agencies with the following requirements for implementing any monetary terms we are required to pay either through the accounting or payroll systems. The following steps are applicable to all agreements and contracts; however, the level of our involvement for each step may be changed depending on the complexity of the agreement or contract.

1. Agreements must be signed and dated by the appropriate representatives within the negotiations.
2. Agreement must be signed and dated by the Budget Officer if there is any financial impact in accordance with Title 5, Chapter 145 §1582.
3. Upon the receipt of any agreement – settlement, memorandum of agreement - the Controller's Office will:
4. Log the agreement for tracking purposes.
5. Review the agreement to determine if a meeting with Employee Relations is necessary for interpretation/clarification.
6. Determine if any system changes are required.
 - If system changes are required for payroll or BFMS, OSC and Budget will submit a detailed change request document to OIT including priority based upon current workload and previously prioritized and committed to system changes. If system changes are more than incidental and additional funding necessary, the funding may be the responsibility of the agency making the request.

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- The OSC, Budget and OIT will review the change request and determine the date for implementing the system changes.
 - Once the date is determined OSC and Budget will communicate next steps to impacted agencies for complete implementation of the agreement.

As a reminder, Title 5, Chapter 143, Section 1541, paragraphs 2 & 3, and Section 1541, subsection 10, paragraph G, requires that all signed agreements must be forwarded to the Office of the State Controller's Statewide Payroll Division for review before any payment process is initiated.

It is the intent of the Office of the State Controller to be as timely as possible with all requests for service. We expect that all department and agencies will follow the steps outlined in this bulletin to facilitate timely settlements.

This Bulletin is issued jointly by the State Controller and State Budget Officer.