

**State of Wisconsin  
Office of State Employment Relations**



**Compensation Plan  
2009-2011**

*Jim Doyle*  
Governor

*Jennifer Donnelly*  
Director

101 E Wilson St., 4<sup>th</sup> Floor  
P.O. Box 7855  
Madison, WI 53707-7855

Web Site: <http://OSER.state.wi.us>

(E-Mail Contacts for each Division are given on Web Site)

### *Mission Statement...*

OSER's mission is to provide innovative human resources leadership and strategic direction to Wisconsin state government in order to maximize the quality and diversity of the state's workforce.

### *Vision Statement...*

The vision of the Office of State Employment Relations is to be the national leader in governmental human resources by providing measurably high-quality services guiding the State of Wisconsin in:

- recruiting and retaining a talented and diverse workforce;
- forging cooperative, innovative labor-management relations; and
- maximizing skills of all state government employees by initiating education and training opportunities.

**STATE OF WISCONSIN COMPENSATION PLAN  
FY 2009-2011**

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## INTRODUCTORY NOTES

### Effective Dates

This Compensation Plan is a revision of the 2007-2009 Plan. Unless otherwise noted, the effective dates for all portions of this Compensation Plan will be based on the beginning date of the pay period closest to July 1 for each fiscal year. For all employees on biweekly payroll systems, these dates will be July 5, 2009 through July 3, 2010, for fiscal year 2009-2010; and July 4, 2010 through July 2, 2011, for fiscal year 2010-2011; unless otherwise noted. These dates will be July 5, 2009 through July 2, 2011, for the 2009-2011 biennium, unless otherwise noted. On the dates during which pay rates change, the revised rates become effective after processing of pay changes as the result of personnel transactions occurring on the same date in accordance with Section I, 4.01 of this Plan, unless otherwise noted.

### Official Hourly Rate

All computations of pay rates for employees covered under this Plan are based on the Official Hourly Rate (OHR) rounded to three decimal places for base pay and two decimal places for supplemental pay.

**NOTE:** When an OHR is affected by a pay adjustment, the following rounding procedures are used:

1. For Adjustments To Base Pay: The computation is carried out to five decimal places and any digits appearing beyond the fifth decimal place are dropped. If any digit other than zero appears in either the fourth or fifth decimal column, the digit in the third decimal column is rounded up.
2. For Adjustments To Supplemental Pay (e.g., Physician Board Certification Add-On): The computation is carried out to five decimal places and any digits beyond the fifth decimal place are dropped. If any digit other than zero appears in the third, fourth or fifth decimal column, the digit in the 2nd decimal column is rounded up.

Refer to Chapter 504 of the Wisconsin Human Resources Handbook for additional information relating to Official Hourly Rate Rounding.

<b>DP UNIT CODES *</b>
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UNIT	DP UNIT CODE
Supervisory (Non-Professional)	16
Supervisory (Professional)	17
Executive & Management (Staff)	18
Executive & Management (Management)	19
Confidential/Supervisory (Non-Professional)	96
Confidential (Non-Professional)	97
Confidential/Supervisory (Professional)	98
Confidential (Professional) and Limited-Term Employment	99
Administrative Support	02
Blue Collar and Non-Building Trades	03
Building Trades Crafts	04
Security and Public Safety	05
Technical	06
Fiscal and Staff Services	07
Research, Statistics and Analysis	08
Legal	09
Patient Treatment	10
Patient Care	11
Social Services	12
Education	13
Engineering	14
Science	15
Assistant District Attorneys	20
Assistant State Public Defender Attorneys	21
Law Enforcement	36

\* Included in the Plan for informational purposes only

<b>PAY SCHEDULES</b>
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**REPRESENTED \***

Administrative Support .....	02
Blue Collar & Non-Building Trades .....	03
Building Trades Crafts .....	04
Security & Public Safety .....	05
Technical .....	06
Fiscal & Staff Services .....	07
Research, Statistics & Analysis .....	08
Legal .....	09
Patient Treatment .....	10
Patient Care .....	11
Social Services .....	12
Education .....	13
Engineering .....	14
Science .....	15
Assistant District Attorneys .....	20
Assistant State Public Defender Attorneys .....	21
Law Enforcement .....	36

**NONREPRESENTED**

General Nonrepresented .....	01
Limited-Term Employment .....	18
Nonrepresented Patient-Related Broadband .....	50
Nonrepresented Law Enforcement Broadband .....	56
Nonrepresented Information Systems-Related Broadband .....	70
Nonrepresented Legal-Related Broadband .....	71
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\* Included in the Plan for informational purposes only.

**SECTION A - GENERAL COMPENSATION PROVISIONS FOR NONREPRESENTED  
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- 2.02 Relocation Incentive Awards
- 2.03 Progression Adjustment for Certain Nonrepresented Classifications
- 2.04 Discretionary Compensation Adjustment (DCA)

**3.00 Pay on Regrade**

- 3.01 Individual Position Reallocation or Reclassification
- 3.02 Classification and/or Compensation Surveys
- 3.03 Surveys with Different Implementation Dates
- 3.04 Intervening Adjustments

**4.00 Overtime, Supplemental Pay, and Holiday Pay**

- 4.01 Definitions
- 4.02 General Policy
- 4.03 Overtime for Permanent Employees
- 4.04 Overtime During a Declared Emergency
- 4.05 Night Differential for Permanent Employees
- 4.06 Weekend Differential for Permanent Employees
- 4.07 Responsibility Differential for Permanent Positions in Certain Nursing-Related Classifications
- 4.08 Crafts Worker Supervisor, Shop Supervisor, and Crafts Operations Manager-UW-Milwaukee Add-On
- 4.09 Standby Pay
- 4.10 Call-Back/Call-In Pay
- 4.11 Holiday Premium
- 4.12 Supplemental Pay for Psychologists
- 4.13 Supplemental Pay for Attorney Supervisory and Managerial Positions
- 4.14 Supplemental Pay for Teacher Supervisors, Education Directors, and Juvenile Education Directors
- 4.15 Supplemental Pay for Dentists, Physicians, and Psychiatrists
- 4.16 Supplemental Pay for Supervisory and Management Engineering and Related Classifications
- 4.17 CPA Add-On for Professional Confidential, Supervisory or Management Fiscal Classifications
- 4.18 Certified General Appraiser Add-On
- 4.19 Supplemental Pay Program for Managers and Supervisors of Revenue Field Auditor and Related Classifications
- 4.20 Overtime Compensation and/or Supplemental Pay for Project Employees
- 4.21 Supplemental Pay Program for Power Plant Supervisors and Power Plant Superintendents

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- 4.23 Supplemental Pay for AALAS Certification
- 4.24 Supplemental Pay for Veterinary Technician Supervisors
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- 4.26 Supplemental Pay for Specific Department of Natural Resources Assignments
- 4.27 Supplemental Pay for Financial Examiner Training and Education
- 4.28 Supplemental Pay for Add-On Pilot Programs

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### 6.00 Labor Management Cooperation Related Pilot Programs

## INTRODUCTION

Pursuant to s. 230.12(1)(a)3., Wis. Stats., provisions governing salary transactions for nonrepresented classified employees are contained in this Compensation Plan. Pay provisions currently contained in this Section (Section A) of the Plan include General Wage Adjustments; Annualized General Wage Adjustments; Relocation Incentive Awards; Progression Adjustments for Certain Nonrepresented Classifications; Pay on Survey Regrade; Supplemental Pay and Overtime Compensation.

Certain other compensation provisions, such as those relating to employer payments toward health insurance and retirement contributions, are contained in the Plan pursuant to s. 40.05, Wis. Stats.

### 1.00 Coverage

The provisions of this Section (Section A) apply to **all project employees and all permanent employees** in the classified service who are not covered by a collective bargaining agreement:

- (a) A "**permanent employee**" is a person who is an employee as a result of an appointment to a position in which permanent status can be attained, whether or not the employee has attained permanent status.
- (b) A "**project employee**" is a person who is an employee as a result of an appointment to a project position under conditions of employment which do not provide for attainment of permanent status. All project employees in the classified service are covered by this Plan.

## Section A – 2.00

### 2.00 Base Pay Adjustments and Lump Sum Awards for Fiscal Years 2009-2010 and 2010-2011

#### 2.01 General Wage Adjustment (GWA) and Annualized GWA

There will be no GWA or Annualized GWA in either year.

#### 2.02 Relocation Incentive Awards

- (1) Effective Dates and Amounts. Noncumulative Relocation Incentive Awards may, at the discretion of the appointing authority, be granted to employees who relocate, pursuant to s. 20.917(1)(a) and (b), Wis. Stats., as a result of promotion or transfer. Noncumulative Relocation Incentive Awards will be granted in the form of one time payments in any whole dollar increment up to an amount equal to 125% of the monthly minimum specified in the applicable Compensation Plan for the pay range to which the employee's new position classification is assigned. The award must be approved at the time of appointment. The appointment letter will specify the amount of the award and indicate that approval is contingent upon reimbursement for his or her moving expenses. The award may be paid at any time within three months after the employee has received such reimbursement.
- (2) Eligibility. Permanent employees covered by this Section (Section A) who meet the eligibility criteria for moving expense reimbursement under s. 20.917(1)(a) and (b), Wis. Stats., are eligible for Relocation Incentive Awards provided the employing agency has written criteria approved by OSER, Division of Compensation and Labor Relations. These criteria must ensure that relocation incentive awards will be distributed in a uniform manner throughout the agency or employing unit.
- (3) Funding. These awards are funded from each agency's salary line appropriation.

#### 2.03 Progression Adjustment for Certain Nonrepresented Classifications

- (1) Eligibility. All permanent and project employees in positions allocated to classifications specified in (2) below, will be eligible for a base-building progression adjustment, except as follows:
  - (a) An employee whose base pay rate is equal to or greater than the appropriate threshold stated in (2) below.
  - (b) An employee who has received an unsatisfactory performance evaluation within six (6) months prior to the granting date. The denial of a progression adjustment based upon unsatisfactory performance is not grievable under s. 230.12(5)(c), Wis. Stats. Employees must be notified of the unsatisfactory performance in writing, and will receive a new

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performance evaluation within six (6) months, or prior to the next scheduled progression adjustment date, whichever is sooner. The written notification(s) will include:

- 1) Details of each occurrence of unsatisfactory performance;
  - 2) Identification of goals and expectations stated in terms that are measurable and which specify how expectations are to be accomplished; and
  - 3) Upon satisfactory completion of the goals and expectations, the supervisor will provide the employee with written notification of satisfactory performance.
- (c) An employee who has already received two (2) progression adjustments in any position(s) under 2.03 of this Section (Section A).
- (d) An employee who has previously received the maximum number of possible progression adjustments for the employee's classification, taking into account progression adjustments received while in any position(s) under this or any similar progression adjustment system provided by collective bargaining agreements. For the purpose of this eligibility, "any similar progression adjustment system" shall be defined as any progression system that provides one or two time annual per hour rate adjustments (i.e., not providing specific pay rates, except for a maximum adjustment rate).
- (2) Amount.
- (a) An eligible employee in a position allocated to one of the following classifications will receive a two-time progression adjustment of \$1.20 per hour on the granting date, subject to the **pay range 81-03 minimum**.
- 1) Accountant-Confidential
  - 2) Equal Opportunity Program Specialist
  - 3) Executive Equal Opportunity Specialist
  - 4) Executive Human Resources Specialist
  - 5) Human Resources Specialist
  - 6) IS Support Technician-Confidential
  - 7) IS Professional-Confidential
- (b) An eligible employee in a position allocated to one of the following classifications will receive a **one-time progression adjustment** of \$1.20 per hour on the granting date, subject to the **pay range 81-03 minimum**.

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- 1) Budget and Policy Analyst-Agency
  - 2) Budget and Policy Analyst-Division
  - 3) Employee Benefit Plan Policy Advisor-Entry
  - 4) Ethics Specialist
  - 5) Institution Human Resources Director
  - 6) UW Human Resources Manager
- (c) An eligible employee in a position allocated to Payroll and Benefit Specialist-Confidential will receive a two-time progression adjustment of \$1.00 per hour on the granting date, subject to the **pay range 81-04 minimum**.
- (d) The individual increase limit provided in s. 230.12(5)(d), Wis. Stats., does not apply to progression adjustments granted pursuant to provisions of 2.03 of this Section (Section A).
- (e) **An employee may not, for any reason, receive more than two (2) progression adjustments under 2.05 of this Section (Section A).**
- (3) Granting Date.
- (a) Progression adjustments for eligible employees will be awarded based on the employee's State service seniority date. Seniority dates will be adjusted (for progression adjustment purposes only) for absence from employment of more than one hundred and seventy four (174) work hours during the period between seniority dates, approved leaves of absence, layoff, and resignation. Adjustment of seniority for the aforementioned reasons may be waived at the discretion of the appointing authority.
  - (b) Progression adjustments will be effective on the first day of the pay period following the employee's seniority date. If the employee's seniority date occurs on the first day of a pay period, the progression adjustment will be effective on that date.
  - (c) An employee who is ineligible for the progression adjustment due to unsatisfactory performance will receive the progression adjustment effective the first day of the pay period following the employee's receipt of the written satisfactory performance evaluation. An employee will not be allowed to receive more than one progression adjustment on a granting date due to such a delay.

### 2.04 Discretionary Compensation Adjustment (DCA)

Discretionary Compensation Adjustments (DCAs) shall be granted in accordance with Section J of this Plan.

Revised April 11, 2010

## Section A – 3.00

### 3.00 Pay on Regrade

#### 3.01 Individual Position Reallocation or Reclassification

Pursuant to s. 230.09(2)(f), Wis. Stats., the pay rate of an incumbent who is regraded as a result of position reallocation or reclassification will be adjusted as provided in this Section (Section A), and Sections E and I of this Plan. This supersedes s. ER 29.03 (3), Wis. Adm. Code.

#### 3.02 Compensation and/or Classification Surveys

The OSER Director may, without prior approval of the Joint Committee on Employment Relations (JCOER), establish provisions for determining the pay rate of a regraded employee whose position is reallocated as a result of a compensation survey and/or a classification survey under s. 230.09(2)(b), Wis. Stats., if such provisions are necessary to avoid the creation of pay anomalies. **The OSER Director may also, for surveys, waive the increase of 8.0% of the new pay range minimum for regrades due to reallocations to a higher classification or series level, provided in Sections E and I of this Plan.** This authority is subject to the following:

- (1) The pay on regrade for survey reallocations involving only nonrepresented employees is authorized only for regrade as a result of position reallocation to the same, counterpart or higher pay range and will not exceed 8.0% of the new pay range minimum, subject to the maximum of the new pay range.
- (2) The pay on regrade authorized by 3.02 of this Section (Section A) will not exceed the greater of the following:
  - (a) the amount negotiated pursuant to s. 111.91, Wis. Stats., for similarly situated represented employees in the same occupational group who are covered by the same compensation and/or classification survey; or
  - (b) 8.0% of the applicable pay range minimum.
- (3) The cost of any adjustments provided under (1) above, may be supplemented under s. 20.928, Wis. Stats., as appropriate, with respect to funding source.
- (4) The individual increase limit provided in s. 230.12(5)(d), Wis. Stats., does not apply to base pay adjustments granted pursuant to 3.02 of this Section (Section A).

#### 3.03 Surveys with Different Implementation Dates

The provisions of 3.02 of this Section (Section A) will apply to situations where surveys of an occupational group are conducted in stages requiring different implementation dates. Any pay adjustments resulting from such application of the

## Section A – 3.03

provisions of 3.02 shall be granted on the effective date of full survey implementation.

### 3.04 Intervening Adjustments

The intervening Compensation Plan adjustments pursuant to 3.02 of this Section (Section A) may be included in determining pay on reinstatement and pay on restoration.

## 4.00 Overtime, Supplemental, and Holiday Pay

### 4.01 Definitions

- (1) **Base pay rate.** The official hourly rate excludes any overtime or supplemental pay. Base pay rate is limited to the pay range maximum; base pay rate plus any supplemental pay received is not limited to the pay range maximum.
- (2) **Exempt.** Exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).
- (3) **Night hours.** Work hours between the hours of 6:00 p.m. and 6:00 a.m.
- (4) **Nonexempt.** Subject to the overtime provisions of the FLSA.
- (5) **Nonstandard work period.** A regularly recurring period of 336 hours in the form of 14 consecutive 24-hour periods which begins on a day of the week and time established by the appointing authority. Employees assigned a nonstandard work period are those employees who work a fixed schedule of more than 40 hours one week and less than 40 hours the next week.
- (6) **Overtime hours.** For employees assigned a standard workweek, work hours in excess of 40 in a standard workweek. For employees assigned a nonstandard work period, work hours in excess of 80 hours in a nonstandard work period. Each position is considered separately in determining the number of work hours for employees occupying more than one position. (This definition applies only to employees who are exempt from the overtime provisions of the FLSA. Refer to Chapter 520 of the Wisconsin Human Resources Handbook for the definition of overtime as provided by the FLSA for nonexempt employees.)
- (7) **Premium rate.** The straight rate plus .5 times the regular rate paid the employee.
- (8) **Regular rate.** The average hourly rate actually paid the employee as straight time pay for all hours worked in the workweek or work period, including all remuneration for employment paid to, or on behalf of, the employee, except

## Section A – 4.01

any payments specifically excluded from the calculation of the regular rate under the FLSA and related federal regulations.

- (9) **Responsibility hours.** Work hours between the hours of 5:00 p.m. and 7:00 a.m.
- (10) **Standard workweek.** A regularly recurring period of 168 hours in the form of 7 consecutive 24-hour periods which begins on a day of the week and time established by the appointing authority.
- (11) **Supplemental pay.** Pay in addition to the base rate for circumstances not reflected in the base pay rate or pay range. Such circumstances are identified below under 4.05 - 4.10, 4.12 - 4.19, and 4.21 – 4.26.
- (12) **Weekend hours.** Work hours on Saturday and Sunday.
- (13) **Work hours.** Work time as directed by the appointing authority during which an employee must be on duty and/or at a prescribed place of work. In determining overtime hours for nonexempt employees, work hours means hours worked as defined in Chapter 520 of the Wisconsin Human Resources Handbook.

## 4.02 General Policy

- (1) Usage.  
Overtime and supplemental pay is to be held to a minimum consistent with the needs of the service. It is the responsibility of each agency to utilize other available alternatives before assigning employees to work hours that will require such pay.
- (2) Records. All cash overtime and supplemental pay will be separately recorded on payroll and will cease to be payable when no longer applicable.
- (3) Application during Absences or Termination.
  - (a) Absences. Overtime or supplemental pay, identified under 4.03, 4.04, 4.05, 4.06, 4.07, 4.09, 4.10, and 4.11 below, will not be paid to an employee absent or on leave with pay (vacation, sick leave, military leave, etc.) during the period in which the employee would otherwise be scheduled to work.
  - (b) Termination. Supplemental pay, identified under 4.08, 4.12 - 4.19, and 4.21 – 4.26 below, will be included in computing lump sum payments for leave credit balances upon termination. It will **not** be included for computing cash payments for employees selecting the cash option for the fifth week of annual leave (reference s. ER 18.02(5)(b)3., Wis. Adm. Code).

## Section A – 4.02

### (4) Salaried Employees.

Employees who meet the duty and discretion test for exemption from the overtime provisions of the FLSA as professional, administrative, or executive employees must be paid on a "salary basis" as defined in the federal regulations and explained in Chapter 520 of the Wisconsin Human Resources Handbook. Exceptions to the requirement to be paid on a salary basis may be granted by the Administrator, Division of Compensation and Labor Relations.

**NOTE:** Refer to 4.20 of this Section (Section A) for overtime and supplemental pay for project employees; Section B, 3.08 of this Plan for overtime and supplemental pay for unclassified employees; and Section D, 4.00 of this Plan for overtime and supplemental pay provisions for limited term employees (LTEs).

## 4.03 Overtime for Permanent Employees

Employees are categorized as exempt or nonexempt in accordance with FLSA. Refer to the most current "Alphabetical Listing of Classifications" for the normal categorization of employees by "class title." Unless an exception applies, for purposes of this Section (Section A), employees in titles designated as exempt (E) will be treated as exempt and employees in titles designated as nonexempt (N) or mixed (M) will be treated as nonexempt. Refer to Chapter 520 of the Wisconsin Human Resources Handbook for an explanation of exempt and nonexempt status under the FLSA. Refer to Chapter 520 of the Wisconsin Human Resources Handbook for information on exceptions to the normal FLSA categorization of employees by classification title.

### (1) Overtime for Nonexempt Employees.

Overtime pay for employees who are nonexempt from the overtime provisions of the FLSA will be in accordance with those provisions and related federal regulations. Categorizing employees as exempt or nonexempt will be in accordance with the FLSA. In general, categorization is based on each employee's employment situation with an agency, regardless of the number of positions occupied by the employee in the agency. For employees functioning in an executive, administrative, or professional capacity, categorization cannot be based on the functions performed for the agency in any single workweek or work period. Temporary assignments of short duration will not normally affect the exempt or nonexempt status of employees. Refer to Chapter 520 of the Wisconsin Human Resources Handbook for specific information on the overtime provisions and record keeping requirements for nonexempt employees under the FLSA.

### (2) Overtime for Exempt Employees.

- (a) The overtime pay status of permanent employees who are exempt from the overtime provisions of the FLSA will be determined in accordance with the following table. The table shows the overtime pay status of

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employee groups broken down by Data Processing (DP) Unit Code (i.e., collective bargaining code).

<b>OVERTIME PAY STATUS TABLE FOR EXEMPT EMPLOYEES</b>		
<b>Employee Group or Unit</b>	<b>DP Unit Code</b>	<b>Overtime Pay Status</b>
<b>GROUP 1</b>		
Confidential (Nonprofessional)	(97)	Up to the premium rate or up to Time off at 1-1/2 times the # of overtime hours. (Permissive) See additional provisions for 'Limited Circumstances When Supervisors Must Receive Overtime Compensation,' 4.03(2)(b)2. of this Section (Section A).
Supv./Conf. (Nonprofessional)	(96)	
Supervisory (Nonprofessional)	(16)	
Supv./Conf. (Professional)	(98)	
Supervisory (Professional)	(17)	
<b>GROUP 2</b>		
Professional Confidential*	(99)	Up to the straight rate or time off for the # of overtime hours. (Permissive)
Staff & Management	(18)	
Patient Treatment	(10)	
Exec & Management	(19)	

**\*NOTE:** This table applies only to employees who are exempt from the overtime provisions of the FLSA. See Chapter 520 of Wisconsin Human Resources Handbook for record keeping requirements pertaining to exempt employees under the FLSA.

(b) Provisions for Permanent Salaried Employees.

1. General Policy Regarding Payment for Overtime Worked by Salaried Employees.

The salaries paid to employees included in the Overtime Pay Status Table are generally intended to compensate for the total responsibilities of the position regardless of the number of hours worked. However, circumstances may exist where time off or cash payment for overtime hours is appropriate. Time off or cash payment authorized may be granted to exempt employees at the discretion of the appointing authority except where additional compensation is required. (See Limited Circumstances When

## Section A – 4.03

Supervisors Must Receive Overtime Compensation, 4.03(2)(b)2. of this Section.)

The following factors will be used by agencies as a basis to establish practices for additional compensation for overtime hours:

- a. The number of additional hours of scheduled work required by the employer on a frequent and recurring basis (i.e., if only a few overtime hours are worked on an occasional basis, additional compensation should not normally be granted).
  - b. The standards or expectations of the occupational area (i.e., in some occupations it is customary to work overtime hours without additional payment).
  - c. The status of additional compensation for overtime hours paid to subordinates or comparable employees (i.e., the employee is supervising staff earning additional compensation for overtime hours, or the employee is working under similar conditions with employees comparable to employees in the category who are earning additional compensation for overtime hours).
2. Limited Circumstances When Supervisors Must Receive Overtime Compensation.

If **all** of the following conditions apply to a supervisor included in Group 1 of the 'Overtime Pay Status Table for Exempt Employees' (see previous page), the supervisor must be paid overtime compensation in accordance with 3. below:

- a. The supervisor's position is assigned to pay range 81-04 or a counterpart pay range in a different schedule or lower; or, the supervisor's position is allocated to one of the following classifications: Engineering Specialist Supervisor or Engineering Specialist-Transportation Supervisor;
- b. The supervisor is directed to work hours in addition to his/her normal work hours and such additional work hours result in overtime hours;
- c. The purpose of the additional work hours is to supervise employees who also are directed to work additional hours;
- d. The additional work hours of the employees supervised generate overtime compensation for that workweek or work period; and

## Section A – 4.03

- e. The additional work hours of both the supervisor and employees supervised are generated by the same cause or situation.
3. Calculating Overtime Compensation When Supervisors Must Receive Overtime Compensation Under the Limited Circumstances Set Forth in 2., Above.
    - a. Employees in professional supervisory (DP Unit Code 17) and professional confidential/supervisory (DP Unit Code 98) positions will be compensated on an hour-for-hour basis at no less than their regular rate of compensation in cash or equivalent time off.
    - b. Employees in nonprofessional supervisory (DP Unit Code 16) and nonprofessional confidential/supervisory (DP Unit Code 96) positions will be compensated at the premium rate or granted time off at the number of overtime hours multiplied by 1.5.
- (c) General Administrative Provisions.
1. Appointing authorities will have discretion to approve scheduled use of time off earned in lieu of cash payment for overtime hours.
  2. Time off earned in lieu of cash payment for overtime hours which cannot be scheduled by the appointing authority within 12 months after the end of the calendar year in which the time is earned will be paid in cash at the employee's current regular rate times the unused time off hours earned.
  3. Payment of overtime will be in addition to the premium rate paid for holiday work incurred during the established workweek or work period.

