

## **SECTION F - UNIFORM TRAVEL SCHEDULE AMOUNTS**

### **1.00 Definitions**

- 1.01 Airline Receipt
- 1.02 Employee
- 1.03 Headquarters
- 1.04 Headquarters City
- 1.05 Lowest Appropriate Airfare
- 1.06 Non-Airline Receipt
- 1.07 Traveler
- 1.08 Travel Status
- 1.09 Volunteer

### **2.00 Authority for Travel**

- 2.01 Authorization
- 2.02 Appropriateness

### **3.00 Mode of Transportation**

- 3.01 Air Travel
- 3.02 Travel By Train
- 3.03 Travel By Bus
- 3.04 Taxis and Airline Shuttles
- 3.05 Vehicle Transportation
- 3.06 Special Mode Transportation

### **4.00 Meal Expenses**

- 4.01 Meal Claims
- 4.02 Maximum Meal Amounts
- 4.03 Meal Receipts
- 4.04 Timeframes for Meal Reimbursement
- 4.05 Alcoholic Beverages
- 4.06 Bottled Water Reimbursement for International Travel

## **Section F – TOC**

### **5.00 Hotel and Motel Expenses**

- 5.01 Lodging Claims
- 5.02 Maximum Lodging Rates
- 5.03 Exceeding the Maximum Lodging Rate
- 5.04 Checkout Times and Extended Stays
- 5.05 Lodging Receipt Requirement
- 5.06 Non-licensed Facilities
- 5.07 Government Discounts
- 5.08 Negotiated Rates

### **6.00 Meeting Facilities**

- 6.01 State-Sponsored Meetings, Training and Conferences
- 6.02 Exceptions

### **7.00 Other Allowable Travel Expenses**

- 7.01 Laundry, Cleaning and Pressing Charges
- 7.02 Telephone/Fax/Internet Connectivity
- 7.03 Hotel Gratuities and Portage
- 7.04 Registration Fees
- 7.05 ATM Service Fees
- 7.06 Passports and Visas

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

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

### **10.00 Reimbursement for Moving Expenses**

- 10.01 Authority
- 10.02 Minimum Distance
- 10.03 Maximum Amount
- 10.04 International Moves

### **11.00 Applicant Interview Expenses**

### **12.00 Temporary Lodging Allowance**

### **13.00 Food and Lodging Allowance for Legislators**

## Section F – TOC

### 14.00 Miscellaneous

- 14.01 Weekend Expenses
- 14.02 Expenses for Volunteers
- 14.03 Expenses for Reasonable Accommodations
- 14.04 Payment for Unauthorized Travel Prohibited
- 14.05 Primary References to Department of Administration's (DOA) Statutory Responsibility Relative to Audit of Travel Claims
- 14.06 Penalty for Filing Fraudulent Travel Claim
- 14.07 Advancement of Travel Expenses

## 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

## Section F – Introduction

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.

## Section F – 1.08

**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:

Section F – 3.01

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 ~~42.5~~ 46.5 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 airlines) are reimbursable only when accompanied by a valid, written business reason for the change and approved by the appointing authority or designee.

## Section F – 3.02

### 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 ~~an~~ 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.
  - 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.

Section F – 3.05

- (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 ~~42.5~~ 46.5 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 ~~42.5~~ 46.5 cents per mile if the employee meets DOA established Minimum Driving Standards and the accumulated personal car business mileage per round trip is:

Section F – 3.05

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:
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.

Section F – 3.05

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.).
4. Persons with disabilities who meet DOA established Minimum Driving Standards and use a privately-owned, specially equipped van on state business shall be reimbursed at a rate of ~~60~~ 64 cents per mile. When a state-owned van which is specially equipped for persons with disabilities is available, the reimbursement rate shall be ~~55~~ 59 cents per mile unless a non-availability slip has been obtained. ~~Persons not meeting the above mentioned standards will be reimbursed at a rate of 55 cents per mile.~~

**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 ~~21.2~~ 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 automobile or motorcycle shall not exceed the lowest cost of the most practical means of public transportation between such points.

Section F – 3.05

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.

## Section F – 3.05

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 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.

## Section F – 4.00

### 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.

#### 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.

## Section F – 4.03

### 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.
- (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

Except as provided in 4.05 of this Section (Section F), 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.).

## Section F – 5.00

### 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.
- (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 \$62.
- (2) The maximum permitted amount for Milwaukee, Racine, and Waukesha counties shall be \$72.
- (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

## Section F – 5.02

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.
- (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.

### **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.

## **Section F – 7.01**

Routine cleaning of clothes is not considered a travel-related expense and therefore not reimbursable.

### **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 Portage**

- (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) Portage 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.

### 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 the 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 ~~42.5~~ 46.5 cents per mile. 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--2-03 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.

### 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

## **Section F – 14.05**

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 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.

## Section G – 2.00

### 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.

#### 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.

## **Section G – 4.02**

### **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) ~~Effective July 26, 2003, an~~ 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

~~At the employee's option, these credits shall be converted using the employee's base pay rate at the time of retirement or the average of the employee's base pay rates during the employee's three highest earnings years. Effective December 18, 2003, sick-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.

Full Years of Adjusted Continuous Service	Maximum Matching Credits - General and/or Executive	Maximum Matching Credits - Protective
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.

## Section I – 2.00

### 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), ~~4.05-4.07~~ (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.

## Section I – 4.01

- (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.

Section I – 4.04

- (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.

Section I – 4.04

- (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) and (c) 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.

## Section I – 4.05

### 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 be-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.

## Section I - 4.07

### 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

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, ~~or~~ 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 The DCA may be granted as a base pay adjustment, or in 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 an employees whose positions is not listed are referred to in s. 20.923(16), Wis. Stats. For the purpose of applying the 2 WRPS limitation, the payment shall be converted to a base pay equivalent by dividing the lump sum by 2088. 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. Elections Board: Executive Director
  10. Employment Relations, Office of: Director
  11. Ethics Board: Executive Director
  12. Financial Institutions, Department of: Director of the Office of Credit Unions
  13. Governor, Office of: Executive Secretary, Key Professional Staff
  14. Governor's Work-Based Learning Board: Executive Director
  15. Higher Education Aids Board: Executive Secretary
  16. Insurance, Office of: Commissioner
  17. Justice, Department of: Program Director for Crime Victims Compensation

18. Public Defender, Office of: State Public Defender.
19. Railroads, Office of the Commissioner: Commissioner
20. Regulation and Licensing, Department of: All Bureau Directors
21. Secretary of State, Office of: Assistant Secretary of State
22. Sentencing Commission: Executive Director
23. State Fair Park: Director
24. State Treasurer, Office of: Assistant State Treasurer
25. Wisconsin Historical Society