### 4.04 Overtime During a Declared Emergency

During a declared emergency under ss. 20.922(2) and 20.901 (1)(b), Wis. Stats., employees who are not required to respond to declared emergencies as part of their broader job responsibilities may be temporarily assigned to perform duties which are not normally performed or which are not described in the employee's position description. When such assignments result in overtime hours which are directly attributable to the declared emergency, the employee will receive the premium rate or will be credited with compensatory time off at the rate of 1.5 hours for each overtime hour worked. For more information, refer to Chapter 520 of the Wisconsin Human Resources Handbook.

## Section A – 4.05

### 4.05 Night Differential for Permanent Employees

(1) Eligibility.

Subject to (2) below, all permanent classified employees are eligible except for employees whose positions are classified as Director of Nursing, Health Services Nursing Coordinator, Nursing Administrator, Nursing Practitioner-Management, and Nursing Supervisor.

**NOTE:** For provisions relating to supplementary pay for project employees see 4.20 of this Section (Section A).

(2) General Administrative Provisions.

- (a) The payment of Night Differential is mandatory for all qualifying work hours of employees who are paid on an hourly rather than a salary basis.
- (b) The payment of Night Differential is at the discretion of the appointing authority for all qualifying work hours of employees who are paid on a salary basis.

(3) Rate.

- (a) Forty-five cents (\$0.45) per hour for all night hours worked (i.e., work hours between the hours of 6:00 p.m. and 6:00 a.m.).
- (b) Work hours are defined as work time as directed by the appointing authority during which an employee must be on duty and/or at a prescribed place of work. In determining overtime hours for nonexempt employees, work hours means hours as defined in Chapter 520 of the Wisconsin Human Resources Handbook.

### 4.06 Weekend Differential for Permanent Employees

(1) Eligibility.

Subject to (2) below, all permanent classified employees are eligible.

**NOTE:** For provisions related to supplementary pay for project employees see 4.20 of this Section (Section A).

(2) General Administrative Provisions.

- (a) The payment of Weekend Differential is mandatory for all qualifying work hours of employees who are paid on an hourly rather than a salary basis.

## Section A – 4.06

- (b) The payment of Weekend Differential is at the discretion of the appointing authority for all qualifying work hours of employees who are paid on a salary basis.
- (3) Rate.
- (a) Sixty cents (\$0.60) per hour for all weekend work hours (i.e., work hours on Saturday and Sunday).
  - (b) Work hours are defined as work time as directed by the appointing authority during which an employee must be on duty and/or at a prescribed place of work. In determining overtime hours for nonexempt employees, work hours means hours as defined in Chapter 520 of the Wisconsin Human Resources Handbook.

### 4.07 Responsibility Differential for Permanent Positions in Certain Nursing Related Classifications

- (1) Eligibility. Subject to (2) below, all permanent classified employees whose positions are classified as Director of Nursing, Health Services Nursing Coordinator, Nursing Administrator, Nursing Practitioner-Management, and Nursing Supervisor are eligible.

**NOTE:** Employees whose positions are classified as Director of Nursing, Health Services Nursing Coordinator, Nursing Administrator, Nursing Practitioner-Management, and Nursing Supervisor are not eligible for the Night Differential provided under 4.05 of this Section (Section A).

**NOTE:** For provisions related to supplementary pay for project employees see 4.20 of this Section (Section A).

- (2) General Administrative Provisions.
- (a) The payment of Responsibility Differential is mandatory for all qualifying work hours of employees who are paid on an hourly rather than a salary basis.
  - (b) The payment of Responsibility Differential is at the discretion of the appointing authority for all qualifying work hours of employees who are paid on a salary basis.
- (3) Rate.
- (a) One dollar and forty cents (\$1.40) per hour for all responsibility hours (work hours between 5:00 p.m. and 7:00 a.m.).

## Section A – 4.07

- (b) Work hours are defined as work time as directed by the appointing authority during which an employee must be on duty and/or at a prescribed place of work.

### 4.08 Crafts Worker Supervisor, Shop Supervisor, and Crafts Operations Manager-UW-Milwaukee Add-On

- (1) Crafts Worker Supervisors will be paid one dollar (\$1.00) per hour more than the adjusted state rate for the highest paid Craft supervised, or one dollar (\$1.00) per hour more than the adjusted state rate for the craft in which they have journeyman status, whichever is greater.
- (2) Shop Supervisors will be paid one dollar and fifty cents (\$1.50) per hour more than the pay rate established in accordance with (1) above, for the highest paid Crafts Worker Supervisor supervised, or one dollar and fifty cents (\$1.50) per hour more than the adjusted state rate for the craft in which they have journeyman status, whichever is greater.
- (3) Crafts Operations Manager, UW Milwaukee will be paid the greater of the following rates:
  - (a) Two dollars (\$2.00) per hour more than the greater of the pay rates established in accordance with (1) or (2) above, for the highest paid Crafts Worker Supervisor or Shop Supervisor supervised, or
  - (b) Two dollars (\$2.00) per hour more than the adjusted state rate for the craft in which they have journeyman status.

**NOTE:** The supervisory add-ons provided under 4.08 above, will always be based on the adjusted state rate for the 84/100 hours of annual leave established in accordance with the building trade crafts collective bargaining agreement. The applicable adjusted state prevailing rate is considered to be the base pay rate for pay administration purposes.

### 4.09 Standby Pay

When the appointing authority requires that an employee be available for work and be able to report to work in less than one hour, the appointing authority may grant standby pay for each hour in standby status at the rate of \$2.25 per hour or at the rate a represented employee is paid if on standby to perform the same duties. Standby pay is mandatory for nonprofessional confidential employees at a rate of at least \$2.25 for each hour in standby status.

Supervisors may be granted standby pay pursuant to the above paragraph or at the same rate as any subordinate who is on standby at the same time.

## Section A – 4.10

### 4.10 Call-Back/Call-In Pay

The appointing authority may guarantee a minimum of two hours pay when an emergency situation exists and an employee is called back for duty or called in on the employee's day off. The guaranteed minimum of two hours pay will be mandatory for:

- (1) Nonprofessional confidential employees; and
- (2) Supervisory employees when call-back/call-in work hours plus other work hours cause the employee to receive mandatory overtime pay under 4.03(2)(b)2 of this Section (Section A).

### 4.11 Holiday Premium

Compensatory time off or payment at the premium rate will be granted for holiday work hours as provided in s. 230.35 (4)(b), Wis. Stats.

### 4.12 Supplemental Pay for Psychologists

- (1) Subject to the eligibility requirements of (3) below, the amount provided as the minimum in the table below will be added to the base pay of an employee whose position has been allocated to one of the following classifications: Psychologist Supervisor; Psychologist Supervisor – Chapter 980, Psychologist Supervisor Management; Psychologist Manager and Psychologist Chief.
- (2) An additional amount, up to the maximum shown in the table below, may also be granted. The appointing authority has the sole discretion to approve, modify or deny the additional add-on amount based on external market conditions affecting the recruitment and retention of employees with doctorates in the psychology subspecialty required by the position. Such amounts may differ by geographic area and by subspecialty. Differences in add-on amounts may **not** be based on differences in the level of managerial or supervisory functions performed. These differences are reflected in the base pay range assignment of the classification. Pursuant to s. 230.12(1)(c), Wis. Stats., supplemental pay may not be granted for circumstances reflected by the base pay rate or range.
- (3) In order to be eligible for the add-on, the employee must possess a recognized Doctorate in Psychology or a related field such as Behavioral Disabilities. Employees who possess an equivalent to a Doctorate, as evidenced by licensure by the Psychology Examining Board, will also be eligible.
- (4) The Psychologist add-on will be effective at the beginning of the first pay period following receipt by the appointing authority of proof of such Doctorate or licensure.

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<b>PSYCHOLOGIST ADD-ON</b>	
	<b>July 5, 2009 – July 2, 2011</b>
	\$3.74 – mandatory minimum \$5.18 – maximum*

\*Any amount above the mandatory minimum, subject to this maximum, is granted at the discretion of the appointing authority.

**4.13 Supplemental Pay for Attorney Supervisory and Managerial Positions**

- (1) This supplemental pay provision applies to Attorney positions allocated to Supervisory, Confidential/Supervisory or Management classifications who supervise one or more permanent Attorney positions.
- (2) The actual responsibility add-on amount paid to an employee may be any amount up to the maximum rate. The maximum rate allowable will not exceed **\$2.75 per hour**.
- (3) The appointing authority has the discretion to grant or adjust supplemental pay subject to the maximum allowable amounts based on their analysis of the organizational structure, internal and external relationships, size of staff supervised and any other reasonable criteria deemed appropriate. The department will immediately discontinue the add-on when the Attorney is no longer employed in a position allocated to a supervisory or managerial classification. Failure to do so will result in a salary overpayment that must be recovered by the appointing authority.

**4.14 Supplemental Pay for Teacher Supervisors, Education Directors, and Juvenile Education Directors**

- (1) An add-on amount may be paid to supplement the base pay of an employee whose position is allocated to the Teacher Supervisor, Education Director, or Juvenile Education Director classification, based on credits earned from an accredited college or university over and above those needed for basic certification as a teacher or education director, as provided in the schedule below.
- (2) In order to be eligible for the add-on, the appointing authority must make a determination that the additional credits on which the add-on is based are relevant to the duties and responsibilities of the position. The appointing authority will have the discretion to determine the relevance of the credits.
- (3) When an eligible employee successfully completes one of the following, the employee shall be eligible for a Professional Development Step as provided in the table below:

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- (a) A job-required professional development plan, pursuant to chapter PI 34, Wis. Adm. Code;
  - (b) Six credits as part of the job-required professional development plan; or
  - (c) Six job-relevant credits excluding the first six of any professional development plan.
  - (d) An employee will not receive an additional step under (a) above, if credits involved were used to receive a step under (b) above.
- (4) If granted, the add-on will be effective at the beginning of the first pay period following receipt by the appointing authority of proof that the relevant credits were earned.
- (5) If the incumbent moves from the position for which an add-on amount has been determined to be appropriate to a position not allocated to one of these classifications, the add-on shall cease. If the incumbent moves to another position allocated to one of these classifications, the appointing authority shall re-evaluate the additional credits beyond those needed for basic certification and establish which are relevant to the new position. It is on these credits that any add-on to be applied will be based.

<b>TEACHER SUPERVISOR, EDUCATION DIRECTOR AND JUVENILE EDUCATION DIRECTOR SUPPLEMENTAL PAY AMOUNTS</b>									
<b>HOURLY ADD-ON AMOUNTS</b>									
<b>July 5, 2009 – July 2, 2011</b>									
	\$0.97	\$1.22	\$1.47	\$1.72	\$1.97	\$2.22	\$2.47	\$2.72	\$2.97
<b>NUMBER OF CREDITS BEYOND BACHELOR'S/MASTER'S DEGREE</b>									
<b>Bachelor's Degree plus:</b>	6	12	18	24	30	36	42	48	54
<b>Professional Development Plan Steps:</b>	A	B	C	D	E	F	G	H	I

The above add-on amounts apply only to classifications eligible for the supplemental pay add-on.

**4.15 Supplemental Pay for Dentists, Physicians, and Psychiatrists**

Permanent and project employees whose positions require the possession of a license to practice medicine pursuant to §. 448.05, Wis. Stats., are covered by all of the provisions of 4.15 of this Section (Section A). These positions are classified as Physician Supervisor, Physician Management, Psychiatrist Supervisor, or

## Section A – 4.15

Psychiatrist Management. Permanent and project employees in positions classified as Dentist Supervisor or Dentist Management are covered by part (2) of 4.15 only.

### (1) Supplemental Pay for Board Certification and Board Certification Eligibility.

Subject to (a) through (e) below, the appointing authority has the authority to determine supplemental pay in accordance with the schedule of supplemental pay amounts provided under (f) below, for Board Certification eligibility or Board Certification.

- (a) Board Certification Eligibility. An employee in a position for which the appointing authority requires Board Certification and who has been certified by the appropriate Medical Specialty Board as having achieved the required Board Certification eligibility may be granted supplemental pay up to the amount shown in the table below, at the discretion of the appointing authority. No credit will be given for Board Certification eligibility in a specialty not directly related to the employee's position, as determined by the appointing authority.
- (b) Board Certification. An employee in a position for which the appointing authority requires Board Certification and who has been certified by the appropriate Medical Specialty Board for the required certification may be granted supplemental pay within the range provided in the table below. No credit will be given for Board Certification in a specialty not directly related to the employee's position, as determined by the appointing authority.
- (c) Supplemental pay may only be granted upon receipt of written evidence of Board Certification eligibility or Board Certification. All supplemental pay adjustments will be effective at the beginning of the pay period following the determination by the appointing authority that the employee has presented sufficient evidence of the Board Certification eligibility or Board Certification required for the position. Supplemental pay will be discontinued by the appointing authority whenever the Physician or Psychiatrist is no longer employed in a position for which the appointing authority requires the Board Certification.
- (d) Any employee who was already receiving supplemental pay for Board Certification on November 26, 1995, in an amount that was greater than fifteen percent (15%) of the minimum of the pay range that took effect on November 26, 1995, will retain at least that amount while in the position the employee occupied on that date.
- (e) Employees eligible for supplemental pay are limited to one supplemental pay amount to reflect either Board Certification Eligibility or Board Certification. There will be no pyramiding of supplemental pay

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provided in accordance with these provisions (Section A, 4.15(1) of this Plan).

- (f) Schedule of Supplemental Pay Amounts for Board Certification and Board Certification Eligibility.

<b>Schedule of Supplemental Pay Amounts for Board Certification And Board Certification Eligibility</b>		
<b>Pay Range (Classification)</b>	<b>July 5, 2009 – July 2, 2011</b>	
	<b>Board Certification Eligibility</b>	<b>Board Certification</b>
Pay Range 50-51 (Physician Supv.) (Physician Mgt.)	NTE \$6.46/hr.	\$9.67 - \$19.32/hr.
Pay Range 50-52 (Psychiatrist Supv.) (Psychiatrist Mgt.)	NTE - \$7.03/hr.	\$10.54 - \$21.06/hr.

- (2) Supervisory/Management Responsibility.

Because of the variety of existing and potential future positions assigned supervisory or management responsibility, supplemental pay will be based upon such factors as organizational status, structure of the work environment, program scope and complexity, decision-making authority, policy-setting authority or any other reasonable factors. The added supplemental pay will relate to either of the two categories listed in the table below based on the designation (i.e., Supervisor or Management) in the employee's classification title.

<b>Schedule of Supplemental Pay Amounts for Supervisory and Management Responsibility</b>		
<b>Pay Range (Classification)</b>	<b>July 5, 2009 – July 2, 2011</b>	
	<b>Supervisory</b>	<b>Management</b>
Pay Range 50-50 (Dentist Supv.) (Dentist Mgt.)	NTE - \$5.28/hr.	NTE - \$15.65/hr.
Pay Range 50-51 (Physician Supv.) (Physician Mgt.)	NTE - \$6.46/hr.	NTE - \$19.32/hr.
Pay Range 50-52 (Psychiatrist Supv.) (Psychiatrist Mgt.)	NTE - \$7.03/hr.	NTE - \$21.06/hr.

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- (b) Supplemental pay for supervisory/management responsibility may be granted, increased, or reduced based upon changes in assigned responsibilities. This type of change is not considered a promotion or demotion and, therefore, within range base pay increases will not be granted.
- (c) Effective Dates.

All supplemental pay adjustments will be effective at the beginning of the pay period following the determination by the appointing authority that such adjustments are warranted in accordance with this Section (Section A). The department will discontinue supplemental pay whenever the employee is not employed in a position requiring supervisory or management responsibility.

- (3) Medical Officer of the Day Pay.

Physicians or Psychiatrists assigned as Medical Officer of the Day are responsible for all aspects of the institution's medical program on weekends and from 4:30 p.m. to 7:45 a.m. on weekdays. During these time frames, the Medical Officer of the Day is assigned both on-site responsibilities (e.g., doing rounds, making medical judgments on admissions, responding to general ward problems, etc.) and off-site responsibilities (e.g., discussing changed status of patients, prescribing treatment and medications, renewing medical orders, responding to general ward problems, etc.). Compensation for Medical Officer of the Day off-site or on-site standby duties may, upon approval of the OSER Director, be set at a rate not to exceed the usual and customary fee for such service as reflected by appropriate pay policies in the health treatment industry.

## 4.16 Supplemental Pay for Supervisory and Management Engineering and Related Classifications

- (1) An add-on amount of \$0.30 per hour may be paid to supplement the base pay of an employee whose position is allocated to one of the nonrepresented management or supervisory engineering and related classifications based upon the employee's possession of a license or registration as a Professional Hydrologist, Professional Soil Scientist, Petroleum Operations Engineer, or Wisconsin Registered Interior Designer.
- (2) An add-on amount of \$0.30 per hour may be paid to supplement the base pay of an employee whose position is allocated to the Construction Coordinator Supervisor based on the employee's possession of an Asbestos Supervisor certification from the Wisconsin Department of Health & Family Services.
- (3) An add-on of \$0.50 per hour may be paid to supplement the base pay of an employee whose position is allocated to one of the nonrepresented management or supervisory engineering and related classifications based upon

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the employee's possession of a Designer of Engineering Systems permit and for licenses as a Land Surveyor, Professional Geologist and Landscape Architect. Effective April 25, 2010, the add-on is increased to \$1.00 per hour.

- (4) An add-on of \$1.00 per hour may be paid to supplement the base pay of an employee whose position is allocated to one of the nonrepresented management or supervisory engineering and related classifications based upon the employee's possession of a Professional Engineer license or an Architect registration.
- (5) To be eligible for one of these add-ons, the employee must occupy a position allocated to one of the nonrepresented supervisory or managerial engineering and related classifications and hold a current license or registration from the Department of Regulation and Licensing as a Professional Engineer, Registered Architect, Landscape Architect, Land Surveyor, Professional Hydrologist, Professional Soil Scientist, Petroleum Operations Engineer, Professional Geologist, or Interior Designer, or hold a permit as a Designer of Engineering Systems, or be a Construction Coordinator Supervisor and hold an Asbestos Supervisor certification from the Wisconsin Department of Health & Family Services.
- (6) The appointing authority will have the discretion to determine the relevance of the registration or permit to the position held and to authorize the hourly add-on. If granted, the add-on will be effective at the beginning of the first pay period following receipt by the appointing authority of proof that the registration or permit has been obtained and is currently held.
- (7) If the incumbent moves from the position for which an add-on has been approved by the appointing authority to a position not allocated to one of the authorized classifications, the add-on will cease. If the incumbent moves to another position allocated to one of the authorized classifications, the appointing authority of the new position has the discretion to determine whether the add-on will be continued in the new position. If an employee receiving an add-on ceases to hold a current registration or permit as the result of expiration or revocation, the add-on will cease effective at the beginning of the first pay period following the expiration or revocation date.

### **4.17 Certified Public Accountant (CPA) Add-On for Professional Confidential, Supervisory, or Management Fiscal Classifications**

- (1) CPA Add-On (Pre-Certification). An add-on amount of twenty-five cents (\$0.25) per hour may be paid to supplement the base pay of an eligible employee whose position is allocated to one of the nonrepresented professional confidential, supervisory, or management fiscal classifications based upon the employee's successful completion of the Certified Public Accountant (CPA) examination and possession of the CPA "Notification of

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Grades." To be eligible for the add-on, all three of the following criteria must be met:

- (a) The employee must be in a position that is allocated to one of the following nonrepresented professional confidential, supervisory, or management fiscal classifications: Accountant, Auditor, Financial Program Supervisor, Financial Officer, Financial Manager, Financial Management Supervisor, or agency-specific professional fiscal classification;
  - (b) The employee must successfully complete the CPA examination and possess the CPA "Notification of Grades" from the Department of Regulation and Licensing or another state; **and**,
  - (c) The CPA-related knowledge must be relevant to the position's assigned duties and responsibilities.
- (2) CPA Add-On (Post-Certification). Upon earning the CPA certification, an additional add-on amount of twenty-five cents (\$0.25) per hour may be granted to an employee to bring the employee's total add-on amount up to fifty cents (\$0.50) per hour. To be eligible for this additional add-on amount, all three of the following criteria must be met:
- (a) Except as indicated in (3) below, the employee must be in a position that is allocated to one of the following nonrepresented professional confidential, supervisory, or management fiscal classifications: Accountant, Auditor, Financial Program Supervisor, Financial Officer, Financial Manager, Financial Management Supervisor, or agency-specific professional fiscal classification;
  - (b) The employee must possess a current certificate from the Department of Regulation and Licensing or another state as a Certified Public Accountant; **and**,
  - (c) The CPA-related knowledge must be relevant to the position's assigned duties and responsibilities.
- (3) On a case-by-case basis, an appointing authority may request OSER's approval of CPA add-on eligibility for positions not allocated to the nonrepresented classifications identified in 4.17(2)(a).
- (4) The appointing authority will have the discretion to determine the relevance of the successful completion of the CPA examination or CPA certification to the position held and to authorize the hourly add-on.
- (5) If an add-on is granted, it will take effect at the beginning of the first pay period following the appointing authority's receipt of proof that the CPA

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examination has been successfully completed or proof that the CPA certification has been obtained and is currently held.

- (6) If the incumbent moves from the position for which an add-on has been approved by the appointing authority to a position not allocated to one of the authorized classifications, the add-on will cease. If the incumbent moves to another position allocated to one of the authorized classifications, the appointing authority of the new position has the discretion to determine whether the add-on will be continued in the new position, based on the criteria noted above. If an employee receiving an add-on ceases to hold a current certification as the result of expiration or revocation of such certification, the add-on will cease effective at the beginning of the first pay period following the expiration or revocation date.

### 4.18 Certified General Appraiser Add-On

An add-on amount of thirty cents (\$0.30) per hour may be paid to supplement the base pay of an eligible employee in a position of which the primary responsibility is property assessment or real estate appraisal, based on the employee's possession of a current certification as a Certified General Appraiser from the Department of Regulation and Licensing.

- (1) To be eligible for the add-on, the following conditions must be met:
  - (a) The employee must be in a position of which the primary responsibility is property assessment or real estate appraisal;
  - (b) The employee must possess a current certification as a Certified General Appraiser from the Department of Regulation and Licensing; and
  - (c) The General Appraiser Certification must be relevant to the position's assigned duties and responsibilities.
- (2) OSER will establish and maintain the list of classifications that qualify for the General Appraiser Certification Add-On.
- (3) The appointing authority will have the discretion to determine the relevance of the certification to the position held and to authorize the hourly add-on.
- (4) If an add-on is granted to an employee, it will take effect at the beginning of the first pay period following the appointing authority's receipt of proof that the certification has been obtained and is currently held.
- (5) If the incumbent moves from the position for which an add-on has been approved by the appointing authority to a position not allocated to one of the authorized classifications, the add-on will cease. If the incumbent moves to another position allocated to one of the authorized classifications, the appointing authority of the new position has the discretion to determine whether the add-on will be continued in the new position, based on the criteria noted above. If an employee receiving an add-on ceases to hold a current

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certification as the result of expiration or revocation of such certification, the add-on will cease effective at the beginning of the first pay period following the expiration or revocation date.

### **4.19 Supplemental Pay Program for Managers and Supervisors of Revenue Field Auditor and Related Classifications**

- (1) The Department of Revenue (DOR) may develop a supplemental pay program for managers and supervisors comparable to that which was negotiated for their subordinates in Revenue Field Auditor and related positions. This supplemental pay program would apply to employees in positions allocated to the following classifications: Revenue Management Supervisor; Revenue Administrative Manager; Administrator, Division of Income, Sales and Excise Tax; and other revenue field auditor-related supervisory or managerial classifications with responsibility for directing positions performing or reviewing revenue field audits.
- (2) The appointing authority will have the discretion to grant or adjust add-ons, subject to the maximum allowable amount, based on criteria developed by the appointing authority. Such criteria must be approved by the OSER Director prior to the granting of any add-ons under these provisions.
- (3) Differences in add-on amounts may not be based on differences in the level of managerial or supervisory functions performed. These differences are reflected in the base pay range assignments of the classifications. Pursuant to s. 230.12(1)(c), Wis. Stats., supplemental pay may not be granted for circumstances reflected by the base pay rate or range.
- (4) Any add-on granted to an employee will take effect at the beginning of the first pay period following the appointing authority's approval of the add-on.
- (5) Any add-on will be immediately discontinued by DOR when the employee is no longer employed in the position for which the add-on was approved.

### **4.20 Overtime Compensation and/or Supplemental Pay for Project Employees**

Except as provided in 4.04 (Overtime During a Declared Emergency) of this Section (Section A), project employees must receive the same overtime compensation and/or supplemental pay as permanent employees in the same class. Each position is considered separately in determining the number of work hours for employees occupying more than one position unless the FLSA requires that the work hours be considered jointly.

**NOTE:** See Section E, 2.00 and Section I, 4.04 of this Plan for provisions relating to pay upon appointment to project positions.

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### **4.21 Supplemental Pay Program for Power Plant Supervisors, Power Plant Managers, and Power Plant Superintendents**

- (1) Agencies or universities that have power plant facilities may develop a supplemental pay program comparable to that negotiated for their subordinates in Power Plant Operator and Power Plant Assistant positions. This supplemental pay program would apply to employees in positions allocated to the Power Plant Supervisor, Power Plant Manager, and the Power Plant Superintendent classifications at power plant facilities for which an add-on has been negotiated.
- (2) The appointing authority will have the discretion to grant or adjust add-ons, subject to the maximum allowable amount negotiated for the subordinates at the facility, based on criteria developed by the appointing authority. Differences in add-on amounts may not be based on differences in the level of managerial or supervisory functions performed. These differences are reflected in the base pay range assignments of the classifications. Pursuant to s. 230.12(1)(c), Wis. Stats., supplemental pay may not be granted for circumstances reflected by the base pay rate or range.
- (3) Any add-on granted to an employee will take effect at the beginning of the first pay period following the appointing authority's approval of the add-on.
- (4) The agency or university will immediately discontinue any add-on when the employee is no longer employed in the position for which the add-on was approved.

### **4.22 Supplemental Pay for Firearms Requirement at the Department of Military Affairs**

Nonrepresented employees in the Department of Military Affairs who are qualified and regularly required to carry a firearm during the performance of security duties shall receive an add-on of \$2.00 per hour. For purposes of this provision, a firearm is defined as a pistol and/or rifle. The add-on will immediately cease if the employee is no longer qualified or regularly required to carry a firearm, or leaves the Department of Military Affairs.

### **4.23 Supplemental Pay for AALAS Certification**

Employees at the University of Wisconsin-Madison who are in positions allocated to the classifications Laboratory Technical Support Supervisor and UW Agricultural Supervisor shall receive an add-on of \$1.00 per hour for any applicable AALAS certification. Employees with multiple certifications will receive no more than \$1.00 per hour. Any add-on will be immediately discontinued when the employee is no longer employed in the position for which the add-on was approved.

**4.24 Supplemental Pay for Veterinary Technician Supervisors**

- (1) Employees at the University of Wisconsin-Madison who are in positions allocated to the classification Veterinary Technician Supervisor shall receive an add-on of \$1.00 per hour if certified as a specialist for any of the following areas: Academy of Veterinary Emergency and Critical Care Technicians; Academy of Veterinary Dental Technicians; or Academy of Veterinary Technician Anesthetists.
- (2) Employees at the University of Wisconsin-Madison who are in positions allocated to the classification Veterinary Technician Supervisor shall receive an add-on of \$1.00 per hour for all hours worked between the hours of 6:00 p.m. and 6:00 a.m., and an add-on of \$1.00 per hour for all hours worked between 12:01 a.m. on Saturday and 12:00 p.m. on Sunday. These add-ons are in addition to any shift differential or weekend differential received.
- (3) Any add-on provided in (1) and (2), above, will be immediately discontinued when the employee is no longer employed as a Veterinary Technician Supervisor.

**4.25 Supplemental Pay for Accredited and Certified Insurance Examiner Designations**

Employees at the Office of the Commissioner of Insurance who are in positions allocated to the classifications of Insurance Examiner Chief or Insurance Financial Examiner Chief shall receive an add-on of \$0.25 per hour based on the employee's designation of Accredited Insurance Examiner or Accredited Financial Examiner, respectively, after successfully meeting the requirements of an accredited program. Upon earning a Certified Insurance Examiner or Certified Financial Examiner designation appropriate for the employee's classification, an additional \$0.25 per hour will be added, bringing the total add-on amount to \$0.50 per hour. The add-on shall be effective the first day of the pay period following receipt of proof of such accreditation or certification. The employee shall no longer receive the add-on if the employee is no longer in a position allocated to one of the specified classifications or if the employee no longer meets the continuing education requirements of the designation.

**4.26 Supplemental Pay for Specific Department of Natural Resources Assignments**

Employees at the Department of Natural Resources who are in positions allocated to the classifications of Administrative Warden, NR Law Enforcement Supervisor, NR Manager, and NR Program Manager may be provided a \$1.50 per hour add-on for performing the following duties:

- (1) Field Training Officer (FTO), including time spent completing Daily Observation Reports, field training performance evaluations and other documents directly related to assessing recruit performance during the FTO assignment;

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- (2) Background Investigator; or
- (3) Instructor, instructing students in Firearms, Defensive and Arrest Tactics, Vehicle Contact, Emergency Vehicle Operations, Professional Communications or Standardized Field Sobriety Testing pursuant to their Wisconsin Department of Justice instructor certification.

The add-on will be provided only for hours performing the above duties, and only if they are duties considered outside of the employee's normal job responsibilities. Eligible hours will not include any training sessions, or travel time to or from training sessions.

### 4.27 Supplemental Pay for Financial Examiner Training and Education

- (1) For the positions listed below, the Department of Financial Institutions and the Office of Credit Unions may implement a supplemental pay program comparable to that which was negotiated for their subordinates in Consumer Credit Examiner, Security Examiner and Financial Examiner positions. The add-on may be provided to following positions:

Consumer Act Director  
Financial Examiner Supervisor – Banking  
Financial Examiner Supervisor – Credit Unions  
Licensed Financial Services Director  
Security Licensing and Compliance Director

On a case-by-case basis, the appointing authority may request OSER's approval of add-on eligibility for other positions.

- (2) The appointing authority may grant the add-on based on criteria and amounts negotiated for the represented position identified in (1) above.
- (3) Any add-on granted to an employee will take effect the later of October 10, 2010, or the beginning of the first pay period following two years of service or combined service in positions identified in (1) above or in the negotiated add-on.
- (4) Any add-on will be immediately discontinued when the employee is no longer employed in the position for which the add-on was approved, unless the employee continues employment in an otherwise covered position.

### 4.28 Supplemental Pay for Add-On Pilot Programs

- (1) An agency may develop a supplemental pay program for managers and supervisors comparable to any add-on pilot program for their subordinates during the life of any collective bargaining agreement. This supplemental pay program would apply to employees in positions allocated to supervisory or managerial classifications with responsibility for directing positions receiving an add-on.

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- (2) The appointing authority will have the discretion to grant or adjust add-ons, subject to the maximum allowable amount, based on criteria developed by the appointing authority. Such criteria must be approved by the OSER Director prior to the granting of any add-ons under these provisions.
- (3) Differences in add-on amounts may not be based on differences in the level of managerial or supervisory functions performed. These differences are reflected in the base pay range assignments of the classifications. Pursuant to s. 230.12(1)(c), Wis. Stats., supplemental pay may not be granted for circumstances reflected by the base pay rate or range.
- (4) Any add-on granted to an employee will take effect at the beginning of the first pay period following the appointing authority's approval of the add-on.
- (5) Any add-on will be immediately discontinued when the employee is no longer employed in the position for which the add-on was approved.

**5.00 Benefit Provisions**

**5.01 Health Insurance Premiums**

As provided under s. 40.05(4)(ag), Wis. Stats., and this Plan, the state will pay health insurance premiums for its insured employees who are currently employed:

- (1) For insured part-time employees, including those in project positions as defined in s. 230.27(1), Wis. Stats., who are appointed to work less than 1044 hours per year, the state will pay 50% of the total monthly premium.
- (2) Employee contributions toward health insurance premiums shall be based on the specific tier to which their qualifying plan is assigned for employees appointed to work 1044 hours or more. Employee contributions under this three-tier approach shall be as follows:

**2009 Contributions**

	<b>Employee</b>	
	<b><u>Monthly Contribution</u></b>	
	<b><u>Single</u></b>	<b><u>Family</u></b>
<b>Tier 1</b>	\$31.00	\$78.00
<b>Tier 2</b>	\$69.00	\$173.00
<b>Tier 3</b>	\$164.00	\$412.00

**2010 Contributions**

The Office of State Employment Relations (OSER) will set Employee Monthly Contribution Rates for the 2010 coverage year, representing the average percent increase for state employee health maintenance organization plans announced by the Group Insurance Board in early fall, 2009.

**2011 Contributions**

The Office of State Employment Relations (OSER) will set Employee Monthly Contribution Rates for the 2011 coverage year, representing the average percent increase for state employee health maintenance organization plans announced by the Group Insurance Board in early fall, 2010.

Qualifying health insurance plans, and the tier to which each will be assigned, will be determined in accordance with standards established by the Group Insurance Board.

- (3) Pursuant to s. 230.12(1)(b), Wis. Stats., the pay system in place for nonrepresented crafts employees is based upon the pay system for represented crafts employees as established in the collective bargaining agreement between the State and the designated representative of the building trade crafts bargaining unit. Therefore, nonrepresented crafts employees, i.e., Crafts Worker Supervisors, Shop Supervisors, the Crafts Operation Manager, UW-Milwaukee, and employees in project positions allocated to a crafts classification who choose to carry health insurance, are required to pay the entire monthly health insurance premium in the same manner as that provided for represented crafts employees under the terms of the applicable collective bargaining agreement.
- The administrative means by which the monthly premium payments are paid will be established in a manner similar to that established for premium payment by represented employees and that does not cause undue hardship on affected employees.

**NOTE:** See 4.08 of this Section (Section A) for the pay provisions relating to nonrepresented crafts employees.

**5.02 Retirement Contributions**

- (1) As provided under s. 40.05(1)(b), Wis. Stats., and this Plan, the state payment for employee retirement contributions will equal 5% of the earnings for creditable service of each participating employee.
- (2) The State will pay the 1.0% benefit adjustment contribution required by s. 40.05(2m), Wis. Stats.

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- (3) Effective January 1, 1996, the State will pay the additional three tenths of one percent (.3%) employee share of the benefit adjustment contribution for general occupation participants required by s. 40.05(2n)2, Wis. Stats.

Administrative procedures of this schedule are developed and implemented in accordance with the directives issued by the OSER Director.

### **6.00 Labor-Management Cooperation Related Pilot Programs**

An agency may develop a pilot program for nonrepresented employees comparable to a pilot program for represented employees established under Labor-Management Cooperation (LMC), subject to the following conditions:

- (1) The pilot program would apply only to employees in positions that have a direct relationship to the represented employees (e.g., supervisor of represented employees) working under an LMC pilot program, and/or work under the same conditions that resulted in the LMC pilot program. The appointing authority will determine which nonrepresented employees may be covered by this pilot program, and must receive approval from OSER of both the program and nonrepresented employees to be covered.
- (2) Implementation of any provisions of the pilot program will not use criteria based on differences in the level of functions performed, pay rate or pay range unless such criteria is used in the LMC pilot program.
- (3) The effective date of the program will be the beginning of the first pay period following OSER approval, or the effective date of the LMC pilot program, whichever is later.
- (4) Participation in the pilot program will cease immediately if an employee is no longer employed in a position for which the pilot program was created.
- (5) The pilot program will not be extended beyond the end date of the LMC pilot program without OSER approval.

**SECTION B - COMPENSATION PROVISIONS FOR ELECTED OFFICIALS, APPOINTED EXECUTIVE SALARY GROUP EMPLOYEES, AND CERTAIN OTHER UNCLASSIFIED EMPLOYEES**

**1.00 Coverage**

**2.00 Pay Administration for Elected Officials Under s. 20.923(2) and (3), Wis. Stats.**

- 2.01 Pay Administration for Justices and Judges
- 2.02 Pay Administration for Legislative Members
- 2.03 Pay Administration for Constitutional Officers
- 2.04 Pay Administration for District Attorneys

**3.00 Pay Administration for Appointed Unclassified Employees**

- 3.01 Coverage
- 3.02 Pay On Appointment
- 3.03 ESG Assignments, Pay Range Assignments and Other Pay Rate Limitations for Positions Not Assigned by Statute
- 3.04 Salary Adjustments for Employees Serving a Fixed Term
- 3.05 Base Pay Adjustments for Fiscal Years 2009-2010 and 2010-2011 for Employees Not Serving a Fixed Term
- 3.06 Pay Increases If Level of Functions Increases
- 3.07 Overtime Compensation and Supplemental Pay

**4.00 Benefit Provisions**

- 4.01 Health Insurance Premiums
- 4.02 Retirement Contributions

**5.00 Discretionary Compensation Adjustment (DCA)**

**INTRODUCTION**

This Section (Section B) contains provisions governing the pay of all elected officials and certain unclassified civil service employees. For elected officials, this includes the annual salary rates for each of the elective offices. For elected officials and appointed fixed-term employees, this includes an explanation of the constitutional prohibition on pay adjustments during the term of office. For appointed indefinite-term unclassified employees, this includes many of the same types of provisions contained in Section A and/or Section J for nonrepresented classified employees (General Wage Adjustment (GWA); Discretionary Compensation Adjustment (DCA); Supplemental Pay and Overtime Compensation). In addition, certain types of pay provisions analogous to those for classified employees (e.g., pay increases analogous to regrade upon reallocation and reclassification) are contained in Sections E and I of this Plan for certain appointed indefinite-term unclassified employees.

## Section B – Introduction

In accordance with s. 230.12(1)(a)1.b., Wis. Stats., the pay of all unclassified civil service employees is governed by the pay provisions of the Compensation Plan, except for the following:

Employees of the University of Wisconsin System who are identified under ss. 20.923 (4g) and (5), Wis. Stats.

Employees of the legislature who are not identified under s. 20.923(4), Wis. Stats.

Employees of a legislative service agency under subch. IV of ch. 13, Wis. Stats.

Employees of the state court system.

Employees of the Investment Board identified under s. 230.08(2)(p), Wis. Stats.

One stenographer employed by each elective executive officer under s. 230.08(2)(g), Wis. Stats., and

Three sales representatives of prison industries and one sales manager of prison industries identified under s. 303.01(10), Wis. Stats.

Certain other compensation provisions, such as those relating to employer payments toward benefit contributions, are contained in this Plan. The benefit provisions cover all nonrepresented unclassified employees including those not covered by the pay provisions of this Plan.

Compensation provisions for unclassified civil service employees covered by this Plan who would be Limited Term Employees (LTEs) if their employment were in the classified service are contained in Section D.

### 1.00 Coverage

This Section (Section B) covers justices and judges, legislative members and constitutional officers. This Section (Section B) also covers appointed employees whose pay is governed by the Executive Salary Groups (ESGs) under s. 20.923, Wis. Stats., as well as certain other unclassified employees whose pay is not governed by the ESGs.

Covered employees occupy the following positions:

- s. 20.923(2) - Constitutional Officers and Other Elected State Officials
- s. 20.923(3) - Justices and Judges
- s. 20.923(4) - State Agency Positions (including unclassified Division Administrators listed under 3.03(2))
- s. 20.923(7) - Director and Executive Assistant of the Wisconsin Technical College System
- s. 20.923(8) - Deputies
- s. 20.923(9) - Executive Assistants
- s. 20.923(10) - Office of the Governor Staff
- s. 20.923(12) - Other Department of Regulation and Licensing Positions

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- s. 230.12(1) - All unclassified positions for which pay is covered by this Plan in accordance with s. 230.12(1)(a)1.b., Wis. Stats. All nonrepresented unclassified employees, including employees in positions not listed above, are covered by provisions governing employer contributions for health insurance premiums contained in 4.01 of this Section (Section B) and state payment of employee retirement contributions under 4.02.

**NOTE:** Provisions regarding employees who would be considered LTEs if their employment were in the classified service are contained in Section D of this Plan.

**2.00 Pay Administration for Elected Officials under s. 20.923(2) and (3), Wis. Stats.**

**2.01 Pay Administration for Justices and Judges**

- (1) Annual Rates for Incumbents.

The rate for office becomes the incumbent's rate at the time any judge or justice takes the oath of office in accordance with s. 20.923(3), Wis. Stats., and Article IV, Section 26, of the Wisconsin Constitution.

- (2) Annual Rates for Office.

<b>Position</b>	<b>Incumbent's July 5, 2009 Pay Rate</b>	<b>July 5, 2009 – July 2, 2011 Rate for Office</b>
Circuit Court Judge	\$128,600	\$128,600
Court of Appeals Judge	\$136,316	\$136,316
Supreme Court Justice	\$144,495	\$144,495
Supreme Court Chief Justice	\$144,495*	\$144,495*

\* s. 20.923(2)(b), Wis. Stats., stipulates that pay established for the chief justice of the supreme court shall be different than pay established for the associate justices of the supreme court. Therefore, the chief justice of the supreme court receives a supplemental pay add-on of \$8,000.

**Section B – 2.02**

**2.02 Pay Administration for Legislative Members**

- (1) Legislative Compensation, Effective Date.

Article IV, Section 26 of the Wisconsin Constitution prohibits increasing or decreasing the compensation of public officers during their term of office except that any increase in the compensation of members of the legislature will take effect, for all senators and representatives to the assembly, after the next general election beginning with the new assembly term. (Refer also to incumbent salary limitation under s. 20.923(15)(b), Wis. Stats.)

- (2) Annual Rates for Office.

<b>Position</b>	<b>Incumbent's July 5, 2009 Pay Rate</b>	<b>July 5, 2009 – July 2, 2011 Rate for Office</b>
Legislative Member	\$49,943	\$49,943

- (3) Sick Leave Accrual for Legislators.

For the purposes of premium determinations under ss. 40.05(4) and (5), Wis. Stats., legislative members will accrue sick leave at 65% of the full time accrual rate established under s. ER 18.03, Wis. Adm. Code.

**2.03 Pay Administration for Constitutional Officers**

- (1) Annual Rates for Incumbents.

The "Rate for Office" becomes the incumbent's rate at the time the incumbent begins his or her term of office. "Incumbent's July 5, 2009 Pay Rate," as provided in the Chart under (2), is based on the rate for office in effect on the date the incumbent, in the office on July 5, 2009, began his or her term of office. For the State Superintendent of Public Instruction a new term of office begins on July 6, 2009 (i.e., the first Monday in July after election). For all other Constitutional Officers listed below, the current term of office began on January 8, 2007 (i.e., the first Monday in January after election).

Article IV, Section 26, of the Wisconsin Constitution prohibits compensation increases or decreases for incumbent Constitutional Officers during the term of office. (Refer also to incumbent salary limitation under s. 20.923(15)(b), Wis. Stats. and s. 13.04 Wis. Stats.)

- (2) Annual Rates for Offices.

The "Rate for Office" for the Constitutional Offices listed in the chart below are based on the Executive Salary Groups provided in Section Z of this Plan.

**Section B – 2.03**

<b>Constitutional Office</b>	<b>Executive Salary Group</b>	<b>Incumbent's July 5, 2009 Pay Rate</b>	<b>July 5, 2009 – July 2, 2011 Rate for Office</b>
State Treasurer	1	\$65,079	\$68,556
Secretary of State	1	\$65,079	\$68,556
Lieutenant Governor	4	\$72,394	\$76,261
State Superintendent, Public Instruction	7	\$109,587	\$120,111
Attorney General	10	\$133,033	\$140,147
Governor	10	\$137,092	\$144,423

**2.04 Pay Administration for District Attorneys**

Pursuant to s. 978.12(1), Wis. Stats., the rates for office for District Attorneys are reviewed and established in the Compensation Plan, in the manner set forth under s. 230.12(3), Wis. Stats. Pursuant to s. 978.12(1)(a)2., Wis. Stats., any individual appointed to fill a vacancy in the office of district attorney shall be compensated for the residue of the unexpired term at the same rate that applied to the individual who vacates the office filled by the appointee on the date the vacancy occurs. (Refer also to incumbent salary limitation under s. 20.923(15)(b), Wis. Stats.)

<b>Prosecutorial Unit Size (as determined under s. 978.12(1)(a)1., Wis. Stats.)</b>	<b>Incumbent's July 5, 2009 Pay Rate</b>	<b>July 5, 2009 – November 7, 2009 Rate for Office</b>	<b>November 8, 2009 – July 2, 2011 Rate for Office</b>
More than 500,000	\$129,010	\$131,590	\$134,200
More than 250,000 but not more than 500,000	\$116,465	\$118,795	\$121,405
More than 100,000 but not more than 250,000	\$110,474	\$112,686	\$115,296
More than 75,000 but not more than 100,000	\$110,474	\$112,686	\$115,296
More than 50,000 but not more than 75,000	\$105,069	\$107,171	\$109,781
More than 35,000 but not more than 50,000	\$105,069	\$107,171	\$109,781
More than 20,000 but not more than 35,000	\$93,662	\$95,537	\$98,147
Not more than 20,000	\$93,662	\$95,537	\$98,147

## Section B – 3.00

### 3.00 Pay Administration for Appointed Unclassified Employees

#### 3.01 Coverage

The following employee groups are covered by the pay administration provisions of 3.00:

- (1) "ESG" employees in positions identified under ss. 20.923(4), (8), (9), and (12), Wis. Stats., in the executive or legislative branches;
- (2) "GSEG" employees in positions identified under s. 20.923(7), Wis. Stats.; and
- (3) All other nonrepresented unclassified civil service ("Non-ESG") employees in the executive branch, except:
  - (a) Employees of the University of Wisconsin System who are not employees in positions under 3.01(1).
  - (b) Stenographers under s. 230.08(2)(g), Wis. Stats.
  - (c) Employees of the Investment Board under s. 230.08 (2)(p), Wis. Stats.
  - (d) Three sales representatives of prison industries and one sales manager of prison industries identified under s. 303.01(10), Wis. Stats.
  - (e) Employees who would be limited term employees if their employment were in the classified service. (See Section D)
- (4) Employees in Assistant District Attorney and Assistant State Public Defender Attorney positions covered by a collective bargaining agreement are only covered under the pay on appointment provisions of 3.02(3) and (4) of this Section (Section B).

**NOTE:** The legislative branch includes the legislature and legislative service agencies under subch. IV of Chapter 13, Wis. Stats. The executive branch includes all other units of state government outside the state court system. Incumbents of positions in the organized militia are employed outside the civil service and, therefore, are not covered by this Plan. See s. 230.03(6), Wis. Stats.

#### 3.02 Pay on Appointment

- (1) The rate payable upon appointment to any unclassified civil service position identified in 3.01(1) ("ESG" position) of this Section (Section B) will be set by the appointing authority at a rate that most adequately reflects both the individual's qualifications and the economic and employment conditions prevailing at the time of appointment subject to the following restraints:

**Section B – 3.02**

- (a) For positions identified under s. 20.923(4), Wis. Stats., the rate must be within the range of the appropriate ESG. (See 3.04 for special provisions regarding fixed-term positions under s. 20.923(4), Wis. Stats.)
  - (b) For positions identified under ss. 20.923(8) through (12), Wis. Stats., the rate must not exceed the maximum of the appropriate ESG.
  - (c) With the exception of certain University of Wisconsin System positions specified under ss. 20.923(4g), Wis. Stats., the pay of an incumbent of a position, whose salary is subject to a limitation under s. 20.923, Wis. Stats., is limited to a rate below that paid the governor (salary of the current governor).
- (2) The rate payable upon appointment to any unclassified civil service position identified in 3.01(2) ("GSEG" position) of this Section (Section B) will be set by the appointing authority at a rate that most adequately reflects both the individual's qualifications and the economic and employment conditions prevailing at the time of appointment subject to the following restraints:
- (a) For positions identified under s. 20.923(7), Wis. Stats., the rate must be within the range of the appropriate GSEG.
  - (b) The pay of an incumbent of a position is not limited to a rate below that paid the governor (salary of the current governor).
- (3) The rate payable upon appointment to an unclassified civil service position identified in 3.01(3) ("Non-ESG" position), excluding the unclassified attorney positions covered by Section C of this Plan, and 3.01(4) of this Section (Section B) will be determined in accordance with the principle of equal pay for work that requires equal skill, effort, and responsibility, and that is performed under similar working conditions. Thus, the rate upon appointment should be equal to the rate that would be payable upon appointment to a similar position in the classified service, as determined by the appointing authority. In addition, the rate will not exceed the pay rate or range maximum under 3.03(3).
- (4) The provisions of Section E regarding Hiring Above the Minimum are applicable in determining pay upon appointment of assistant district attorneys and assistant state public defender attorneys, provided all of the applicable requirements of Section E of this Plan are met.

**NOTE:** Certain appointments are also subject to s. 230.148, Wis. Stats., regarding re-appointments in the unclassified service, and s. 230.33(3), Wis. Stats., regarding appointments to positions in the unclassified service from positions in the classified service.

**3.03 ESG Assignments, Pay Range Assignments and Other Pay Rate Limitations for Positions Not Assigned by Statute**

- (1) ESG Limitations for the Deputy and Executive Assistant in the Department of Justice.

In the Department of Justice, the rate for the Deputy under s. 20.923(8), Wis. Stats., and Executive Assistant under s. 20.923(9), Wis. Stats., will not exceed the maximums of ESG 6 and ESG 5, respectively.

- (2) ESG Assignments of Unclassified Division Administrators.

Except for positions specified in s. 20.923(4)(c)3m, Wis. Stats., (Administrator, Division of Merit Recruitment and Selection, OSER); and s. 20.923(12), Wis. Stats., (Division Administrators, Department of Regulation and Licensing); all unclassified division administrator positions enumerated under s. 230.08(2)(e), Wis. Stats., shall be assigned, when approved by JCOER, by the OSER Director to one of the 10 ESG ranges. The following list represents the group assignments as of the printing of this document:

- (a) Positions assigned to Executive Salary Group 2 (ESG 2)

1. Administration, Department of: Office of Justice Assistance.
2. Commerce, Department of: Division of Administrative Services; Division of Community Development; and Division of International and Export Services.
3. Public Service Commission: Division of Administrative Services.

- (b) Positions assigned to Executive Salary Group 3 (ESG 3).

1. Administration, Department of: Division of Administrative Services; Division of Energy; Division of Gaming; and Division of Intergovernmental Relations.
2. Agriculture, Trade and Consumer Protection, Department of: Division of Agricultural Development; Division of Agricultural Resource Management; Division of Food Safety; Division of Management Services; and Division of Trade and Consumer Protection.
3. Children and Families, Department of: Division of Enterprise Solutions.
4. Commerce, Department of: Division of Economic Development; and Division of Environmental and Regulatory Services.

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5. Educational Communications Board: Division of Education; Division of Engineering; Division of Television Programming/Operations; and Division of Wisconsin Public Radio.
  6. State Employment Relations, Office of: Division of Affirmative Action.
  7. Financial Institutions, Department of: Division of Banking; Division of Corporate and Consumer Services; and Division of Securities.
  8. Historical Society, State: Division of Historic Preservation and Public History; and Library and Archives Division.
  9. Justice, Department of: Division of Law Enforcement Services; and Division of Management Services.
  10. Military Affairs, Department of: Division of Emergency Management.
  11. Public Service Commission: Division of Gas and Energy; Division of Telecommunications; and Division of Water, Compliance and Consumer Affairs.
  12. Revenue, Department of: Division of Enterprise Services.
  13. Transportation, Department of: Division of Policy, Budget, and Finance.
  14. Veterans Affairs, Department of: Division of Veterans Benefits; and Division of Veterans Home.
  15. Workforce Development, Department of: Division of Equal Rights; and Division of Workers Compensation.
- (c) Positions assigned to Executive Salary Group 4 (ESG 4).
1. Administration, Department of: Division of Enterprise Operations; and Division of State Facilities.
  2. Agriculture, Trade and Consumer Protection, Department of: Division of Animal Health.
  3. Children and Families, Department of: Division of Early Care and Education; and Division of Family and Economic Security.
  4. Commerce, Department of: Division of Safety and Buildings.

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5. Corrections, Department of: Division of Management Services.
  6. State Employment Relations, Office of: Division of Compensation and Labor Relations.
  7. Government Accountability Board: Division of Elections; and Division of Ethics and Accountability.
  8. Health Services, Department of: Division of Management and Technology.
  9. Historical Society, State: Division of Museums and Historic Sites.
  10. Natural Resources, Department of: Division of Administration and Technology; Division of Customer Assistance and External Relations; and Division of Enforcement and Science.
  11. State Public Defender, Office of: Trial Representation Division.
  12. Public Instruction, Department of: Division for Academic Excellence; Division of Finance and Management; Division of Learning Support: Equity and Advocacy; Division for Libraries, Technology and Community Learning; and Division for Reading and Student Achievement.
  13. Revenue, Department of: Division of Lottery; Division of Research and Policy; and Division of State and Local Finance.
  14. Transportation, Department of: Division of Business Management; Division of Motor Vehicles; and Division of State Patrol.
  15. Wisconsin Technical College System Board: Division of Finance; and Division of Teaching and Learning.
  16. Workforce Development, Department of: Division of Administrative Services; Division of Employment and Training; and Division of Unemployment Insurance.
- (d) Positions assigned to Executive Salary Group 5 (ESG 5).
1. Administration, Department of: Division of Enterprise Technology; and Division of Executive Budget and Finance.
  2. Children and Families, Department of: Division of Safety and Permanence

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3. Corrections, Department of: Division of Adult Institutions; Division of Community Corrections; and Division of Juvenile Corrections.
4. Health Services, Department of: Division of Long Term Care; Division of Mental Health and Substance Abuse Services; and Division of Public Health.
5. Justice, Department of: Division of Legal Services.
6. Natural Resources, Department of: Division of Air and Waste; Division of Forestry; Division of Lands; and Division of Water.
7. Transportation, Department of: Division of Transportation Investment Management; and Division of Transportation System Development.
8. Workforce Development, Department of: Division of Vocational Rehabilitation; and Division of Workforce Solutions.

(e) Positions assigned to Executive Salary Group 6 (ESG 6).

1. Health Services, Department of: Division of Disability and Elder Services; and Division of Health Care Financing.

(3) Pay Range Assignments for Other ("Non-ESG") Unclassified Positions

Certain positions listed below are specifically assigned to an established pay rate, pay range, or ESG. Other positions listed below are limited by a "not to exceed" (NTE) amount. Pay upon appointment and pay adjustments for any employee in a position limited by an NTE amount shall also be limited by the rate or pay range maximum which would be applicable if the position were in the classified service as determined by the appointing authority.

**NOTE:** A "Not To Exceed" rate or maximum established for a position does not guarantee the assignment of the position to a certain pay range. The pay range established for a Non-ESG position should be based on an analysis of the actual duties and responsibilities of the position by the appointing authority and a consideration of the pay range to which the position would be assigned if it were in the classified service.

- (a) Administration, Department of: Federal-State Relations Office, Staff Assistant (NTE PR 81-03); Director of Indian Gaming (NTE PR 81-01); and Office of the State Prosecutor, deputy district attorneys (NTE PR 71-01).
- (b) Board of Commissioners of Public Lands: Executive Secretary (NTE PR 81-02).

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- (c) Educational Communications Board: Unclassified employees (NTE PR 81-03) other than employees identified under 3.01(1).  
(Exceptions to the NTE PR 81-03 limit for certain positions may be approved by the OSER Director if supported by a comparison of the functions assigned after reorganization to the functions of positions in the classified service above the PR 81-03 level.)
- (d) Health Services, Department of: Office of Urban Development, Director (NTE PR 81-01); Psychiatric Residents (NTE 0.75 of the minimum of PR 10-52).
- (e) Historical Society: Specialists identified under s. 230.08 (2)(c), Wis. Stats., (NTE PR 81-03).
- (f) Lower Wisconsin State Riverway Board, Executive Director (NTE PR 81-03).
- (g) Offices of the Governor and Lieutenant Governor, staff other than the Executive Secretary (NTE ESG 3).
- (h) Office of the State Public Defender, Assistant State Public Defender Supervisors (NTE PR 71-01).
- (i) Tourism, Department of: Kickapoo Reserve Management Board, Executive Director (NTE PR 81-03) and Program Assistant (NTE PR 81-05).
- (j) Veterans Affairs, Department of: Commandant, Wisconsin Veterans Home at King (NTE ESG 2) and Commandant, Southern Wisconsin Veterans Retirement Center at Union Grove (NTE ESG 2).

### 3.04 Salary Adjustments for Employees Serving a Fixed Term

Certain incumbents of positions specified in s. 20.923(4) and (8), Wis. Stats., serve fixed terms. Incumbents of fixed-term positions are prohibited by Article IV, Section 26 of the Constitution from receiving pay increases during their term of office other than those granted pursuant to a predetermined schedule of increases authorized at the time of appointment. The pay range minimum and maximum for the ESG range in effect at the time of hire controls the salary potential during the period of the entire fixed-term appointment. (Refer also to incumbent salary limitation under s. 20.923(15)(b), Wis. Stats.)

## Section B – 3.05

### 3.05 Base Pay Adjustments for Fiscal Years 2009-2010 and 2010-2011 for Employees Not Serving a Fixed Term

There will be no General Wage Adjustment in either fiscal year.

### 3.06 Pay Increases if Level of Functions Increases

- (1) Effective Dates. Pay increases for increases in level of functions shall be effective on the first day of the pay period following completion of all eligibility requirements.
- (2) Eligibility. Base pay increases may be granted to any indefinite term employee under 3.01 of this Section (Section B), if the OSER Director finds that the level of the duties and responsibilities has increased substantially and one of the following conditions applies:
  - (a) The position occupied is reassigned under s. 20.923, Wis. Stats., to a higher ESG; or
  - (b) The position occupied is not assigned to an ESG under s. 20.923, Wis. Stats., and the OSER Director finds that, if the position were assigned to an ESG under s. 20.923, Wis. Stats., or assigned to a classification in the classified service, reassignment of the position to a higher ESG or higher classification would be justified; or
  - (c) The position occupied is reassigned under s. 20.923, Wis. Stats., to higher GSEG; or
  - (d) The position occupied is reassigned under s. 20.923, Wis. Stats., to GSEG from another pay schedule.
- (3) Amount. Pay increases for increases in level of duties and responsibilities shall be limited to:
  - (a) The amount necessary to make the incumbent's rate equal to the minimum of the new ESG or applicable pay range; or
  - (b) One within-range pay step (WRPS) of the new ESG or applicable pay range if the position is covered in s. 20.923(4) and (7) through (12), Wis. Stats.
  - (c) 8.0% of the minimum of the new applicable pay range if the position is not covered in s. 20.923(4) and (7) through (12), Wis. Stats.

## Section B – 3.07

### 3.07 Overtime Compensation and Supplemental Pay

- (1) Definitions.
  - (a) The definitions contained in Section A. 4.01(1) through (4), (10), (12) and (13) of this Plan shall apply to unclassified employees.
  - (b) Supplemental pay. Pay in addition to the base rate for circumstances not reflected in the base rate or pay range. Such circumstances are identified under (4) and (5) below.
- (2) General Policy. The general policy provisions contained in Section A. 4.02(1) through (4) of this Plan shall apply to unclassified employees.
- (3) Overtime for Unclassified Employees.
  - (a) Nonexempt Employees. Overtime pay for employees who are nonexempt from the overtime provisions of the FLSA shall be in accordance with the provisions of the FLSA and related federal regulations. See Chapter 520 of the Wisconsin Human Resources Handbook for an explanation of these provisions.
  - (b) Exempt Employees and Employees Not Covered by the FLSA.
    1. As provided in s. 20.923(16), Wis. Stats., the salary paid to any employee whose position is included under s. 20.923(2), (4), (5), (7), (8), (9), (10) and (12), Wis. Stats., is deemed to compensate that employee for all work hours. No overtime compensation in the form of cash or compensatory time off may be paid to any such employee for hours worked in any workweek in excess of the standard basis of employment as specified in s. 230.35(5)(a), Wis. Stats.
    2. The salaries paid to exempt employees and employees not covered by the FLSA are generally intended to compensate for the total responsibilities of the position regardless of the number of hours worked. However, circumstances may exist where time off or cash payment for overtime hours is appropriate for certain employees identified in 3.01(3). Section A, 4.03(2)(b) of this Plan shall be used by agencies as a basis to establish practices for additional compensation for overtime hours. Time off or cash payment authorized in Section A, 4.03(2)(b) for similar positions in the classified service may be granted to exempt employees and employees not covered by the FLSA at the discretion of the appointing authority.
    3. Appointing authorities shall have the discretion in approving scheduled use of time off earned in lieu of cash payment for

## Section B – 3.07

overtime hours. Time off earned in lieu of cash payment for overtime hours which cannot be scheduled by the appointing authority within 12 months after the end of the calendar year in which the time is earned shall be paid in cash at the employee's current regular rate times the unused time off hours earned.

- (4) Weekend and Night Differential for Unclassified Employees.
  - (a) Weekend Differential. Except as provided in (c), below, employees identified in 3.01(3) of this Section (Section B) may be paid up to sixty cents (\$.60) per hour for all weekend hours worked.
  - (b) Night Differential. Except as provided in (c), below, employees identified in 3.01(3) of this Section (Section B) may be paid up to forty-five cents (\$.45) per hour for all night hours worked. To qualify for night differential between the hours of 6:00 p.m. and 12:00 midnight, an employee must be assigned a minimum of two work hours between 6:00 p.m. and 1:00 a.m.
  - (c) Employees identified under s. 20.923(10), Wis. Stats., are not eligible for weekend or night differential.
- (5) Supplemental Pay Provisions for Supervisory Attorneys.

Incumbents of attorney positions under 3.01(3) of this Section (Section B) or unclassified attorney positions covered by Section C of this Plan who supervise one or more permanent attorneys are eligible to receive a responsibility add-on in accordance with the following supplemental pay provisions:

- (a) Appointing authorities shall have the discretion to grant or adjust supplemental pay, subject to the maximum allowable amount specified in (c) below, based on their analysis of their organizational structure, internal and external relationships, size of staff supervised and any other reasonable criteria deemed appropriate. The add-on shall be immediately discontinued when the employee is no longer employed in a position covered by these provisions. Failure to do so will result in a salary overpayment, which must be recovered by the appointing authority.
- (b) Decisions to grant and adjust supplemental pay for deputy district attorneys are subject to the review and approval of the agency (i.e., Department of Administration) responsible for the general program operations relating to Chapter 978, Wis. Stats. The agency may elect to publish decision-making criteria consistent with (1) above, and delegate in writing certain such decisions to some or all appointing authorities of deputy district attorneys.
- (c) An add-on maximum for supervisory responsibility is established for eligible employees covered by these provisions at a rate **not to exceed \$2.75 per hour.**

## Section B – 4.00

### 4.00 Benefit Provisions

#### 4.01 Health Insurance Premiums

As provided under Chapter 40, Wis. Stats., and this Plan, the provisions for state payment of health insurance premiums are identical to the provisions for nonrepresented permanent classified employees. See Section A, 5.01 of this Plan.

#### 4.02 Retirement Contributions

- (1) As provided under s. 40.05(1)(b), Wis. Stats., and this plan, the state payment for employee retirement contributions shall equal 5.0% of the earnings for creditable service of each participating employee.
- (2) The State shall pay the 1.0% benefit adjustment contribution required by s. 40.05(2m), Wis. Stats., for participating employees whose formula rate is determined under s. 40.23(2m)(e)1 and 3, Wis. Stats.
- (3) Effective January 1, 1996, the State shall pay the additional three tenths of one percent (0.3%) employee share of the benefit adjustment contribution for general occupation participants required by s. 40.05(2n)2, Wis. Stats.

**NOTE:** This provision also applies to employees not covered by a collective bargaining agreement and whose employer paid retirement contributions are not determined under s. 230.12, Wis. Stats.

#### 5.00 Discretionary Compensation Adjustment (DCA)

Discretionary Compensation Adjustments (DCAs) shall be granted to unclassified employees not serving a fixed term, under 3.05 of this Section (Section B), in accordance with Section J of this Plan.

**SECTION C - COMPENSATION PROVISIONS FOR NONREPRESENTED EMPLOYEES  
IN ATTORNEY POSITIONS IN THE CLASSIFIED SERVICE AND  
CERTAIN "NON-ESG" ATTORNEY POSITIONS IN THE UNCLASSIFIED  
SERVICE**

**1.00 Coverage**

**2.00 General Wage Adjustment (GWA) and Annualized GWA Payment for the Fiscal  
Years 2009-2010 and 2010-2011**

**3.00 Pay on Appointment**

**4.00 Discretionary Compensation Adjustment (DCA)**

**INTRODUCTION**

This Section (Section C) includes provisions for GWA and Annualized GWA for nonrepresented classified attorneys and certain unclassified "Non-ESG" attorneys in state civil service. Nonrepresented classified attorneys are excluded from the provisions of Section A, 2.01 and 2.02 of this Plan for the 2009-2011 biennium. Unclassified "Non-ESG" attorneys are excluded from the pay on appointment and GWA provisions of Section B, 3.02(2) and 3.05(1) of this Plan for the 2009-2011 biennium. Those employees, however, will remain covered under all of the remaining applicable pay and benefit provisions of Sections A (classified employees) or B (unclassified employees) of this Plan for the 2009-2011 biennium.

**1.00 Coverage**

The provisions of this Section (Section C) apply to the following employees:

- (1) Professional legal-related classified employees.
  - (a) Permanent and project employees in positions allocated to Attorney classifications assigned to pay schedule 71.
  - (b) Project employees in positions allocated to the Attorney classification in the Professional Legal bargaining unit (pay schedule 09).
- (2) Unclassified "Non-ESG" attorneys.

**Section C – 1.00**

- (a) Employees appointed on other than an LTE basis to deputy district attorney positions.
- (b) Employees appointed on other than an LTE basis to nonrepresented assistant state public defender attorney positions.
- (c) Employee appointed to the attorney position established under s. 569.015(2), Wis. Stats.

**2.00 General Wage Adjustment (GWA) and Annualized GWA Payment for Fiscal Years 2009-2010 and 2010-2011**

There will be no GWA or Annualized GWA in either fiscal year.

**3.00 Pay on Appointment**

Pay on Appointment shall be determined in accordance with Section I, 4.04 of this Plan.

**NOTE:** Pay Schedule 71 will be used for pay transactions involving unclassified attorney positions covered by this Section (Section C).

**4.00 Discretionary Compensation Adjustment (DCA)**

Discretionary Compensation Adjustments (DCAs) shall be granted in accordance with Section J of this Plan.

## **SECTION D - COMPENSATION PROVISIONS FOR LIMITED TERM EMPLOYEES (LTEs)**

### **1.00 Coverage**

- 1.01 Classified Service
- 1.02 Unclassified Service

### **2.00 Beginning Base Pay Rates for Limited Term Appointments**

- 2.01 Limited Term Appointments in the Classified Service
- 2.02 Limited Term Appointments in the Unclassified Service
- 2.03 Incentive and Retention Award Pilot Program for Seasonal Limited Term Appointments

### **3.00 Base Pay Adjustments for LTEs**

- 3.01 If Paid Below the Maximum Rate for LTE Class Title
- 3.02 If Pay Range of Permanent Classification is Reassigned
- 3.03 If Paid Below the Minimum of the Pay Range for a Permanent Class Title
- 3.04 Ineligibility for Regrade Increases
- 3.05 Eligibility for Other Base Pay Adjustments and Lump Sum Payments

### **4.00 Overtime, Supplemental, and Holiday Pay**

- 4.01 Overtime Pay for LTEs with Nonexempt Status
- 4.02 Overtime Pay for LTEs with Exempt Status
- 4.03 Payment Only for Hours Worked
- 4.04 Supplemental Pay
- 4.05 Payment for Holidays Worked

### **5.00 Benefit Provisions**

- 5.01 Health Insurance Premiums
- 5.02 Retirement Contributions

### **6.00 Alphabetical List of Class Titles, Codes and Maximum Pay Rates for the Limited Term Employment Pay Schedule 18**

## **INTRODUCTION**

This Section (Section D) governs the pay of limited term employees (LTEs) in the classified and unclassified service. Provisions contained in this Section (Section D) include beginning base pay rates, base pay rate adjustments, overtime, supplemental pay, and health insurance and retirement contributions for eligible participating LTEs. The alphabetical listing of LTE class titles and maximum (Not To Exceed – “NTE”) pay rates for limited term employment pay schedule 18 is also included.

## **Section D – 1.00**

### **1.00 Coverage**

The provisions of this Section (Section D) govern the compensation of all LTEs in the classified service and, pursuant to s. 230.12(1)(a)1.b., Wis. Stats., employees with comparable status in the unclassified service. LTEs are employed in positions in either the classified or unclassified service that meet the respective definition under 1.01 or 1.02 below.

#### **1.01 Classified Service**

An LTE appointment is employment in the classified service in which the nature and conditions do not permit attainment of permanent status in class, for which the use of normal procedures for recruitment and examination are not practicable, and is not project employment.

#### **1.02 Unclassified Service**

An LTE appointment is employment in the unclassified service in which the employee would have been considered an LTE, had employment been in the classified service.

See also s. 230.26, Wis. Stats., and Chapter ER 10, Wis. Adm. Code.

### **2.00 Beginning Base Pay Rates for Limited Term Appointments**

LTEs must be paid at least the state or federal minimum wage, whichever is greater, unless a lower wage is authorized pursuant to Section 14 of the Fair Labor Standards Act. In addition, the following provisions apply:

#### **2.01 Limited Term Appointments in the Classified Service**

- (1) LTE appointments to positions allocated to LTE class titles in pay schedule 18.
  - (a) Base pay rates shall not exceed the limits specified in the chart found in 6.00 of this Section (Section D) for the LTE class title. In those cases where no specific rate is listed, base pay rates, generally, shall not exceed the rate paid for similar types of services provided on a permanent basis.
  - (b) The listed "Not to Exceed" rates shall not be considered the appropriate rate of pay for all appointments to a particular LTE class. Rates for appointments may be set by the appointing authority at up to the rate indicated in the chart found in 6.00 of this Section (Section D), based on the nature of the work to be performed and the prevailing pay practices where the positions are located.

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- (c) For classes where the pay limitation is identified as "usual and customary fee," documentation should be retained by the appointing authority as to how the specific amount was determined.
- (2) LTE appointments to positions allocated to classifications used for permanent positions.
  - (a) When the work to be performed by an LTE is not identified by an LTE class title listed in pay schedule 18, the most appropriate classification to which permanent positions are assigned should be used for the LTE position.
  - (b) LTEs are eligible to be paid up to the minimum of the pay range for the applicable classification to which permanent positions are assigned except that:
    - 1. The base pay rate shall be below the applicable pay range minimum if the employee is designated as a "trainee" for one or more of the following reasons.
      - a. The LTE employment involves either formal or informal training beyond that normally provided to a newly appointed worker.
      - b. The knowledge, skills and/or abilities of the employee are lower than those normally required of an employee in the classification.
      - c. The duties and responsibilities assigned to the LTE are fewer and/or less complex than those normally assigned to a permanent employee in the same classification and there is no lower level permanent classification that is applicable.

**NOTE:** It is not necessary to formally designate an LTE position as "trainee" to be able to pay below the minimum of the pay range. However, appointing authorities should apply consistent pay standards when determining the pay for incumbents of LTE positions deemed to be "trainee" in nature.

- 2. Under certain limited circumstances, the base pay rate may be above the pay range minimum of the applicable permanent classification. If any of the following conditions are met, the appointing authority has the discretion to establish a base pay rate above the pay range minimum.
  - a. Hiring Above the Minimum (HAM) authority has been approved by OSER for the LTE position or on a continuing basis for positions in the applicable permanent classification.

## Section D - 2.01

- b. The LTE is a former classified permanent employee with reinstatement eligibility or restoration rights to the applicable permanent classification and the duties of the LTE position are related to those of the previous permanent position(s). If so, the allowable maximum base pay rate is determined in accordance with the reinstatement/restoration provisions of the applicable collective bargaining agreement and/or Section I, 4.07 and 4.08 of this Plan.

**NOTE:** Pay upon reinstatement provisions that supersede or supplement those provided in the Wisconsin Administrative Code apply to classifications assigned to a number of represented and nonrepresented pay schedules.

- c. The LTE is also a current classified permanent employee; the duties and responsibilities of the LTE position are related to those of the permanent position; and the base pay rate is not higher than the employee's permanent rate of pay. However, the base pay rate may not exceed the maximum of the pay range for the counterpart permanent class of the LTE position.
  - d. A raised minimum rate (RMR) is in effect for positions in the applicable permanent classification and the LTE is performing at the same level as a permanent classified employee (i.e., not in a "trainee" status).
  - e. The LTE position is allocated to a classification in a broadband pay schedule. The pay on appointment flexibility for starting an employee (Section I, 4.04(2) of this Plan) at not more than the applicable appointment maximum may be used.
- (c) LTEs in craftworker related positions shall be paid no more than the applicable gross prevailing rate. Those who are determined to be Wisconsin Retirement System eligible may be paid no more than 89.7% of the applicable gross prevailing rate.

### 2.02 Limited Term Appointments in the Unclassified Service

The rate upon appointment should be equal to the rate which would be payable upon appointment to a similar position in the classified service, as determined by the appointing authority.

## Section D - 2.03

### **2.03 Incentive and Retention Award Pilot Program for Seasonal Limited Term Appointments**

Subject to conditions established by the OSER Director, an appointing authority may provide an Incentive and Retention Award not to exceed \$500.00 for critical **seasonal** LTE appointments. Prior to granting any awards under this pilot project, the agency must provide a written plan to the OSER Director outlining the reason(s) for the awards and the criteria under which they will be granted.

### **3.00 Base Pay Adjustments for LTEs**

#### **3.01 If Paid Below the Maximum Rate for an LTE Class Title**

- (1) An LTE who is paid below the maximum rate indicated for the LTE class title listed in pay schedule 18 may have his or her base pay rate adjusted, by the appointing authority during the fiscal year, to a rate not to exceed the maximum indicated rate.
- (2) For increases granted to LTEs in class titles for which a "usual and customary fee" limit applies, documentation should be retained by the appointing authority as to the basis for such increases. (For example, an increase in the usual and customary fee for the occupation, initial pay set at below the usual and customary fee, etc.)

#### **3.02 If Pay Range of Permanent Classification is Reassigned**

An LTE in a position allocated to a classification also used for permanent positions who is eligible to be paid at the minimum of the pay range may have their base pay rates adjusted to a rate not exceeding the new minimum of the pay range if the classification is reassigned to a different pay range, if the pay range minimum is adjusted, or if a raised minimum rate is in effect for the classification.

#### **3.03 If Paid Below the Minimum of the Pay Range for a Permanent Class Title**

An LTE in a position allocated to a classification used for permanent positions who is paid below the pay range minimum, but who is eligible to be paid up to the minimum, may have his or her base pay rate adjusted up to the pay range minimum of the classification.

#### **3.04 Ineligibility for Regrade Increases**

An LTE is not eligible to receive an increase as a result of a regrade (i.e., LTE positions are not reclassified).

## **Section D - 3.05**

### **3.05 Eligibility for Other Base Pay Adjustments or Lump Sum Payments**

An LTE is not eligible for any type of increase except:

- (1) The increases stated in 3.01 through 3.03 of this Section (Section D);
- (2) An LTE hired under 2.01(2)(b)2.b. of this Section (Section D) may have his or her base pay rate adjusted by the General Wage Adjustment (GWA) shown in Section A, 2.01(3) of this Plan on the effective date of the GWA, subject to the applicable pay range maximum; and
- (3) An LTE hired under 2.01(2)(b)2.c. of this Section (Section D) may have his or her base pay rate adjusted by the GWA shown in Section A, 2.01(3) of this Plan on the effective date of the GWA, not to exceed the employee's permanent rate of pay and subject to the applicable pay range maximum.

## **4.00 Overtime, Supplemental, and Holiday Pay**

### **4.01 Overtime Pay for LTEs with Nonexempt Status**

Overtime pay for LTEs who are nonexempt from the overtime provisions of the FLSA shall be in accordance with the provisions of the FLSA and related federal regulations. See Chapter 520 of the Wisconsin Human Resources Handbook for an explanation of these provisions.

### **4.02 Overtime Pay for LTEs with Exempt Status**

LTEs who are exempt from the overtime provisions of the FLSA (e.g., attorneys, physicians, dentists, and teachers) must receive the straight rate for all overtime work hours unless the work performed is in an occupational area where it is customary to work overtime hours without additional payment. If LTEs work overtime hours without additional payment, agencies must maintain records to document that such appointments are for less than a total of 1044 actual work hours per year pursuant to s. 230.26, Wis. Stats.

### **4.03 Payment Only for Hours Worked**

Pursuant to Chapter ER 10, Wis. Adm. Code, LTEs must be paid only for actual hours worked, except when necessary to vote during scheduled work hours. Pursuant to s. 7.33, Wis. Stats., LTEs must be given paid time off for scheduled work hours during the entire 24-hour period of each election day if required to work as election officials on that date. LTEs cannot be granted compensatory time off as payment for overtime or holiday work hours.

**NOTE:** Pursuant to ss. 230.26 and 230.35, Wis. Stats., LTEs do not qualify for paid holidays or any other type of paid leave, except as noted above.

#### **4.04 Supplemental Pay**

LTEs may receive the same types of supplemental pay (e.g., weekend differential, night differential, etc.) as permanent employees in the same or most closely related classification if the supplemental pay is based on hours worked. Medical Consultant LTE employees whose positions require the possession of a license to practice medicine pursuant to s. 448.05, Wis. Stats., may be provided the supplemental pay in all of the provisions of Section A, 4.15 of this Plan. Medical Consultant LTE employees whose positions require the performance of duties of a Dentist Supervisor or Dentist Management may be provided the supplemental pay in Section A, 4.15(2) of this Plan.

#### **4.05 Payment for Holidays Worked**

LTEs must receive payment at the premium rate for all holiday work hours as provided in s. 230.35(4)(b), Wis. Stats.

### **5.00 Benefit Provisions**

#### **5.01 Health Insurance Premiums**

As provided under Chapter 40, Wis. Stats., and this Plan, the provisions for state payment of health insurance premiums for insured LTEs are identical to the provisions for insured nonrepresented permanent classified employees.

#### **5.02 Retirement Contributions**

See s. 40.05(1)(b), Wis. Stats., for information regarding state payment of employee retirement contributions for participating LTEs.

**Section D - 6.00**

**6.00 Alphabetical List of Class Titles, Codes and Maximum Pay Rates for the Limited Term Employment Pay Schedule 18**

<b>ALPHABETICAL LIST OF CLASS TITLES, CODES, AND MAXIMUM PAY RATES FOR LIMITED TERM EMPLOYMENT PAY SCHEDULE 18</b>		
<b>CLASS TITLE</b>	<b>CLASS CODE</b>	<b>2009-2011 MAXIMUM PAY RATE A/K/A NOT TO EXCEED (NTE) RATE</b>
Archaeology Assistant	94009	NTE Minimum PR 06-11
Archaeology Crew Leader	94012	NTE Minimum PR 06-14
Archaeology Lab Technician	94010	NTE Minimum PR 06-12
Artists Model	94130	NTE Usual & customary fee
Assistant Guide	94150	NTE Minimum PR 06-10
Assistant Naturalist Guide	94140	NTE Minimum PR 06-08
Engineer-Student Engineer Trainee (*Student Engineer Trainee)	94290	NTE Minimum PR 14-46
Clerical Helper	94300	NTE The federal minimum wage + \$3.50
Crafts Worker	94320	NTE Area Prevailing Rate
Crowd Control Officer	94330	NTE Usual & customary fee
Dental Consultant	94350	NTE Usual & customary fee
IS Professional Consultant LTE	94000	NTE Usual & customary fee
Lifeguard	94560	NTE Minimum PR 06-08
Medical Consultant	94600	NTE Usual & customary fee
Professional Consultant	94680	NTE Usual & customary fee
Psychological Consultant	94700	NTE Usual & customary fee
Psychologist Intern-Level I	94721	NTE Minimum PR 12-04
Psychologist Intern-Level II	94722	NTE Minimum PR 12-04
Special Activities Helper	94820	NTE Minimum PR 06-11
Stage Hand	94850	NTE Prevailing rate
Temporary Nurse	94770	NTE Maximum PR 11-09
Vocational Rehabilitation Assistant	94920	NTE Minimum PR 12-04

## **SECTION E - PAY ADMINISTRATION FOR CLASSIFIED PERMANENT AND PROJECT EMPLOYEES IN NON-BROADBAND PAY SCHEDULES**

### **1.00 Beginning Pay Upon Original Appointment for Permanent Classified Employees in Non-Broadband Pay Schedules**

- 1.01 General
- 1.02 Raised Minimum Rate (RMR)
- 1.03 Hiring Above the Minimum (HAM)
- 1.04 Trainee Minimum Rate

### **2.00 Beginning Pay Rates for Project Appointees in Non-Broadband Pay Schedules**

- 2.01 Project Appointees Who Are Former Permanent Classified or Unclassified Employees
- 2.02 Other Project Appointees

### **3.00 Other Transaction Pay Adjustments for Project Employees in Non-Broadband Pay Schedules**

- 3.01 Pay on Completion of the First Six Months of a Project Appointment
- 3.02 Multiple Pay Adjustments on Same Date (Order of Application)
- 3.03 Pay on Regrade for Reclassification or Reallocation to a Classification in a Higher Pay Range.
- 3.04 Pay on Regrade for Reclassification or Reallocation to a Classification in the Same or Counterpart Pay Range
- 3.05 Pay on Regrade for Reclassification or Reallocation to a Classification in a Lower Pay Range.

## **INTRODUCTION**

The provisions of this Section (Section E) apply to all classified project employees and all classified represented permanent employees whose positions are **not** allocated to classifications assigned to nonrepresented or represented broadband pay schedules.

**NOTE:** The provisions in this Section (Section E) shall be superseded by applicable collective bargaining provisions.

Pay administration provisions for nonrepresented permanent and project employees whose positions are allocated to classifications assigned to broadband pay schedules are contained in Section I of this Plan. Provisions for determining beginning base pay rates for unclassified employees and limited term employees (LTEs) are contained in Sections B and D, respectively. The beginning rate provisions in Sections B and D apply only to employees covered by those respective Sections and have been included with other compensation provisions that are unique to unclassified employees and LTEs.

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**NOTE:** The provisions in this Section (Section E) supersede ch. ER 29, Wis. Adm. Code, for all project appointments in non-broadband pay schedules.

### 1.00 Beginning Pay Upon Original Appointment For Permanent Classified Employees in Non-Broadband Pay Schedules

Upon original appointment as a permanent nonrepresented or represented employee in the classified service beginning base pay rates shall be determined as follows:

#### 1.01 General

The starting base pay rate upon original appointment shall be the minimum of the pay range for the classification except as otherwise provided in this Section (Section E), other sections of this Plan, or collective bargaining agreements.

**NOTE:** For provisions governing the pay upon original appointment for nonrepresented permanent employees in positions allocated to classifications assigned to the broadband pay schedules, refer to Section I, 4.04 of this Plan.

#### 1.02 Raised Minimum Rate (RMR)

**NOTE:** Refer to individual collective bargaining agreements for any reporting requirements or limitations on the use of RMRs for represented positions.

- (1) When competitive labor market conditions have been evaluated and the minimum rate is determined to be below the market rate for a classification or subtitle for a classification, or when a classification or subtitle for a classification has unique requirements and it is unlikely that quality applicants would be available under such conditions, the OSER Director, at the request of the appointing authority, may establish a raised minimum rate above the pay range minimum for recruiting, hiring and retaining employees. Such rates may be established on a geographic basis.
- (2) The raised minimum rate shall be the lowest rate payable to any permanent or project employee whose position is assigned to the classification or classification and subtitle in the geographic area where the raised hiring minimum is in effect.
- (3) Subject to the pay range maximum, if a raised minimum rate is established, the permanent status in class minimum (PSICM) rate, if applicable, shall also be raised by a like dollar amount and any provisions in this Plan or the Wisconsin Administrative Code relating to PSICM shall apply to the raised PSICM so established.

**NOTE:** Refer to Chapter 560 of the Wisconsin Human Resources Handbook entitled "Raised Minimum Rates" for additional information.

### 1.03 Hiring Above the Minimum (HAM)

**NOTE:** Refer to individual collective bargaining agreements for any reporting requirements or limitations on the use of HAM for represented positions.

- (1) The OSER Director may authorize HAM for permanent and project employees whose positions are allocated to classifications assigned to non-broadband pay schedules when either:
  - (a) The duties and responsibilities of a position require the employment of a person with qualifications that differ significantly from those normally required for other positions in the same classification, and the persons who possess such qualifications are not readily available in the labor market at the minimum rate in the pay range; or
  - (b) A recruitment effort has failed to produce or would likely not produce a full certification of candidates.
- (2) HAM must be authorized prior to formal recruitment and the increased pay potential must be included in all recruitment information where pay is stated.
- (3) Only those candidates who possess qualifications which significantly exceed the requirements for the classification or subtitle or who possess qualifications which differ significantly from those normally required for other positions in the same classification may be hired above the minimum of the pay range.
- (4) Project positions allocated to represented classifications may be filled using HAM even though use of HAM would not be allowed if the position were permanent.

**NOTE:** Refer to Chapter 508 of the Wisconsin Human Resources Handbook entitled "Hiring Above the Minimum" for additional information.

### 1.04 Trainee Minimum Rate

- (1) The minimum starting pay rate for trainees will be established at one within-range pay step below the minimum of the pay range for the objective classification for each six (6) months of formal and/or "on-the-job" training required to reach the objective classification. If the OSER Director, at the request of the appointing authority, reviews the qualifications of the person

## Section E - 1.04

to be appointed and determines that the qualifications are equivalent to specific segments of the training program, such segments may be waived and considered as completed. The rate payable on appointment may then exceed the minimum rate established for the training program and shall be based on the length of time required to complete the remaining segments of the training program.

- (2) Incremental pay increases up to the pay range minimum of the objective classification shall be provided for successful completion of each segment of training as provided in the training plan for each trainee position.
- (3) Scheduled trainee pay increases shall be increased by the same percent, and at the same time as the adjustment to the pay range minimum.
- (4) In pay schedules where no within-range pay step is defined, the step used for trainee pay purposes shall be three percent (3.0%) of the minimum for the objective classification for which the employee is being trained.

### **2.00 Beginning Pay Rates for Project Appointees in Non-Broadband Pay Schedules**

#### **2.01 Project Appointees Who Are Former Permanent Classified or Unclassified Employees**

- (1) Subject to the maximum of the new pay range, project appointees who have previously been permanent classified employees, and who could have been appointed to a permanent position without an interruption of continuous service under s. ER 18.02(2), Wis. Adm. Code, may be appointed to a project position assigned to a higher classification than their previous permanent classified position, and may be paid at up to their previous rate of pay if higher than the pay range minimum of the classification for the project appointment.
- (2) Project appointees who have previously been permanent classified employees, and who could have been appointed to a permanent position without an interruption of continuous service under ER 18.02(2), Wis. Adm. Code, may be appointed to a project position assigned to the same, a counterpart, or a lower classification than their previous permanent classified position, and may be paid at a rate of pay determined in accordance with the provisions regarding pay on reinstatement as contained in the applicable collective bargaining agreement or Section I, 4.07(2) of this Plan. The flexible pay upon appointment provisions unique to broadband pay schedules, described in Section I, 4.04 of this Plan, shall **not** apply.
- (3) Subject to the maximum of the new pay range, project appointees who are appointed directly from a permanent classified or unclassified position without an interruption in employment status, or who receive a classified leave of absence for the project position, may be paid at up to their previous rate of pay if higher than the pay range minimum of the classification for the project position.

**NOTE:** Refer to Chapter ER 34 of the Wisconsin Administrative Code for additional employment information regarding project employees.

## **2.02 Other Project Appointees**

- (1) Except as provided in 2.01, beginning base pay rates shall be determined in accordance with 1.00 above.
- (2) On subsequent project appointment to a different position, the pay rate attained as a result of a project appointment shall not serve as the basis for the establishment of subsequent pay rates on appointment to any other position. However, experience acquired may be relevant for subsequent appointments made in accordance with HAM provisions of 1.03 above.

**NOTE:** Refer to Section A, 4.20, of this Plan for the provisions regarding supplemental pay and overtime provisions for project employees.

## **3.00 Other Transaction Pay Adjustments for Project Employees in Non-Broadband Pay Schedules**

### **3.01 Pay on Completion of the First Six Months of a Project Appointment**

No six month increase will be granted to any project employee upon completion of the first six months of a project appointment.

### **3.02 Multiple Pay Adjustments on Same Date (Order of Application)**

Multiple pay adjustments that are effective on the same date will be applied in the order given in Section I, 4.01 of this Plan.

### **3.03 Pay on Regrade for Reclassification or Reallocation to a Classification in a Higher Pay Range.**

Pay on regrade for reclassification or reallocation to a classification in a higher pay range for project appointees will be in accordance with Section I, 4.09 of this Plan.

### **3.04 Pay on Regrade for Reclassification or Reallocation to a Classification in the Same or Counterpart Pay Range.**

Project employees shall receive no pay adjustment for reclassification or reallocation to a classification in the same or counterpart pay range.

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**3.05 Pay on Regrade for Reclassification or Reallocation to a Classification in a Lower Pay Range.**

Pay on regrade for reclassification or reallocation to a classification in a lower pay range for project appointees will be in accordance with Section I, 4.11(1) of this Plan.

## SECTION F - UNIFORM TRAVEL SCHEDULE AMOUNTS

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- 1.02 Employee
- 1.03 Headquarters
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## INTRODUCTION

In accordance with s. 20.916(8), Wis. Stats., the OSER Director, with the approval of the Joint Committee on Employment Relations (JCOER), establishes the uniform travel schedule amounts (UTSAs). These amounts include automobile, motorcycle, and personal airplane mileage reimbursement rates; portage tips; moving expenses; temporary lodging allowances; and meal and lodging rates. The approved travel schedule amounts are incorporated into the compensation plan under s. 230.12(1), Wis. Stats., and apply to all employees whose compensation is established under ss. 20.923 or 230.12, Wis. Stats., (i.e., all nonrepresented classified and unclassified civil service employees, including legislators, judges, and board members). The provisions of this Section (Section F) become effective on the first day of the month following approval by the Joint Committee on Employment Relations (JCOER), but no sooner than the effective date of this Plan, and remain in effect until the first day of the month following modification by JCOER. The Department of Administration (DOA) has responsibility to ensure that travel claims are audited for compliance with the provisions of these travel schedule amounts. Under s. 16.53(12)(c), Wis. Stats., DOA may not approve for payment any travel vouchers which exceed the maximum travel schedule amounts established under s. 20.916(8), Wis. Stats., except in unusual circumstances when accompanied by a receipt and full explanation of the reasonableness of such expense and approved by the appointing authority or designee.

Provisions in labor agreements for represented employees that apply to travel and lodging expenses supersede the analogous provisions under these travel schedule amounts.

Employees in travel status are expected to exercise good judgment when incurring travel costs. An employee shall be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of official duties in accordance with the travel schedule amounts and provisions herein.

Employees are encouraged to plan all travel with the principles of fiscal austerity and energy conservation in mind and to make maximum use of telephone, facsimile machines, postal service, e-mail, teleconferencing, Web-Casts and other technical applications as a way to minimize the need to travel.

These uniform travel schedule amounts apply to travel within the United States. Expenses incurred for approved travel outside this area will be subject to the schedule amounts where appropriate (e.g., air transportation to be the lowest appropriate airfare), but handled on a case-by-case basis when travel-related costs vary from country to country. For such out-of-country travel, the federal Outside

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the Continental United States (OCONUS) Per Diem rates shall be used. Reimbursement for out-of-country travel shall be based on actual, reasonable and necessary expenses incurred with the per diem rates used to determine the maximum allowable reimbursement for both meals and lodging. These rates do not include incidental expenses such as laundry and taxis.

### 1.00 Definitions

- 1.01 Airline Receipt:** An airline receipt is the original "Passenger Receipt" plus any applicable original travel agency invoice/itinerary evidencing service fee amounts. If these are not available, a reasonable copy or computer print-out (such as an Internet/e-mail confirmation) along with proof of payment, such as a credit card statement or cancelled check, will be acceptable. Credit card charge statements and/or slips alone are not acceptable as documentation because these lack sufficient detail.
- 1.02 Employee:** Any classified or unclassified officer, or employee of the state, including any legislator, judge, board member, permanent, project, or limited term employee, etc., who is entitled to actual, reasonable and necessary expenses. See ss. 16.53(12)(a)2. and 20.916(9)(a)1., Wis. Stats.
- 1.03 Headquarters:** The physical location of the employee's permanent work site.
- 1.04 Headquarters City:** The area within the city, town or village limits where an employee's permanent work site is located and the area within a radius of 15 miles (based on odometer mileage) from the employee's permanent work site. The appointing authority or designee shall determine the employee's permanent work site in the best interest of the state. See s. 20.916(9)(a)2., Wis. Stats.
- 1.05 Lowest Appropriate Airfare:** Coach fare which provides for not more than a two hour window from the traveler's preferred departure or arrival time, may require one plane transfer without regard to carrier, aircraft, and connecting airport and departs from the airport nearest to the employee's headquarters location or, at the discretion of the employee, from an airport offering a fare which is more cost effective, including parking, mileage, and/or additional overnight stays.
- 1.06 Non-Airline Receipt:** A non-airline receipt is the original statement document from the supplier, preferably one that clearly evidences the form of payment, date of purchase, name of supplier, and type of purchase. In the case of lodging, detailed itemization of the expenses is required. If the original receipt is not available, a reasonable copy of the receipt or a computer print-out (such as an Internet/e-mail confirmation) along with proof of payment, such as credit card statement or cancelled check, will be accepted. In the case of lodging, the copy must provide a detailed itemization of expenses. Credit card charge statements and/or slips alone are not acceptable as documentation because these lack sufficient detail.
- 1.07 Traveler:** Any person who incurs travel expenses on official state business and is entitled to authorized reimbursement for those expenses.

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**1.08 Travel Status:** When an employee is required by his/her supervisor to leave the headquarters station to accomplish official state business and is eligible for reimbursement of actual, reasonable and necessary travel expenses in accordance with the provisions of the OSER uniform travel schedule amounts, other applicable statutes, or pursuant to collective bargaining agreements.

**1.09 Volunteer:** Any officially authorized person not in employee status, who provides service to the state.

### 2.00 Authority for Travel

#### 2.01 Authorization

Any official business travel by state employees must be approved in accordance with individual agency procedures as established by the appointing authority or designee.

#### 2.02 Appropriateness

Pursuant to s. 16.53(12)(b), Wis. Stats., the appointing authority or designee shall determine that the proposed travel is appropriate and necessary to the mission, responsibilities or duties of the employee's unit.

Pursuant to s. 16.53(1)(c)7., Wis. Stats., before employees are permitted to attend out-of-state conferences, conventions, seminars, meetings or training courses, the appointing authority or designee should ensure that a clear state interest is being served.

### 3.00 Mode of Transportation

Pursuant to s. 20.916(4)(c), Wis. Stats., the allowance for the use of a personal automobile or motorcycle shall not exceed the lowest cost of the most practical means of public transportation between points convenient to be reached by railroad, bus or commercial airplane without unreasonable loss of time. The appointing authority or designee shall give due consideration to the circumstances in each case when determining the most practical means of public transportation. The cost of meals and lodging paid by the state and the cost of the use of a state-owned automobile not chargeable to an employee may not exceed the cost which would have been incurred had the most practical form of public transportation been used, at the most appropriate time, if a practical form of public transportation is available.

When a number of state employees are knowingly traveling to the same destination at the same time, it is their responsibility to arrange for pooled transportation where practicable. Individuals, who for personal reasons choose not to participate in pooled transportation, may be reimbursed for mileage expense when the appointing authority or designee determines that such reimbursement is appropriate.

Expenses for transportation will be reimbursed as follows:

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### 3.01 Air Travel

**NOTE:** Refer to the DOA's State Procurement contracts on Travel Agency Services for additional detailed information.

- (1) Reimbursement for commercial air travel shall be limited to the lowest appropriate airfare (Reference the definition in 1.05 of this Section). The appointing authority or designee may determine a reimbursement amount other than the lowest appropriate airfare only when the traveler provides written explanation of the reasonableness of the expense.

Where a traveler is seeking reimbursement for airfare through a travel voucher, there should be sufficient documentation of the departure and return dates, itinerary, nature of official business and a receipt attached to the travel voucher (Reference the definition in 1.01 in this Section).

Where airfare is being paid directly by a state agency, the invoice and other attachments to the payment voucher should reflect the following information:

- (a) Name(s) of the traveler(s) and destinations;
- (b) Departure and return dates;
- (c) Nature of official business;
- (d) If possible, cross-reference to the number of the travel voucher containing the other trip-related expenses.

**NOTE:** Benefits from any airline promotion, such as free tickets for frequent fliers, merchandise, etc. that accrue as a result of official state business, belong to the State of Wisconsin and should be used whenever possible for subsequent official state business. Business use of frequent flier vouchers, vouchers for bumping, discount coupons or other instruments are not considered to have any monetary value, and therefore, employees shall not be reimbursed for using them.

- (2) Flight insurance coverage for employees is not a reimbursable expense.
- (3) Reimbursement for use of private aircraft will be made at the rate of 48.5 cents per mile if under s. 20.916(5)(a), Wis. Stats., use of a private aircraft is authorized prior to travel by an appointing authority or designee who has confirmed that the individual has the required insurance coverage
- (4) Miscellaneous Travel Supplier Fees: Fees incurred because travel arrangements were changed (such as, but not limited to, those changed by

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airlines) are reimbursable only when accompanied by a valid, written business reason for the change and approved by the appointing authority or designee.

### 3.02 Travel by Train

Pursuant to s. 20.916(9)(f)2., Wis. Stats., travel by train shall be limited to coach, if available, unless overnight where accommodations should be limited to roomette. Receipts are required for reimbursement.

### 3.03 Travel by Bus

Employees traveling within the headquarters city and between cities should travel by bus whenever feasible, as determined by the appointing authority or designee. Receipts are required for reimbursement of travel between cities.

### 3.04 Taxis and Airline Shuttles

Reasonable charges for taxis and airline shuttles, including taxi tips at a maximum rate of 15% of the charge as provided in s. 20.916(9)(d)2., Wis. Stats., are reimbursable when other modes of travel are not available or practical. However, shuttle service (usually less expensive or free) should be utilized in place of a taxi whenever possible and the employee shall be reimbursed at a rate of no more than that of the shuttle service cost if such shuttle service was available. Employees shall obtain and provide receipts whenever the cost of a one-way fare exceeds \$25.

### 3.05 Vehicle Transportation

#### (1) Use of State Pool Vehicles

- (a) Management shall encourage employees to use state pool vehicles whenever feasible and whenever a vehicle is required for conducting official state business unless a state-owned vehicle is already personally assigned.
- (b) When using state pool vehicles, passengers shall be limited to state employees or travelers engaged in official state business.
- (c) Credit cards are provided with each vehicle and must be used if possible when any expenses are incurred. The only expenses in connection with state-owned vehicles which can be claimed on a travel voucher as reimbursable are:
  - 1. Storage, parking and toll charges.
  - 2. Expenses incurred where the credit cards are not accepted. Receipts showing the fleet number of the vehicle are required.

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3. Emergency expenditures related to operation of the vehicle.  
Receipts showing the fleet number of the vehicle are required.
  - (d) Personal use of a pool vehicle is not permitted.
  - (e) Traffic citations, parking tickets, locksmith calls for retrieving keys, etc., are not reimbursable.
- (2) Use Of Personally-Assigned State-Owned Vehicles
- (a) Based upon an employee's job responsibilities, an employee may be assigned a state-owned vehicle.
  - (b) Pursuant to s. 20.916(7), Wis. Stats., an employee who has a personally-assigned state-owned vehicle may use the vehicle for personal use in accordance with fleet guidelines, and must reimburse the state for such use at a rate of 48.5 cents per mile, plus sales tax.
  - (c) Traffic citations, parking tickets, locksmith calls for retrieving keys, etc., are not reimbursable.
- (3) Use Of Privately-Owned Vehicles
- (a) Reimbursable business miles are determined as follows:
    1. Actual miles driven by the most direct route between an employee's headquarters and a work site removed from the assigned headquarters
    2. Actual miles driven by the most direct route between work sites that are removed from the assigned headquarters
    3. For trips that start or end at an employee's home, the lesser of actual miles driven between an employee's home and the work site removed from the assigned headquarters or the mileage between an employee's assigned headquarters and the work site.
    4. When management determines that an employee's vehicle is not required for travel to a work site removed from the assigned headquarters, the employee will be reimbursed mileage from the employee's home to an approved pickup point which is in excess of the mileage from the employee's home to the assigned headquarters.
    5. Items 3.05(3)(a)1. through 3. should be used to determine reimbursable business mileage for each component of a trip when multiple stops are made during the day.
    6. Mileage from the employee's home to the assigned headquarters is not reimbursable.

**NOTE:** See OSER Bulletin CC-198 dated 6/19/89 for additional information on mileage reimbursement from home to work site or pickup point.

- (b) An employee shall be reimbursed at the rate of 48.5 cents per mile if the accumulated personal car business mileage per round trip is:
1. Less than 100 miles. Employees may be required to secure a non-availability slip, at the discretion of the appointing authority or designee.
  2. 100 miles or more and the employee's agency issues them a non-availability slip because the agency maintains a central pool in the headquarters city.
  3. 100 miles or more and if both the employee's agency and the DOA central fleet issue a non-availability slip because the agency's central pool and central fleet are located in the headquarters city.
  4. Any mileage if there is no access to a fleet vehicle in the headquarters city.
  5. Any mileage if these requirements are waived on an individual basis. The agency must demonstrate to DOA that a different set of mileage standards for issuing non-availability slips would result in a more cost effective use of state vehicles.
- (c) The non-availability slip should include the date of the request as well as the dates for which a pool vehicle is requested and must be signed by the agency dispatcher or DOA Central Fleet representative.
- (d) Except as provided in (b) above, if an employee uses his or her own automobile, the business mileage allowance shall be at a rate pursuant to s. 20.916(4)(e), Wis. Stats., except as otherwise stated in this Section (Section F).

**NOTE:** Employees should contact their agency fiscal officer to obtain the reimbursement rate when they do not have a non-availability slip and choose to use their personal vehicle.

- (e) Charges for repairs, tow services, lubrication, etc., are not reimbursable items. Traffic citations, parking tickets and other traffic violation expenses are the employee's responsibility.
- (f) Upon approval of the appointing authority or designee:

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1. Pursuant to s. 20.916(4)(b), Wis. Stats., an additional 1 cent per mile may be paid to an employee for the use of a personal automobile on official state business when used as an emergency vehicle, or under conditions which may cause excessive wear or depreciation, such as the pulling of trailers, or which require the installation of special equipment.
2. An additional 1 cent per mile may be paid to an employee whose automobile is used for transporting 2 or more passengers (not including the driver).
3. An additional 4 cents per mile may be paid to an employee when an automobile is operated off the roadway (construction areas, etc.).

Persons with disabilities who use a privately-owned, specially equipped van on state business shall be reimbursed at a rate of 66 cents per mile. When a state-owned van which is specially equipped for persons with disabilities is available, the reimbursement rate shall be 61 cents per mile unless a non-availability slip has been obtained.

**NOTE:** Requests for exemption from the "certificate of non-availability" requirement, for medical or other reasons should be forwarded to the DOA fleet management coordinator. Requests for exemptions must be resubmitted on an annual basis. Employees who are disabled may also receive a general waiver if state-owned vehicles do not adequately meet their specific needs and a driver is not available on a regular basis. Copies of all such exemption approvals shall be kept on file in the agency pre-audit area, to avoid delays in processing the travel claim.

- (g) Employees shall be reimbursed for the use of privately-owned motorcycles on state business, in accordance with s. 20.916(4m), Wis. Stats. The rates for reimbursement shall be 28.5 cents per mile, whether a fleet vehicle is available or not, subject to the following conditions:
  1. Only one individual may be transported on a single motorcycle.
  2. The appointing authority or designee may require travel by automobile if the travel costs are anticipated to be less than the cost of travel by motorcycle, such as when two or more state employees are traveling to the same destination.
  3. Reimbursement for use of privately owned mopeds or bicycles on state business is not authorized by statute.
- (h) Pursuant to s. 20.916(4)(c), Wis. Stats., for travel between points convenient to be reached by railroad, bus or commercial airplane without reasonable loss of time, the allowance for the use of a personal

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automobile or motorcycle shall not exceed the lowest cost of the most practical means of public transportation between such points.

The employee's appointing authority or designee shall give due consideration to the circumstances in each case when determining the amount of reimbursement for the most practical means of public transportation where a personal auto or motorcycle is utilized.

Reimbursement for meals and lodging, as well as transportation, shall not exceed what would ordinarily have been incurred had the most practical means of public transportation been used.

- (i) Parking charges and tolls incurred while on official business, as authorized, are reimbursable if incurred as a result of the job. Parking charges incurred in the headquarters city are reimbursable if incurred as a result of the job and on approval of the appointing authority or designee, pursuant to s. 20.916(9)(e), Wis. Stats. Receipts are required for claims in excess of \$25. Parking charges incurred at the employee's headquarters are not reimbursable, except as noted in 8.00 of this Section (Section F).
  - (j) If cost effective, agencies may reimburse actual round trip mileage for travel to and from the airport on the departure and return dates. Reimbursement is limited to round trip mileage between the employee's home or headquarters, whichever is shorter, and the airport. The total reimbursement must not exceed the cost of any other reasonable means of getting to the airport, including parking fees if it would have been required.
  - (k) "Vicinity" mileage on official business trips should be stated in the itinerary column on the travel voucher but does not have to be separated from the total miles claimed for the trip.
- (4) Vehicle Rentals/Insurance.

Rental vehicles should be used in situations where it is the most cost efficient means of transportation or the efficient conduct of state business precludes the use of other means of transportation.

**NOTE:** There are restrictions with regards to renting 12 or 15 passenger vans. Renters of 12 or 15 passenger vans must be authorized by their respective appointing authority or designee prior to renting.

When renting a vehicle:

- (a) State contract vendors shall be used unless the vendor is unable to provide a vehicle as needed. All contract vendors include Collision Damage Waiver (CDW) and liability insurance in their rates. Vehicles

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may be rented from non-contract vendors if a contract vendor is not available or the rental cost, including CDW and liability insurance is less expensive and services are equal to the contract vendors.

- (b) The CDW and liability insurance for domestic rentals shall be purchased when renting from non-contract vendors and when renting from a contract vendor for rentals where such coverage is not included in the contract. For international rentals, travelers must purchase CDW and liability insurance unless provided under the vendor contract for the country in which the travel occurs.
- (c) Be prepared to provide identification of state employment.
- (d) If one or two travelers are using the vehicle, an economy-sized vehicle shall be rented. A larger size vehicle may be rented and fully reimbursed if there are three or more travelers involved in state business or extra space is needed for equipment. Claims for larger vehicles must be justified in writing.
- (e) Claims for reimbursement must be supported by the original receipt.
- (f) Personal effects insurance (PEC) or any additional charges for personal use are not reimbursable.

**NOTE:** Refer to the DOA's State Procurement Contract on Rental Cars or DOA Fleet Office for additional detailed information.

### 3.06 Special Mode Transportation

In conjunction with specialized field trips, geological surveys, and special instructional/research expeditions, where a combination of traditional and nontraditional modes of transportation may be necessary, an explanation of the circumstance and a listing of actual out-of-pocket expenses should accompany the request for reimbursement.

## 4.00 Meal Expenses

### 4.01 Meal Claims

The claim for meals must represent actual, reasonable and necessary expenses for meals, subject to the maximums provided in 4.02, below. Meals included in the cost of lodging or registration fees are not reimbursable. The appointing authority or designee may grant individual exceptions if the employee provides written justification.

**Section F – 4.02**

**4.02 Maximum Meal Amounts**

- (1) Maximum permitted amounts for individual meals in state, including tax and tip, are listed and shall be:

As of July 1, 2001	
Breakfast	\$8.00
Lunch	\$9.00
Dinner	\$17.00

- (2) Maximum permitted amounts for individual meals due to out-of-state travel, including tax and tip, are listed and shall be:

As of July 1, 2001	
Breakfast	\$10.00
Lunch	\$10.00
Dinner	\$20.00

- (3) The maximum allowable tip is 15% of the meal claim.
- (4) On any particular day that an employee is entitled to reimbursement for two or more consecutive meals, the employee may exceed the maximum amount for one or more meals. The employee may claim the actual amount spent for each meal as long as the total amount claimed for the eligible meals is not greater than the combined maximum reimbursement rate for those meals. Each day is considered separately for application of this policy.
- (5) Employees shall be reimbursed a flat rate of \$4.00 for each bag meal.

**4.03 Meal Receipts**

Receipts for meals are not required except for the following:

- (1) Any claim in excess of the schedule in 4.02 of this Section (Section F), must be accompanied by a receipt and full explanation of the reasonableness of such expense. To be considered reasonable, a cost must generally be incurred outside the control of the individual. If the employee has a choice in the selection of the restaurant or the menu item, the employee is expected to stay within the maximums. When claiming reimbursement for meal expenses while attending a conference, employees shall be required to attach a copy of the conference brochure to the travel voucher.

## **Section F – 4.03**

- (2) If there is a suspected abuse or a consistent pattern of maximum meal reimbursement claims is noted on an employee's travel vouchers, the appointing authority or designee may require an employee to submit receipts to document the amounts claimed on future travel vouchers.

### **4.04 Timeframes for Meal Reimbursement**

Reimbursement for meals for employees who are on a day-shift basis (7:45 a.m. - 4:30 p.m.) will be allowed on trips only on the following conditions:

- (1) Breakfast, provided the employee leaves home before 6:00 a.m.
- (2) Lunch, provided the employee leaves his or her headquarters city before 10:30 a.m. and returns after 2:30 p.m.
- (3) Dinner, provided the employee leaves directly from work and returns home after 7:00 p.m.

The time or time periods specified above, shall be modified to the extent necessary to provide equitable treatment to employees whose work schedule requires shift work on other than a day shift basis (7:45 a.m. - 4:30 p.m.). Meal reimbursement maximum limits shall be based on the type of meal appropriate to the time of day.

### **4.05 Alcoholic Beverages**

The cost of alcoholic beverages is not reimbursable.

### **4.06 Bottled Water Reimbursement for International Travel**

Reimbursement will be made for purchased bottled water. Employees are limited to maximum reimbursement of \$7.50 per day when in international travel status (outside the contiguous U.S.).

## **5.00 Hotel and Motel Expenses**

### **5.01 Lodging Claims**

The choice of lodging shall be based on cost with consideration given to accessibility in conducting business:

- (1) Employees of the same sex traveling together are encouraged, whenever feasible, to share lodging accommodations. Employees should be held personally responsible for unnecessary room costs that result from his/her failure to notify the hotel/motel of a cancellation, unless reasonable justification is provided for failing to notify the hotel/motel.

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- (2) When an appointing authority or designee determines that it is in the best interest of the state to order the employee to stay at a specified lodging accommodation, the employee shall be entitled to the full lodging reimbursement required for such a stay. If this lodging rate exceeds the maximum permitted amount specified in 5.02 of this Section (Section F), the employee must attach documentation to the voucher which clearly indicates the employer's requirement that the individual stay at the specified lodging accommodation. This documentation shall include the employer's written authorization and justification for requiring the employee to stay at the specified lodging accommodation.
- (3) When an appointing authority or designee orders an employee to attend a business function and does not specify the lodging accommodation, the employee's lodging reimbursement shall be limited to the amount specified in 5.02 of this Section (Section F), except as provided in 5.03 of this Section.
- (4) An appointing authority or designee may permit the employee(s) to stay at a documented conference site where lodging costs exceed the maximum permitted amount specified in 5.02 of this Section (Section F) on the basis that it enables the employee(s) to gain professional benefits due to interaction with other attendees. No additional statement of justification is required.

### 5.02 Maximum Lodging Rates

- (1) The maximum permitted amount per day, excluding tax, for lodging for all in-state travel in counties other than Milwaukee, Racine, and Waukesha shall be **\$70**.
- (2) The maximum permitted amount for Milwaukee, Racine, and Waukesha counties shall be **\$80**.
- (3) The in-state maximum reimbursement rate per night shall also apply to out-of-state travel, except for lodging in higher cost cities as determined by OSER. For lodging maximums in higher cost cities, refer to the most recent issue of the OSER Bulletin entitled "Maximum Reimbursement for Lodging in High-Cost Out-of-State Cities."
- (4) If an employee is required to stay in a city not listed in the "Maximum Reimbursement for Lodging in High Cost Out-of-State Cities" bulletin, the greater of the rate for the nearest comparable city, or the maximum in-state lodging rate under (1) shall apply. DOA shall determine the nearest comparable city.

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- (5) The reimbursement to the employee (or the amount paid directly by the agency to the hotel for the lodging) is limited to the single room rate. If employees share a room, the reimbursement may be divided equally but not in excess of the maximum amount permitted for each employee had each stayed in a single room. (The cost of a room shared by two or more employees may not exceed the combined maximum rate for an equal number of single rooms.)

### **5.03 Exceeding the Maximum Lodging Rate**

Any amount in excess of the schedule in 5.02 of this Section (Section F) must be accompanied by a receipt and explanation of the reasonableness of such expense. Except as provided in 5.01(2) of this Section (Section F), maximums may be exceeded only when it is determined that unavoidable additional expenses would be incurred by trying to adhere to the specified maximums (e.g., high transportation costs incurred when staying at an economical hotel/motel at the edge of the city instead of staying downtown).

### **5.04 Checkout Times and Extended Stays**

Employees shall observe posted hotel checkout hours in order to avoid a charge for the day of departure. An employee who is required to remain in one location for an extended period of time is expected to find lodging at reasonable weekly and/or monthly rates.

### **5.05 Lodging Receipt Requirement**

All lodging expenses must be supported by an original itemized receipt. A photocopy of the receipt, the hotel or motel statement or credit card receipt is not considered an acceptable substitute unless exceptional circumstances can be documented and a written explanation is attached to the voucher.

### **5.06 Non-licensed Facilities**

Expenses for lodging at facilities which are not licensed as a hotel, motel, campground, or tourist rooming house (e.g., private residences) are not reimbursable. Exceptions may be granted by the appointing authority or designee if there is a clear cost benefit to the state.

### **5.07 Government Discounts**

When registering in a lodging establishment or signing for any official purpose, state employees shall use their business address, identification and provide tax exemption documentation to the hotel to avoid payment of state, county and local taxes. Employees shall ask for government or negotiated rates.

## **Section F – 5.08**

### **5.08 Negotiated Rates**

If there are negotiated contracts available with hotels within the state, employees shall use these properties whenever possible.

## **6.00 Meeting Facilities**

### **6.01 State-Sponsored Meetings, Training and Conferences**

Whenever possible and cost effective, meetings, conferences and training sessions sponsored by state agencies primarily for the participation of government employees should be conducted in public facilities (defined as facilities owned, leased or operated by the State) and at locations which will:

- (1) Minimize fuel consumption for transportation;
- (2) Provide the necessary services for the session at the most economical cost to the state;
- (3) Facilitate public attendance and/or press coverage as necessary; and
- (4) Accommodate persons with disabilities to the fullest extent possible.

### **6.02 Exceptions**

Exceptions to the rule of using public facilities for these types of events must be authorized by the appointing authority or designee.

## **7.00 Other Allowable Travel Expenses**

### **7.01 Laundry, Cleaning and Pressing Charges**

Under s. 20.916(9)(d)1., Wis. Stats., if the employee is away for more than three days, reasonable amounts will be allowed for laundry, cleaning and pressing service. Only one charge per calendar week is reimbursable for each type of actual and necessary service.

Reimbursement claims for laundry, cleaning and/or pressing must be supported by original paid receipts. Charges for laundry, etc., can be reimbursed only when the employee incurs the expenses while in travel status. Employees should normally be expected to pack sufficient clothing for a week without having to incur such charges. Routine cleaning of clothes is not considered a travel-related expense and therefore not reimbursable.

## Section F – 7.02

### 7.02 Telephone/Fax/Internet Connectivity

- (1) Employees are encouraged to place telephone calls in advance from the headquarters location. If telephoning from the field is necessary for business purposes, an employee must attempt to use the State Telephone System (STS), which is now available at most agency and university locations around the state. One personal call is reimbursable up to \$5.00 each for the following conditions:
  - (a) Each night an employee must spend overnight away from home in travel status; or
  - (b) As a result of each unscheduled geographical location change; or
  - (c) As a result of an unscheduled change in travel status which results in more than a one (1) hour extension to the employee's originally scheduled return time.
- (2) Where STS is not available, business telephone charges (both local and long distance) may be reimbursed. Business related facsimile charges are reimbursable. Reimbursement claims for business telephone calls, business facsimile charges and/or Internet connectivity in excess of \$5.00 per call shall be supported by receipt.

### 7.03 Hotel Gratuities and Porterage

- (1) Necessary gratuities to hotel employees are reimbursable, up to \$2.00 on the day of arrival, \$2.00 on the day of departure and \$2.00 per each night of stay.
- (2) Porterage costs at airports or bus terminals shall be reimbursed. The claim should not exceed \$1.00 per piece of luggage.

### 7.04 Registration Fees

- (1) An original paid receipt, a copy of the check, a copy of the credit card statement, or the traveler's customer copy of the credit card receipt must support claims for reimbursement of registration fees over \$25.
- (2) Expenses of individuals not on official state business (spouse, family members, friend, etc.) that are included in the registration fees are not reimbursable.

### 7.05 ATM Service Fees

The service or transaction fee for the cost of ATM withdrawals obtained for business expenses may be reimbursed upon approval of the appointing authority or designee.

## Section F – 7.06

### 7.06 Passports and Visas

Charges for passports, visas and associated required photographs are reimbursable if incurred in connection with official state business. No expedited charges will be reimbursed unless written justification is provided. The cost of inoculations and other routine medical procedures required for entry into certain foreign countries that is not covered by insurance is also reimbursable. Receipts are required if the claim exceeds \$25.00.

### 8.00 Expenses in an Employee's Headquarters City

Under s. 20.916(9)(e), Wis. Stats., employees who are headquartered in a city in which the expense occurs shall be reimbursed for their actual, reasonable and necessary expenses incurred in the discharge of official duties only on the approval of the appointing authority or designee. This does not apply to travel between an employee's residence and the city in which the employee is headquartered, which shall not be reimbursable. Parking charges incurred in headquarters city resulting from daily trips from an individual's residence to the headquarters are not reimbursable unless the conditions enumerated in AG Opinion 61 OAG 210 (one of which is that the employee's use of a personal vehicle is a condition of employment) are met.

### 9.00 Traveling With Spouse or Other “Non-Employee” Individuals

Travel expenses for individuals not on official state business (spouse, family member, friend, etc.) are not reimbursable. With respect to the cost of lodging, the amount reimbursable to the employee will be equal to the rate for a single room, which shall be entered on the receipt by the hotel clerk. The only authorized exception to this prohibition applies to the Governor's spouse, and such situations are specifically outlined in the separate procedures governing the use of the Governor's contingency fund (established pursuant to s. 20.525(1)(b), Wis. Stats.).

### 10.00 Reimbursement for Moving Expenses

#### 10.01 Authority

Section 20.917, Wis. Stats., provides for reimbursement of expenses for preparation and transportation of household effects and for the transportation of the employee and the employee's immediate family to the new place of residence. Household effects include, but are not limited to: furniture, clothing, household appliances, and other items necessary for the maintenance of a household. Items not included as necessary household effects include, but are not limited to: boats, pets, farm tractors and equipment, etc.

**NOTE:** Refer to Chapter 760 of the Wisconsin Human Resources Handbook entitled "Reimbursement for Moving Expenses" for detailed information regarding provisions and procedures for moving expense reimbursement.

## Section F – 10.02

### 10.02 Minimum Distance

Reimbursement for an employee's moving expenses can be allowed if:

- (1) The distance between the new place of employment and the old residence is at least 35 miles farther than the distance between the old place of employment and the old residence; and
- (2) The distance between the new and old residence is at least 35 miles.

If the appointing authority determines that a move is a mandatory condition of employment under s. 20.917(1)(a), Wis. Stats., the minimum distance requirements are not applicable.

### 10.03 Maximum Amount

The maximum dollar amount which may be permitted for reimbursement of any employee's moving costs is subject to the limitations set forth in s. 20.917(2)(b), Wis. Stats. DOA shall determine the maximum reimbursement which is the maximum amount as set forth in the rate tables of the major household goods tariff publishing bureaus to move household effects. In addition, a \$1,000 stipend may be paid for costs incidental to moving (subject to the limitations set forth in s. 20.917(1)(e), Wis. Stats.), as well as the cost of automobile travel for one vehicle at the rate provided in 3.05(3)(b) of this Section (Section F). Incidental costs include, but are not limited to: disconnection and/or hook up of appliances, extra insurance coverage, etc.

### 10.04 International Moves

Employees making international moves to the contiguous 48 states may be reimbursed for all actual, necessary and reasonable expenses subject to the prior approval of the appointing authority or designee. Actual, reasonable and necessary expenses will be subject to the limitations contained in the Federal GSA Bulletin, which governs moving reimbursement for federal employees.

**NOTE:** See Section A of this Plan for provisions which allow for granting a Relocation Incentive Award to classified nonrepresented employees under certain circumstances.

## Section F – 11.00

### 11.00 Applicant Interview Expenses

Section 20.916(2), Wis. Stats., provides that reimbursement may be made to applicants for all or part of reasonable and necessary travel expenses actually incurred in connection with oral examination and employment interviews. All reimbursement actions under this provision shall be documented in writing and subject to review by the appointing authority or designee. Reimbursement for travel, meals and lodging shall conform to the provisions of 3.00, 4.00 and 5.00 of this Section (Section F).

**NOTE:** Refer to Chapter 764 of the Wisconsin Human Resources Handbook entitled "Reimbursement of Applicant's Travel Expenses" for procedures and provisions relating to applicant interview expenses.

### 12.00 Temporary Lodging Allowance

As provided under s. 20.917(3)(a)1, Wis. Stats., the Temporary Lodging Allowance shall be consistent with the lodging allowance for hotels and motels established under 5.02 of this Section (Section F). The allowance is applicable only to persons who are eligible for moving expense reimbursement whether or not such reimbursement is granted. Such allowance payment is limited to 45 days.

**NOTE:** Refer to Chapter 774 of the Wisconsin Human Resources Handbook entitled "Reimbursement for Temporary Lodging" for procedures and provisions relating to temporary lodging.

### 13.00 Food and Lodging Allowances for Legislators

Food and Lodging allowances for legislators will be determined in accordance with s. 13.123(1), Wis. Stats.

### 14.00 Miscellaneous

#### 14.01 Weekend Expenses

Weekend expenses are not reimbursable without:

- (1) Appointing authority or designee approval; and/or
- (2) Conference agenda or brochure.

**NOTE:** See 13.00 of this Section (Section F) for exceptions regarding legislators.

## Section F – 14.02

### 14.02 Expenses for Volunteers

Persons who volunteer their services to state agencies may be reimbursed for some or all of the actual and necessary travel expenses in accordance with s. 20.916(1m), Wis. Stats., and the maximums established under this Section (Section F).

Volunteers must contact the risk management office of the agency they are serving prior to traveling on state business and seeking reimbursement for the state.

### 14.03 Expenses for Reasonable Accommodations

It is recognized that individuals traveling on official state business may require a reasonable accommodation, as required by the Federal Americans with Disabilities Act of 1990 and/or Section 504 of the Rehabilitation Act of 1973, as amended. Depending upon individual circumstances, the reasonable accommodation could take various forms such as payment of portage costs under 7.03 of this Section (Section F) or allowing a personal attendant to accompany the individual while in travel status.

**NOTE:** If it is necessary for the individual conducting official state business to have an attendant in order to participate in an off-work site meeting or travel for other work-related purposes, the attendant's travel costs, including salary, would be reimbursable if they meet the actual, reasonable, and necessary conditions set forth under the applicable federal law. The non-salary costs, e.g., meals, lodging, transportation, etc., must conform to the guidelines and amounts for travelers set forth in this Section (Section F). In addition, the salary costs must be actually incurred and reasonable, based on the normal market rates for these services.

Determination of a reasonable accommodation and the costs associated with the accommodation depend heavily on individual circumstances. Specific questions concerning the application of this section should be directed to the agency's affirmative action officer or legal counsel.

### 14.04 Payment for Unauthorized Travel Prohibited

Pursuant to s. 20.916(6), Wis. Stats., payment of travel expenses not authorized by statute is prohibited. Any unauthorized payment made shall be recoverable as debt from the person to whom the payment was made.

## Section F – 14.05

### **14.05 Primary References to DOA's Statutory Responsibility Relative to Audit of Travel Claims**

See ss. 16.53, 20.916 and 20.917, Wis. Stats. Note that s. 16.53 (12), Wis. Stats., specifically states that DOA may not approve payment for any travel vouchers that exceed the maximum travel schedule amounts recommended by OSER and approved by JCOER, except in unusual circumstances when accompanied by a receipt and full explanation of the reasonableness of such expense. This same reference also prohibits payment approval of any travel claim for mileage in excess of the auto rates established by OSER (with approval of JCOER).

### **14.06 Penalty for Filing Fraudulent Travel Claim**

See ss. 16.53(1)(c), 939.50(3) and 946.12(4), Wis. Stats.

### **14.07 Advancement of Travel Expenses**

The appointing authority or designee may advance money for travel expenses to employees. The travel advance shall not exceed 80% of the estimated expense (see s. 16.53(1)(cm), Wis. Stats.).

## **SECTION G - MISCELLANEOUS PROVISIONS**

### **1.00 Charges for Maintenance**

1.01 Charges for Meals and Other Provisions

1.02 Meals Furnished Employees without Charge

### **2.00 Reimbursement for Damaged Personal Articles**

2.01 Determination of Value

2.02 Reimbursement Limitations

### **3.00 Master Plumbers License**

### **4.00 Safety Equipment**

4.01 Protective Clothing

4.02 Protective Shoes

4.03 Safety Glasses

### **5.00 Special Clothing Requirements**

## **INTRODUCTION**

This Section (Section G) contains provisions for allowable charges for laundry, meals, wholesale provisions and other maintenance provisions furnished to employees and/or his or her family. It also contains provisions that allow employees to file claims with their agency for reimbursement for damaged personal articles and reimbursement for certain required safety equipment and Master Plumbers License.

### **1.00 Charges for Maintenance**

#### **1.01 Charges for Meals and Other Provisions**

As provided under s. 230.12(1)(e), Wis. Stats., where meals, wholesale provisions and other maintenance provisions are furnished by the employing department to the employee and/or the employee's family in view of the nature and location of the job, charges for the value of such meals or provisions shall be made, and therefore, deducted from the employee's pay as may be approved by the OSER Director, based upon recommendations made by the agency furnishing meals or provisions.

#### **1.02 Meals Furnished Employees without Charge**

As provided under s. 230.12(1)(c)3, Wis. Stats., when a state agency provides meals to employees who are required as a condition of employment to take such meals in

## Section G – 1.02

the performance of employer-assigned duties or responsibilities, these meals shall be provided without charge to the employee or deduction from the employee's salary.

### 2.00 Reimbursement for Damaged Personal Articles

As provided by ss. 20.918 and 230.12(1)(dm), Wis. Stats., a state agency may reimburse its employees for the cost of repairing or replacing articles of clothing, watches, or eye glasses damaged in the line of duty if such damage is not caused by employee carelessness or normal wear and tear resulting from the type of work performed by the employee. Payments under this section are subject to the approval of the appointing authority.

#### 2.01 Determination of Value

The appointing authority shall determine the value of damaged personal articles at the time damage occurs. If the appointing authority determines that the personal articles are damaged beyond repair, the reimbursement amount shall not exceed the actual replacement value, less depreciation, of the damaged articles.

#### 2.02 Reimbursement Limitations

The reimbursement amount shall not exceed \$100.00 for any one incident except that reimbursement for watches shall not exceed \$75.00.

These provisions shall not apply to articles where the actual replacement value, less depreciation, or repair cost is less than \$10.00.

**NOTE:** Forms for claiming reimbursement for Damaged Personal Articles can be obtained from the OSER, Division of Compensation and Labor Relations.

### 3.00 Master Plumbers License

If the employer requires a Crafts Worker Supervisor, Shop Supervisor, or Crafts Operations Manager-UW-Milwaukee to obtain or retain a Master Plumbers License, the employer shall annually reimburse the employee, upon evidence of acquisition and retention, the difference between the cost of a Master Plumbers License and the cost of a Journeyman Plumbers License.

### 4.00 Safety Equipment

As provided under s. 230.12(1)(d), Wis. Stats., employees shall be reimbursed for safety and protective equipment if, in the performance of their assigned duties, the equipment is required by the employer.

## **Section G – 4.01**

### **4.01 Protective Clothing**

The employer shall furnish, at no cost to the employee, required protective clothing and equipment necessary for the performance of assigned duties. Such equipment shall be in accordance with the standards established by the Department of Workforce Development.

### **4.02 Protective Shoes**

If the employer requires the purchase of safety shoes necessary in the performance of assigned duties, the employer shall pay an allowance of \$15.00 per year as an expense check payable the first pay period of the calendar year.

### **4.03 Safety Glasses**

If the employer requires the purchase of safety glasses and/or safety sunglasses for the performance of assigned duties, the employer shall reimburse the employee for such expense including the cost of any eye examination required for such purposes and not covered by any health insurance program. Reimbursement for eye examinations under this provision shall not exceed one per fiscal year.

## **5.00 Special Clothing Requirements**

Department of Corrections and Department of Health and Family Services employees who are required to wear black belts and black shoes in the performance of assigned duties consistent with the agency's uniform policy shall be paid an allowance of \$65.00 per calendar year. Any such payment will not be made more than once in a calendar year.

**SECTION H - SUPPLEMENTAL HEALTH INSURANCE CONVERSION CREDITS FOR  
CERTAIN NONREPRESENTED CLASSIFIED AND UNCLASSIFIED  
EMPLOYEES**

**1.00 Coverage**

- 1.01 Classified Employees
- 1.02 Unclassified Employees

**2.00 Effective Dates**

- 2.01 Classified Employees
- 2.02 Unclassified Employees

**3.00 Eligibility**

**4.00 Amount**

- 4.01 General and Executive
- 4.02 Protective
- 4.03 Proration of General, Executive, and Protective

**5.00 Miscellaneous Administrative Provisions**

- 5.01 Credits for Sick Leave Used
- 5.02 Access to Supplemental Credits
- 5.03 Rehired Annuitant
- 5.04 Conversion Pay Rate
- 5.05 Conversion Pay Rate for Employees Receiving Educational Credit Add-Ons

**6.00 Conversion Chart**

**INTRODUCTION**

This Section (Section H) contains provisions for a health insurance premium credit program provided under s. 230.12(9), Wis. Stats., for certain employees whose compensation is established under s. 20.923(2) or s. 230.12, Wis. Stats. Under these provisions, additional health insurance credits are granted to eligible employees in order to pay post-retirement health insurance premiums.

## **Section H – 1.00**

### **1.00 Coverage**

#### **1.01 Classified Employees**

The provisions of this Section (Section H) apply to all permanent or project employees in the classified service who are not covered by a collective bargaining agreement.

**For purposes of this Section, layoff will not include temporary, school year, seasonal, or sessional layoff.**

#### **1.02 Unclassified Employees**

The provisions of this Section (Section H) apply to the following unclassified employees:

- (1) Constitutional officers and other state officials in positions identified in s. 20.923(2), Wis. Stats., including the following:
  - (a) Justices of the supreme court, court of appeals judges, and circuit court judges;
  - (b) State senators and representatives to the assembly;
  - (c) The governor, lieutenant governor, secretary of state, state treasurer and attorney general;
  - (d) The state superintendent of public instruction;
  - (e) District attorneys.
- (2) "ESG" employees in positions identified under ss. 20.923(4), (8), (9), and (12), Wis. Stats., in the executive or legislative branches;
- (3) All other unclassified employees in the executive branch except for employees whose pay is specifically excluded from governance by the pay provisions of this plan under s. 230.12(1)(a)1.b., Wis. Stats., or employees who would be limited term employees (LTEs) if their employment were in the classified service.

### **2.00 Effective Dates**

#### **2.01 Classified Employees**

For all classified employees, the provisions of this Section (Section H) took effect on January 21, 1996.

## Section H – 2.02

### 2.02 Unclassified Employees

- (1) For unclassified employees, other than those specified in (2) below, the provisions of this Section (Section H) took effect on January 21, 1996.
- (2) For constitutional officers, other state officials, and unclassified employees serving fixed-term appointments, the provisions of this section took effect as specified under (a) through (f), below:
  - (a) For justices and judges: when any justice or judge took the oath of office, on or after January 21, 1996. (The Honorable Patrick C. Haughney was sworn in as a circuit court judge on April 29, 1996. These provisions, therefore, took effect for all judges and justices as of that date.)
  - (b) For Legislative members: January 6, 1997.
  - (c) For the governor, lieutenant governor, secretary of state, state treasurer and attorney general: January 4, 1999.
  - (d) For the state superintendent of public instruction: July 1, 1997.
  - (e) For district attorneys: January 6, 1997.
  - (f) For unclassified employees appointed to fixed-term positions: upon appointment or reappointment, on or after January 21, 1996.

**NOTE:** Under Art. IV, Sec. 26, sub. (2), Wis. Const., the compensation of a public officer "may not be increased or diminished during the term of office," except as provided under that section. Art. IV, Sec. 26, par. (2)(b), Wis. Const., further provides that, "Any increase in the compensation of members of the legislature shall take effect, for all senators and representatives to the assembly, after the next general election beginning with the new assembly term." The supplemental health insurance premium credits provided in this section constitute an increase in compensation for the affected employees. Such employees, therefore, first become eligible for the supplemental credits on the dates specified in 2.02(2) of this Section (Section H). For such employees, the provisions of this Section (Section H), therefore, took effect as specified in 2.02(2) of this Section (Section H).

**NOTE:** Under s. 978.12(1)(a)2., Wis. Stats., “If an individual is appointed to fill a vacancy in the office of the district attorney, the appointee shall be compensated for the residue of the unexpired term at the same rate that applied to the individual who vacates the office filled by the appointee on the date the vacancy occurs.” The supplemental health insurance premium credits provided in this section constitute an increase in compensation for the affected employees. For such employees, the provisions of this Section (Section H), therefore, took effect as specified in 2.02(2) of this Section (Section H).

### 3.00 Eligibility

The following supplemental health insurance conversion credits are provided for covered employees who, on or after January 24, 2004, are laid off or retire from the service, or for the surviving insured dependents of employees who are laid off or die while in service, under the following conditions:

- (1) The credits shall be based upon an employee's full number of years of adjusted continuous service on the date of retirement, layoff or death.
- (2) The credits shall be calculated based on the employee's sick leave balance on the date of retirement, layoff or death.
- (3) An employee is not required to retire immediately upon termination from the service to be eligible if the employee has 20 years of creditable service under the Wisconsin Retirement System. See ss. 40.02(25)(b)6e. and 40.95(1)(a) intro, Wis. Stats.

### 4.00 Amount

#### 4.01 General and Executive

For employees who retire, are laid off, or die while in state service with at least fifteen (15) full years of adjusted continuous service, the employer shall match each one (1) hour of accumulated sick leave up to a maximum of fifty-two (52) hours per year multiplied by the number of years of service through twenty-four (24) years. For years of adjusted continuous service over twenty-four (24) years, the employer shall match each one (1) hour of accumulated sick leave credit up to a maximum of one hundred and four (104) hours per year multiplied by the number of years of continuous service over twenty four (24) years.

## **Section H – 4.02**

### **4.02 Protective**

For employees who have earned all of their adjusted continuous service while having protective occupation status and who retire, are laid off, or die while in state service with at least fifteen (15) full years of adjusted continuous service, the employer shall match each one (1) hour of accumulated sick leave up to a maximum of seventy-eight (78) hours per year multiplied by the number of years of service through twenty-four (24) years. For years of adjusted continuous service over twenty-four (24) years, the employer shall match each one (1) hour of accumulated sick leave credit up to a maximum of one hundred and four (104) hours per year multiplied by the number of years of continuous service over twenty-four (24) years.

### **4.03 Proration of General, Executive, and Protective**

Employees who have earned part of their adjusted continuous service while in protective occupation status shall have their credits prorated as specified in (1) or (2) below.

- (1) If at the time of retirement, layoff, or death, the employee has adjusted continuous service of less than twenty-five (25) years, multiply the number of years as general and/or executive by fifty-two (52) hours. Multiply the number of years as protective by seventy-eight (78) hours. Combine these totals to determine the maximum matching credits.
- (2) If at the time of retirement, layoff, or death, the employee has adjusted continuous service of over twenty-four (24) years, determine the proration based on the first twenty-four (24) years of service and then add one hundred and four (104) hours for each year of adjusted continuous service over twenty four (24) years.

## **5.00 Miscellaneous Administrative Provisions**

### **5.01 Credits for Sick Leave Used**

- (1) Employees who suffer from a personal illness or injury that requires them to use at least five hundred (500) hours of accrued sick leave during the three (3) years immediately prior to retirement, layoff, or death shall receive five hundred (500) hours credited to this account upon retirement, layoff, or death.
- (2) Employees shall be required to provide medical documentation of such illness or injury to the employer on forms provided by the employer at the time the leave is taken. Employees who have suffered such an illness or injury during the three (3) years immediately preceding the effective date of this benefit shall also be required to provide supporting medical documentation.

## **Section H – 5.02**

### **5.02 Access to Supplemental Credits**

Access to these credits for payment of post retirement health insurance premiums shall occur only after all Accumulated Sick Leave Conversion Credits (ASLCC) have been exhausted.

Credits granted to a laid off employee or that person's surviving insured dependents, shall be available until credits are exhausted, the laid off employee is reemployed, or five (5) years have elapsed from the date of layoff, whichever occurs first.

### **5.03 Rehired Annuitant**

In the event an employee returns to a position covered by these provisions after having retired, the credits in this account shall be held in escrow until the employee again retires. The credits will then be adjusted to reflect additional years of continuous service and sick leave accrual.

### **5.04 Conversion Pay Rate**

Sick leave shall be converted to credits using the employee's highest base pay rate received as a state employee.

### **5.05 Conversion Pay Rate for Employees Receiving Educational Credit Add-Ons**

The educational credit add-on set forth in Section A., 4.14 of this Plan will be considered a part of an employee's basic pay rate for purposes of the supplemental health insurance conversion credits provided under this Section (Section H). This treatment of the educational credit add-on applies to participants in the Wisconsin Retirement System who apply for the conversion of unused sick leave credits on or after July 4, 1999.

**Section H – 6.00**

**6.00 Conversion Chart - For informational purposes, a chart portraying this benefit is provided.**

<b>Full Years of Adjusted Continuous Service</b>	<b>Maximum Matching Credits - General and/or Executive</b>	<b>Maximum Matching Credits - Protective</b>
15	780	1170
16	832	1248
17	884	1326
18	936	1404
19	988	1482
20	1040	1560
21	1092	1638
22	1144	1716
23	1196	1794
24	1248	1872
25	1352	1976
26	1456	2080
For each additional year:	Add 104 hours	Add 104 hours

## **SECTION I – PAY ADMINISTRATION FOR BROADBAND PAY SCHEDULES**

### **1.00 Coverage**

### **2.00 Increase Limitations**

- 2.01 Individual Increase Limitations
- 2.02 Retroactive Increases or Decreases

### **3.00 Definitions**

### **4.00 Transaction Pay Adjustments**

- 4.01 Multiple Pay Adjustments on Same Date (Order of Application)
- 4.02 Pay on Completion of All Pay Transactions
- 4.03 Pay on Completion of the First Six Months of Probation, Project Appointment, or Career Executive Trial Period
- 4.04 Pay on Appointment
- 4.05 Pay on Involuntary Transfer
- 4.06 Pay on Demotion or Career Executive Movement to a Lower Pay Range
- 4.07 Pay on Reinstatement
- 4.08 Pay on Restoration
- 4.09 Pay on Regrade for Reallocation or Reclassification to a Classification in a Higher Pay Range
- 4.10 Pay on Regrade for Reallocation or Reclassification to a Classification in the Same or Counterpart Pay Range
- 4.11 Pay on Regrade for Reallocation or Reclassification to a Classification in a Lower Pay Range
- 4.12 Pay on Accretion
- 4.13 Raised Minimum Rate
- 4.14 Trainee Minimum Rate
- 4.15 Pay on Movement from Craft-Related Positions

### **5.00 Abuse of Discretion**

### **1.00 Coverage**

The provisions of this Section (Section I) apply to classified permanent and project employees in positions allocated to classifications assigned to the broadband pay schedules. In addition, certain unclassified attorney positions, those included in Section C of this Plan, are covered by 4.04 of this Section (Section I). These provisions supersede those of ch. ER 29 and ER 30, Wis. Adm. Code.

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### 2.00 Increase Limitations

#### 2.01 Individual Increase Limitations

Except where specified, the individual increase limit provided in s. 230.12(5)(d), Wis. Stats., does not apply to base pay adjustments granted pursuant to provisions of this Section (Section I).

#### 2.02 Retroactive Increases or Decreases

Except for action in accordance with ss. 230.43(4), 230.44(4)(c), and 230.45, Wis. Stats., or to correct an error, no pay increases or decreases associated with provisions of this Section (Section I) shall be retroactive.

### 3.00 Definitions

The definitions set forth in ss. ER 1.02 and ER-MRS 1.02, Wis. Adm. Code, will be used for purposes of this Section (Section I) with the following additions:

- (1) **“Appointment Maximum”** means the maximum base rate an employee may be granted when appointed to a position assigned to that “appointment maximum,” except as otherwise provided under 4.04 (Pay on Appointment), 4.07 (Pay on Reinstatement) and 4.08 (Pay on Restoration) of this Section (Section I). The “appointment maximum” is not the maximum of the pay range. See also “Temporary Appointment Maximum.”
- (2) **“Effective receipt”** means the date a recommendation is received by the office within the agency that has been delegated, in writing, effective receipt authority by the appointing authority.
- (3) **“Present rate of pay”** means the base pay rate currently authorized for the position that determines the type of personnel transaction that will occur, unless otherwise specified.
- (4) **“Red circled pay rate”** means a base pay rate received by an employee that is above the pay range maximum for the classification of the employee’s position. Employees whose pay has been red circled shall continue to receive their present rate of pay until the pay range maximum for the class exceeds their present red circled pay rate, and shall not receive any base pay adjustments unless authorized by this Plan. However, employees whose pay has been red circled as a result of a layoff, and whose restoration rights have been forfeited as a result of a failure to accept a reasonable offer of appointment or reappointment pursuant to ch. ER-MRS 22, Wis. Adm. Code, shall have their base pay reduced to the maximum of the applicable pay range.
- (5) **“Temporary Appointment Maximum”** means an appointment maximum that is established temporarily for a specific position due to special market needs. Except as otherwise provided in 4.04 (Pay on Appointment), 4.07 (Pay on

## Section I – 3.00

Reinstatement), or 4.08 (Pay on Restoration), below, the “temporary appointment maximum” is the maximum base rate an employee (new or current) may be granted when appointed to the specific position for which the “temporary appointment maximum” is approved. Once the position for which the “temporary appointment maximum” has been approved is filled, the “temporary appointment maximum” expires.

A “temporary appointment maximum” will be established only under exceptional circumstances and must be pre-approved by OSER. See also “Appointment Maximum.”

- (6) **“Within-Range Pay Step (WRPS)”** means an amount equal to three percent (3.0%) of the minimum of the applicable pay schedule.

### 4.00 Transaction Pay Adjustments

#### 4.01 Multiple Pay Adjustments on Same Date (Order of Application)

Multiple pay adjustments that are effective on the same date will be applied in the following order:

- (1) Completion of the first 6 months of a probationary period, career executive trial period or project appointment.
- (2) Regrade of an employee as a result of a reallocation decision.
- (3) Regrade of an employee as a result of a reclassification decision.
- (4) Progression Adjustment provided under Section A, 2.05 of this Plan.
- (5) Promotion.
- (6) Career executive voluntary movement to a higher class.
- (7) Demotion.
- (8) Career executive reassignment or voluntary movement to a lower class.
- (9) Transfer.
- (10) Career executive reassignment or voluntary movement to a position allocated to a classification in the same pay range.
- (11) Reinstatement.
- (12) Restoration.

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- (13) Compensation Plan adjustments pursuant to s. 230.12(3), Wis. Stats., including but not limited to within range pay adjustments other than those made under (1) through (12), (15), and (16) of 4.01 of this Section (Section I).
- (14) Compensation Plan schedule adjustments under s. 230.12, Wis. Stats.
- (15) Establishment of a raised minimum rate.
- (16) Discretionary Compensation Adjustment (DCA).
- (17) Original appointment.

### 4.02 Pay on Completion of All Pay Transactions

Upon completion of any personnel transaction:

- (1) Except for (2) below, employees will receive a base pay rate not less than the minimum rate for the classification regardless of whether the employee is serving a probationary or career executive trial period.
- (2) Employees will receive not less than the minimum rate for the training program if the employee is serving a probationary period in a trainee classification.
- (3) Unless otherwise stated in this Section (Section I), the base pay rate will be subject to the applicable pay range maximum.

### 4.03 Pay on Completion of the First Six Months of Probation, Project Appointment, or Career Executive Trial Period

No six-month probationary increases will be granted to employees upon completion of the first six months of any probationary period, project appointment, or career executive trial period.

### 4.04 Pay on Appointment

- (1) Pay on Appointment provisions apply to the following transactions:
  - (a) Original Appointment;
  - (b) Promotion;
  - (c) Voluntary Transfer;
  - (d) Career Executive reassignment to the same pay range;
  - (e) Career Executive voluntary movement to the same or higher pay range;
  - (f) Project Appointments.

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- (g) Appointment of employees to unclassified attorney positions covered by Section C of this Plan.
- (2) Pay on Original Appointment, Project Appointment, and Appointment of Employees to Unclassified Attorney Positions Covered by Section C of this Plan.

- (a) An employee's base pay may be set at any rate that is not less than the minimum of the applicable pay range and not greater than the applicable appointment maximum.

- (b) For a project appointment in a broadband pay schedule, an employee's base pay may be set at the following:

1. In accordance with (a) above;
2. Subject to the maximum of the new pay range, project appointees who have previously served as permanent classified employees and who could have been appointed to a permanent position without an interruption of continuous service under s. ER 18.02(2), Wis. Adm. Code, may be appointed to a project position assigned to a higher classification than their previous permanent classified position and may be paid up to their previous rate of pay if higher than the pay range minimum of the classification for the project appointment.
3. Project appointees who have previously served as permanent classified employees and who could have been appointed to a permanent position without an interruption of continuous service under s. ER 18.02(2), Wis. Adm. Code, may be appointed to a project position assigned to the same, a counterpart, or a lower classification than their previous permanent classified position and may be paid a rate of pay determined in accordance with the provisions regarding pay on reinstatement as contained in 4.07 of this Section (Section I) or the applicable collective bargaining agreement.
4. Subject to the maximum of the new pay range, project appointees appointed directly from a permanent unclassified position without an interruption in employment status may be paid up to their previous rate of pay if higher than the pay range minimum of the classification for the project position.

**NOTE:** Refer to Chapter ER 34, Wis. Adm. Code for additional employment information regarding Project Employees.

5. On subsequent project appointment to a different position, the pay rate attained as a result of a project appointment shall not serve as the basis for the establishment of subsequent pay rates on appointment to any other position.

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- (3) Pay on Appointment for all of the transactions listed in (1) above, other than Original Appointment, Project Appointment, and Appointment of Employees to Unclassified Attorney Positions Covered by Section C of this Plan, or movements to a broadband from a craft-related position in which base pay was based on a prevailing rate.
  - (a) Except as provided in (b) below, an employee's base pay may be set in accordance with either of the following:
    1. The minimum of the pay range through its applicable appointment maximum; or
    2. The minimum of the pay range through a rate equal to the employee's current base pay rate plus 4 WRPS, subject to the pay range maximum.
  - (b) For promotions an employee's base pay may be set in accordance with (a) above, except the employee's present rate of pay will be increased by an amount not less than 8.0% of the pay range minimum, subject to the applicable appointment maximum.
    1. For promotion of an employee currently serving a promotional probation, the present rate of pay will be calculated as if the employee were restored to the position in the highest class in which permanent status in class was held at the time the employee started that promotional probation.
    2. For promotion of a former employee in layoff status or a current employee in layoff status who is serving a probationary period, the present rate of pay will be calculated as if the employee were restored to the position from which the layoff occurred.
    3. For promotion of a current employee in layoff status who is not serving a probationary period, the present rate of pay will be the greater of the current rate of pay or the rate calculated as if the employee were restored to the position from which the layoff occurred.
    4. For promotion of an employee on an approved leave of absence, the present rate of pay will be calculated as if the employee were restored to the position in the highest class in which permanent status in class was held at the time the employee began the leave of absence.

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### 4.05 Pay on Involuntary Transfer

The appointing authority may use the pay on appointment flexibility of 4.04(3) of this Section (Section I), except an employee who is involuntarily transferred for reasons other than discipline shall be paid at least their present rate of pay. If the present rate of pay exceeds the new pay range maximum, it shall be red circled.

### 4.06 Pay on Demotion or Career Executive Movement to a Lower Pay Range

- (1) Except as specified in (2) through (4) below, a demoting or demoted employee, or a career executive employee voluntarily moved to a lower pay range, may receive any base pay rate which is not greater than the present rate of pay, subject to the new pay range maximum.
- (2) If an employee demotes within an agency after being notified in writing by the appointing authority that the employee's position may be affected by impending layoffs, the employee's present rate of pay **may** be retained and that rate **may** be red circled if it is above the maximum for the new classification, subject to the following:
  - (a) For movement between broadband pay ranges, the demotion is no more than one pay range;
  - (b) For movement between non-broadband pay ranges, the demotion is no more than three pay ranges; or
  - (c) For all other movements, the new pay range minimum is at least 75.0% of the pay range minimum from which the demotion occurs.
- (3) If an employee exercises a mandatory right of demotion as a result of layoff to the highest level vacancy available pursuant to s. ER-MRS 22.08(2), Wis. Adm. Code for which the employee is qualified within the agency from which the layoff occurred or an employee who exercises displacement rights and demotes pursuant to s. ER-MRS 22.08(3), Wis. Adm. Code, the employee's present rate of pay **shall** be retained. If the present rate of pay is above the maximum for the new classification, it shall be red circled.
- (4) If an employee demotes within an agency after written notification of layoff, and the demotion is a permissive appointment to the highest level vacancy available for which the employee is qualified within the agency, the employee's present rate of pay **may** be retained. If the present rate of pay is above the maximum for the new classification, it **may** be red circled.
- (5) If a career executive is reassigned to a position allocated to a classification in a lower pay range, the employee shall retain his or her present rate of pay. If the present rate of pay is above the new pay range maximum, the employee's pay shall be red circled.

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### 4.07 Pay on Reinstatement

Pay on reinstatement will be set as follows:

- (1) An employee who has not held permanent status in class within the last 5 years shall have his or her pay determined in accordance with the pay on original appointment provisions of 4.04 of this Section (Section I).
- (2) Except as otherwise provided in 4.07 of this Section (Section I), an employee may be granted a base pay rate which is not greater than the last rate received plus intervening adjustments pursuant to s. 230.12, Wis. Stats., or the applicable collective bargaining agreement, subject to the pay range maximum. When intervening adjustments are discretionary, the amount shall be limited to the amount that would have been generated by the employee. The intervening adjustments applied shall be those of the appropriate pay schedule and classification from which reinstatement eligibility is derived, subject to the applicable pay range maximum.

**NOTE:** DCAs provided for in Section J of this Plan may **not** be included when determining pay on reinstatement, **except** that DCAs may be included when returning from a leave of absence granted for serving in an unclassified position.

“Last rate received” for an employee who is reinstated is defined as the highest base pay rate received in any position in which the employee had previously held permanent status in class within the last 5 years.

- (3) If the appointment maximum corresponding to the position to which the employee is reinstating is greater than the last rate received plus intervening adjustments, as determined under (2) above, the appointing authority may set the employee’s base pay at a rate not to exceed the appointment maximum.
- (4) If the employee is reinstated following layoff, the base pay rate shall be calculated in accordance with (2) or (3) above. However, if the employee is reinstated to the highest level vacancy available for which the employee is qualified within the agency from which layoff occurred, and if the last rate received in the position from which layoff occurred exceeds the new pay range maximum, the employee may be paid any base pay rate that does not exceed that last rate received.
- (5) If the employee is reinstated and the employee’s present rate of pay is red circled in the highest position currently held, the base pay rate shall be calculated in accordance with (2) or (3) above. However, if the employee’s red circled pay rate exceeds the new pay range maximum, the employee may be paid any base pay rate which does not exceed the red circled pay rate.
- (6) The OSER Director may waive the limit on intervening discretionary **Compensation Plan** adjustments provided in (2) above, upon reinstatement of

## Section I - 4.07

an employee following employment in the unclassified service if the work in the unclassified service was closely related to and at a higher level than the work of the position to which reinstated. Upon approval by the OSER Director, intervening Compensation Plan adjustments shall not be limited by the amount that would have been generated, but shall be subject to the limits specified in the applicable Compensation Plan and s. 230.12, Wis. Stats.

### 4.08 Pay on Restoration

Pay on restoration will be set as follows:

- (1) Except as otherwise provided in 4.08 of this Section (Section I), an employee shall be granted a base pay rate which is not greater than the last rate received plus intervening adjustments pursuant to s. 230.12, Wis. Stats., or the applicable collective bargaining agreement. When intervening adjustments are discretionary, the amount shall be limited to the amount that would have been generated by the employee. The intervening adjustments applied shall be those of the appropriate pay schedule and classification from which restoration eligibility is derived. "Last rate received" means the last base pay rate received in the position from which restoration rights are derived. If the employee's base pay on restoration is greater than the new pay range maximum, it shall be red circled.

**NOTE:** DCAs provided for in Section J of this Plan may **not** be included when determining pay on restoration, **except** that DCAs may be included when returning from a leave of absence granted for serving in an unclassified position.

- (2) If the appointment maximum corresponding to the position to which the employee is restoring is greater than the last rate received plus intervening adjustments, as determined under (1) above, the appointing authority may set the employee's base pay at a rate not to exceed the appointment maximum.
- (3) If an employee is restored following a layoff to a vacancy at a lower level than the highest level vacancy for which the employee is qualified in the employing unit, the employee's rate of pay shall be calculated in accordance with (1) or (2) above, subject to the maximum of the pay range to which the classification is assigned.
- (4) If an employee is restored in accordance with an order of the personnel commission or a court action, the employee's rate of pay shall be as ordered by the commission or court.

## Section I - 4.09

### 4.09 Pay on Regrade for Reallocation or Reclassification to a Classification in a Higher Pay Range

- (1) Except as modified in (2) and (3) below, pay on regrade for reallocation or reclassification to a classification in a higher pay range will be the greater of the following, subject to the new pay range maximum:
  - (a) An employee's present rate of pay increased by 8.0% of the minimum of the applicable pay range; or
  - (b) The applicable pay range minimum.
- (2) Regraded employees, except trainees, who have reinstatement eligibility or restoration rights to a higher pay range from which regraded shall receive the greater of the following:
  - (a) The pay rate calculated as if they had been reinstated or restored to the pay range from which reinstatement eligibility or restoration rights are derived; or
  - (b) The present rate of pay.
- (3) If a trainee, a regraded employee shall retain the same pay relationship within the training program, based on qualifications and specific segments of the training program that have been waived or completed.

### 4.10 Pay on Regrade for Reallocation or Reclassification to a Classification in the Same or Counterpart Pay Range

- (1) Except as modified in (2) and (3) below, regraded employees whose positions are reallocated or reclassified to a classification assigned to the same or counterpart pay range shall receive no pay adjustment.
- (2) Regraded employees, except trainees, whose positions are reallocated or reclassified to a higher classification series level within the same pay range will receive an increase in the amount of 8.0% of the pay range minimum, subject to the applicable appointment maximum. **This applies only if an employee has not held, within five years of the reclassification or reallocation effective date, permanent status in class at the same level of the reclassification or reallocation.**
- (3) If a trainee, a regraded employee shall retain the same pay relationship within the training program based on qualifications and specific segments of the training program that have been waived or completed.

## **Section I - 4.11**

### **4.11 Pay on Regrade for Reallocation or Reclassification to a Classification in a Lower Pay Range**

- (1) Regraded employees who have permanent status in class in the new classification shall continue to be compensated at their present rate of pay. If the present rate of pay exceeds the new pay range maximum, it shall be red circled.
- (2) Regraded employees who are serving an original probation shall continue to be compensated at their present rate of pay, subject to the new pay range maximum.
- (3) If an employee has previously attained permanent status in class but is serving a probationary period for a promotion or transfer within the agency, upon the request of the employee, the appointing authority shall restore the employee to his or her former position, or a similar position assigned to a class in the same or a counterpart pay range.

### **4.12 Pay on Accretion**

Under s. 230.15(1m), Wis. Stats, when the state becomes responsible for a function previously administered by another government agency or a quasi-public or private enterprise or when positions in the unclassified service, excluding employees in the legislature, are determined to be more appropriately included in the classified service, the OSER Director shall determine the appropriate pay, subject to the maximum of the pay range to which the class is assigned. The appointing authority may determine the appropriate pay without OSER Director approval if the pay rate does not exceed the appointment maximum of the applicable pay range.

### **4.13 Raised Minimum Rate**

Raised minimum rates for classified employees covered by this Section (Section I) will be determined in accordance with Section E, 1.02, of this Plan.

### **4.14 Trainee Minimum Rate**

Trainee minimum rates for classified employees covered by this Section (Section I) will be determined in accordance with Section E, 1.04, of this Plan.

### **4.15 Pay on Movement from Craft-Related Positions**

Pay for movements from craft-related positions in which base pay had been based on prevailing rates to a broadband pay range, except for restorations, will be determined in accordance with 4.04(3)(a) 1 or 2 of this Section (Section I).

## **Section I – 5.00**

### **5.00 Abuse of Discretion**

Abuse of discretion in use of pay on appointment flexibility provisions provided in 4.04, 4.05, 4.07 or 4.08 of this Section (Section I) could result in the Administrator, Division of Compensation and Labor Relations, reducing the appointment pay rate and/or limiting the agency's ability to use such flexibility.

## SECTION J - PROVISIONS FOR ADMINISTERING THE DISCRETIONARY COMPENSATION ADJUSTMENT (DCA)

### 1.00 Coverage

### 2.00 Discretionary Compensation Adjustment (DCA)

#### 1.00 Coverage

The provisions of this Section (Section J) apply to permanent and project employees in positions allocated to classifications assigned to broadband pay schedules and unclassified employees not serving a fixed term (Section B, 3.05 and Section C of this Plan).

#### 2.00 Discretionary Compensation Adjustment (DCA)

- (1) **Concept.** The Discretionary Compensation Adjustment (DCA) provisions allow the appointing authority, if delegated by the Administrator, Division of Compensation and Labor Relations, the discretion to provide employees economic recognition for significant and permanent changes in job duties, increased competencies, merit or to address pay equity or retention needs.
- (2) **Effective Date.** DCAs may be granted at any time during the fiscal year. The effective date of an adjustment will be the beginning of the first pay period following effective receipt (as defined in Section I, 3.00 of this Plan) of the DCA recommendation for both delegated and non-delegated DCAs. No DCA may be retroactive. If multiple pay adjustments have the same effective date, DCAs will be applied to an employee's base pay according to Section I, 4.01 of this Plan. **No DCA may be granted on the effective date of an appointment.**
- (3) **Initial Applicability.** Agencies must develop administrative procedures that will be used to grant DCAs prior to awarding DCAs. The administrative procedures must be developed in accordance with the guidelines issued by the OSER Director and will be applied in a uniform manner throughout the agency or employing unit.
- (4) **Reporting Requirements.** Agencies shall provide reports to OSER on a quarterly basis (or more frequently as required). These reports will include the name and classification of the recipient and the reason for granting the adjustment. Copies of the supervisory or management letter of justification supporting each adjustment will be retained on file at the awarding agency. Additional information may be required at the discretion of the OSER Director.
- (5) **Eligibility.** All employees who are in pay status in positions allocated to classifications assigned to broadband pay schedules and unclassified employees not serving a fixed term (Section B, 3.05 and Section C of this Plan) are eligible to be considered for a DCA **except** the following:

## Section J – 2.00

- (a) Employees whose job performance in the previous fiscal year was rated below satisfactory.
  - (b) Supervisors who did not complete formal performance evaluations on all subordinate employees for whom performance evaluations are required.
  - (c) Any employee paid at or above the applicable pay range maximum may not receive a base-building DCA.
  - (d) Trainees eligible for scheduled trainee increases.
  - (e) Crafts Worker-related employees (project crafts workers, crafts worker supervisors, shop supervisors, and the Crafts Operation Manager, UW-Milwaukee).
  - (f) Positions specifically listed in s. 20.923(2), (3), (4g) and (5), Wis. Stats.
- (6) Individual Increase Limits. The individual increase limit provided in s. 230.12(5)(d), Wis. Stats., does not apply to base pay adjustments granted pursuant to 2.00 of this Section (Section J).
- (7) Funding. The DCA is not considered a “salary adjustment” for which supplemental allotments may be provided under s. 20.865, Wis. Stats., except as provided under (12), below.
- (8) Reinstatement and Restoration. DCAs may not be included when calculating pay on reinstatement or restoration, except when returning from a leave of absence granted for service in an unclassified position. This exception is limited to 2 within pay range steps (WRPS) per fiscal year.
- (9) Amount for Employees Covered in Section A that are Assigned to Broadband Pay Schedules and Unclassified Positions Covered by Section C of this Plan.
- (a) Except as provided in (c), below, and subject to the delegation limitations provided in (11), below, the DCA may be granted to eligible classified employees and unclassified attorneys covered under Section C of this Plan in any amount up to 4 WRPS, subject to the maximum of the pay range. The DCA may be granted as a base pay adjustment, in a lump sum payment called a Discretionary Compensation Payment (DCP), or in combination at the discretion of the appointing authority. For the purpose of applying the 4 WRPS limitation, the payment shall be converted to a base pay equivalent by dividing the lump sum by 2088.
  - (b) An employee may receive more than one DCA during the fiscal year, however, the total amount granted in the form of base-building and/or lump sum DCAs in the fiscal year may not exceed an amount equal to 4 WRPS, except as

## Section J – 2.00

provided in (c) below. The DCA 4 WRPS limit, per fiscal year, per employee, includes DCAs granted by a single agency or by multiple agencies.

- (c) Under exceptional circumstances, an appointing authority may submit a request to the OSER Director to exceed the 4 WRPS limit specified in (a) and (b) above. This request must be accompanied by a comprehensive written justification. Approval must be obtained prior to awarding any DCAs that exceed the 4 WRPS limit.

### (10) Amount for Employees in Unclassified Positions Not Serving a Fixed Term Under Section B, 3.05 of this Plan.

- (a) Except as provided in (c), below, and subject to the delegation limitations provided in (11), below, the DCA may be granted to eligible employees covered under Section B, 3.05 in any amount up to **2 WRPS for merit only**, subject to the maximum of the pay range. Except as noted below, a DCA may be granted as a base pay adjustment, a DCP lump sum payment, or in combination at the discretion of the appointing authority. For the purpose of applying the 2 WRPS limitation, any lump sum payment shall be converted to a base pay equivalent by dividing the lump sum by 2088. Lump sum payments are strictly prohibited for employees whose positions are referred to in s. 20.923(16), Wis. Stats. **Eligible employees who may not receive lump sum payments include those in the following positions from s. 20.923(4) and (7) through (12), Wis. Stats.:**

1. All Department Secretaries;
2. All Department Deputy Secretaries;
3. All Department Executive Assistants;
4. All unclassified Division Administrators not serving a fixed term;
5. Administration, Department of: Director of the Federal-State Relations Office;
6. Arts Board: Executive Secretary;
7. Corrections, Department of: Director of Prison Industries;
8. Educational Communications Board: Executive Director
9. Employment Relations, Office of: Director
10. Financial Institutions, Department of: Director of the Office of Credit Unions
11. Government Accountability Board: Legal Counsel
12. Governor, Office of: Executive Secretary, Key Professional Staff
13. Governor's Work-Based Learning Board: Executive Director
14. Higher Education Aids Board: Executive Secretary
15. Insurance, Office of: Commissioner
16. Justice, Department of: Program Director for Crime Victims Compensation
17. Public Defender, Office of: State Public Defender
18. Railroads, Office of the Commissioner: Commissioner

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19. Regulation and Licensing, Department of: All Bureau Directors
20. Secretary of State, Office of: Assistant Secretary of State
21. Sentencing Commission: Executive Director
22. State Fair Park: Director
23. State Treasurer, Office of: Assistant State Treasurer
24. Wisconsin Historical Society: Director; Associate Director
25. Wisconsin Technical College System: Director
26. Workforce Development: Executive Director for Employment and Training

- (b) An employee may receive more than one DCA during the fiscal year, however, the total amount granted in the form of base-building and/or lump sum DCAs in the fiscal year may not exceed an amount equal to 2 WRPS, except as provided in (c) below. The DCA 2 WRPS limit, per fiscal year, per employee, includes DCAs granted by a single agency or by multiple agencies.
- (c) Under exceptional circumstances, an appointing authority may submit a written request to the OSER Director to exceed the 2 WRPS limit specified in (a) and (b) above. This request must be accompanied by a comprehensive justification. Approval must be obtained prior to awarding any DCAs that exceed the 2 WRPS limit.

### (11) DCA Agency Delegation.

Agencies will be granted automatic delegation of up to 2 WRPS per fiscal year to provide DCAs to eligible employees covered by Sections A and C of this Plan. Agencies **may** receive delegation from OSER to provide up to 4 WPRS per fiscal year for eligible employees covered under Sections A and C, and for the 2 WRPS per fiscal year to eligible unclassified employees covered by Section B, 3.05 of this Plan, upon completion of additional training in broadband administration and demonstrated consistent application of acceptable broadband practices.

**Agency DCA delegation does not apply if an agency uses the pay upon appointment flexibility provisions provided in Section I, 4.04, 4.05, 4.07 or 4.08 for an employee, and wishes to grant a DCA to that employee within the same fiscal year. All DCAs provided to employees who have been appointed using the above pay upon appointment provisions within the same fiscal year require prior OSER approval.**

## Section J – 2.00

Additional conditions of delegation may be determined by the Administrator, Division of Compensation and Labor Relations. In addition, any abuse of discretion when granting DCAs could result in OSER rescinding an agency's DCA delegation authority, and/or reducing or removing increases already granted.

### (12) Minimum Level of Funded Spending Authority for Classified Employees.

- (a) Effective December 9, 2007 and July 6, 2008, a minimum level of funded spending authority will be established. This funded spending authority for a fiscal year will be established as \$0.050 per hour per employee covered by these provisions on these dates. The total funded amount available to an agency will not be less than \$0.500 per hour and not more than \$1.50 per hour in each fiscal year. The funded spending authority may be granted as base building increases or lump sum payments. The amount of funding used for lump sum payments shall be determined by dividing the lump sum amount by 2088 hours.
- (b) The funded spending authority will be established for **classified employees only**. No analogous funded spending authority will be established for unclassified employees.
- (c) The DOA will certify this funded spending authority each fiscal year for each participating agency.
- (d) The funded spending authority established for each fiscal year will lapse at the end of that fiscal year.

**SECTION K - PARITY PROVISIONS FOR CERTAIN NONREPRESENTED EMPLOYEES  
AFFECTED BY 2007-2009 COLLECTIVE BARGAINING AGREEMENTS**

**1.00 Coverage**

**2.00 Parity Adjustments**

2.01 Eligibility

2.02 Market Adjustments

**3.00 Parity Lump Sum Payments Due to Delayed Implementation**

3.01 Eligibility

3.02 Non-Discretionary Lump Sum Payments

**4.00 Annualized Lump Sum Payments**

**1.00 Coverage**

The provisions of this Section (Section K) apply to permanent or project employees in the classified service, or certain "Non-ESG" attorneys in the unclassified service, who are not covered by a collective bargaining agreement:

- (1) A "**permanent employee**" is a person who is an employee as a result of an appointment to a position in which permanent status can be attained, whether or not the employee has attained permanent status.
- (2) A "**project employee**" is a person who is an employee as a result of an appointment to a project position under conditions of employment that do not provide for attainment of permanent status.
- (3) Only unclassified attorneys covered by Section C of this Plan are eligible for adjustments under the provisions of this Section (Section K).

**2.00 Parity Adjustments**

**2.01 Eligibility**

- (1) Except for employees specified in (a) through (c), below, any employee in a position allocated to a classification listed in 2.02 of this Section (Section K) who is in pay status on the effective date indicated for a parity adjustment is eligible to be considered for that particular adjustment.

Added November 8, 2009

**Section K – 2.01**

- (a) Any employee whose performance was rated below satisfactory as a result of a formal performance evaluation conducted in the 12-month period ending July 5, 2008.
  - (b) Any supervisor who has not completed formal performance evaluations on all subordinate employees, for whom performance evaluations are required, within the 12-month period ending July 5, 2008, for parity adjustments effective on or after July 6, 2008. However, if the required performance evaluations were performed by December 31, 2008, a supervisor shall be eligible but any lump sum payment will be for hours after January 4, 2009 only.
  - (c) Any employee paid at or above the pay range maximum.
- (2) All parity adjustments granted are subject to the applicable pay range maximum.
  - (3) Permanent and project employees in positions allocated to other nonrepresented classifications in the classified service, or nonrepresented project employees in represented classifications, are eligible if such positions provide technical supervision, spend the majority of their time in, or are primarily responsible for the duties performed by the employees receiving market adjustments under a 2007-2009 collective bargaining agreement. **Such positions will be included only upon an agency's recommendation and OSER's approval.** OSER approval will also include determination of the funding source, (i.e., market or agency).
  - (4) The individual increase limit provided in s. 230.12(5)(d), Wis. Stats., does not apply to base pay adjustments granted pursuant to this Section (Section K).

**NOTE:** The parity base pay rate adjustments provided under this Section (Section K) may be considered when determining pay on reinstatement or restoration in accordance with the applicable provisions relating to pay on reinstatement or restoration under Section I, 4.07 and 4.08, respectively, of this Plan. Required base pay rate adjustments provided **shall** be included, at the amount generated, when determining pay on restoration.

**NOTE:** The parity adjustments provided under this Section (Section K) will be applied in the order set forth below, and after all adjustments other than Discretionary Compensation Adjustments and Original Appointments, if multiple adjustments occur on the effective date.

**2.02 Market Adjustments**

- (1) Effective Date. The market adjustments will be effective on the applicable date provided in (4), below. Adjustments will be granted in the order they are shown in (4), below, if an employee is eligible for more than one parity adjustment on a given date.
- (2) Amount. Appointing authorities may grant market adjustments to eligible employees affected by pay compression or inequities resulting from the negotiated adjustments provided to represented subordinate or counterpart employees covered by the 2007-2009 collective bargaining agreements.
  - (a) **Criteria for distribution of these market adjustments will be applied in a uniform manner throughout the agency or employing unit.**
  - (b) **If an employee is granted less than the amount generated, the appointing authority must provide OSER with an appropriate justification for doing so.**
  - (c) **Amounts granted in excess of the amount generated by an employee must receive prior approval from OSER. Requests shall be made in the same manner as requests made in accordance with 2.01(3), above.**
- (3) Funding.
  - (a) Subject to (b) through (e), below, on the effective date designated agencies will generate the amount indicated for each employee in positions allocated to the classifications listed.
  - (b) Any funds that are not distributed on the effective date will remain unspent.
  - (c) **Funds generated have no bearing on the rights of individual employees to these funds.**
  - (d) **Costs of pay adjustments will be supplemented under the authority of s. 20.865, Wis. Stats., subject to the availability of funds for this purpose as determined by the Secretary of the Department of Administration.**
  - (e) Funds generated for distribution may not be granted to anyone other than to the individual employee generating the funding, nor may it be combined with the discretionary parity funds provided for distribution in any other section of this Plan.

**Section K – 2.02**

(4) Market Adjustments.

- (a) Effective November 8, 2009, any employee whose position is allocated to one of the following classifications who is in pay status on the effective date will receive a market adjustment as follows:

<b>Code</b>	<b>Classification</b>	<b>Per Hour Increase</b>
54110	Economist-Conf	*
46110	Research Analyst-Adv-Conf	*
46120	Research Analyst-Adv-Supv	*
46140	Research Administrator	*

**\*Full Years of Adjusted Continuous**

<b>Service as of June 30, 2008</b>	<b>Per Hour Increase</b>
Zero through 9	\$0.650
10 through 14	\$0.760
15 through 19	\$0.910
20 or more years	\$1.010

- (b) Effective November 8, 2009, any employee whose position is included in the list below who is in pay status on the effective date will receive a market adjustment of \$1.250 per hour:

<b>Code</b>	<b>Classification</b>
97990	Deputy District Attorney
97991	Deputy District Attorney Supv

- (c) Effective April 25, 2010, any employee whose position is allocated to the Construction Coordinator Supervisor classification who is in pay status on the effective date will receive a market adjustment of \$0.50 per hour.

- (d) Effective April 25, 2010, any employee whose position is allocated to one of the following classifications who is in pay status on the effective date will receive a market adjustment as follows:

<b>Code</b>	<b>Classification</b>
26040	Architect/Engineer Mgmt
26020	Architect/Engineer Supv
24140	Chief, Integrated Services Section
26520	Civil Engineer-Transportation Supv
26330	Construction Coordinator Supv
26530	DOT Engineering Chief
24040	DOT Technical Svcs Chief
25700	Engineering Prog Mgmt Consultant
24840	Engineering Spec Mgmt

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24880	Engineering Spec Supv
25920	Engineering Spec-Transp Supv
26080	Entrprs Achitect/Engineer Supv
27030	Environmental Engineer Supv
27780	Nuclear Engineering Spec Supv
27680	Radiation Engineering Spec Supv
73620	Storage Tank Regulation Chief

<b>Year of Employee's Adjusted Continuous Service Date</b>	<b>Per Hour Increase</b>
1950 – 1986	\$1.235
1987 – 1990	\$1.085
1991 – 1994	\$0.940
1995 – 1997	\$0.785
1998 – 1999	\$0.635
2000 – 2001	\$0.485
2002 – 2005	\$0.340
2006 – 2009	\$0.190

**3.00 Parity Lump Sum Payments Due to Delayed Implementation**

**3.01 Eligibility.** Any employee receiving a market adjustment in accordance with 2.01(3), or 2.02, above, is eligible for lump sum payment consideration.

**3.02 Non-Discretionary Lump Sum Payments**

- (1) Granting Date. Non-discretionary lump sum payments shall be granted as soon as administratively feasible after the date specified.
- (2) Funding.
  - (a) Each eligible employee in pay status on the effective date will generate the amount provided in (3), below.
  - (b) Any funds that are not distributed on the effective date will remain unspent.
  - (c) Costs of lump sum payments associated with pay adjustments in 2.01(3) or 2.02(4) above, will be supplemented under the authority of s. 20.865, Wis. Stats., subject to the availability of funds for this purpose as determined by the Secretary of the Department of Administration.

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### (3) Lump Sum Payments.

- (a) Employees in pay status on November 8, 2009, who received a base pay rate increase effective on that date under 2.01(3), 2.02(4)(a) or 2.02(4)(b), will receive a lump sum payment equal to the amount of the base rate increase received multiplied by the number of hours in pay status in those classifications for the period October 12, 2008 through November 7, 2009. Employees in pay status on April 25, 2010, who received a base pay rate increase effective on that date under 2.01(3), 2.02(4)(c) or 2.02(4)(d), will receive a lump sum payment equal to the amount of the base rate increase received multiplied by the number of hours in pay status in those classifications for the period October 12, 2008 through April 24, 2010.
- (c) In accordance with 2.01(1)(b), a supervisor who received a November 8, 2009 base pay rate increase under 2.01(3), 2.02(4)(a) or 2.02(4)(b) by completing performance evaluations by December 31, 2008, instead of by July 5, 2008, will receive a lump sum payment equal to the amount of the base rate increase received multiplied by the number of hours in pay status in those classifications for the period January 4, 2009 through November 7, 2009. In accordance with 2.01(1)(b), a supervisor who received an April 25, 2010 base pay rate increase under 2.01(3), 2.02(4)(c) or 2.02(4)(d) by completing performance evaluations by December 31, 2008, instead of by July 5, 2008, will receive a lump sum payment equal to the amount of the base rate increase received multiplied by the number of hours in pay status in those classifications for the period January 4, 2009 through April 24, 2010.

#### 4.00 Annualized Lump Sum Payments

Employees not receiving a base building increase, or receiving only a partial increase, in this Section (Section K) solely because of the pay range maximum limitation in 2.01(1)(c), shall receive a lump sum payment equal to the difference between the base rate increase received and the increase the employee would have received multiplied by 1,520.

The amount shall be pro-rated by the employee's budgeted FTE on the effective date.

**NOTE:** Any lump sum payments received in this Section (Section K) are not the equivalent of a retroactive adjustment. Intervening pay and benefit transactions between the dates specified will not be reconstructed.

## **SECTION Z - NONREPRESENTED CLASSIFIED AND COVERED UNCLASSIFIED EMPLOYEE PAY SCHEDULES FOR THE 2009-2011 BIENNIUM**

### **INTRODUCTION**

The Compensation Plan includes dollar values of the base pay rates and ranges and the within range pay steps of the separate pay schedules for nonrepresented classified employees and covered unclassified employees. The pay schedules are provided in the following order:

- Pay Schedule 1: General Nonrepresented Pay Schedule (Effective July 5, 2009 through July 2, 2011)
- Pay Schedule 50: Nonrepresented Patient-Related Broadband (Effective July 5, 2009 through July 2, 2011)
- Pay Schedule 56: Nonrepresented Law Enforcement Broadband (Effective July 5, 2009 through July 2, 2011)
- Pay Schedule 70: Nonrepresented Information Systems-Related Broadband (Effective July 5, 2009 through July 2, 2011)
- Pay Schedule 71: Nonrepresented Professional Legal-Related Broadband (Effective July 5, 2009 through July 2, 2011)
- Pay Schedule 81: Nonrepresented General Broadband (Effective July 5, 2009 through July 2, 2011)
- Pay Schedule 90: Executive Salary Group (ESG) (Effective July 5, 2009 through July 2, 2011)
- Pay Schedule 95: General Senior Executive Group (GSEG) (Effective July 5, 2009 through July 2, 2011)

All pay schedules for nonrepresented employees covered by this Plan are contained in this section except the Limited Term Employee Schedule (Schedule 18) which is contained in Section D.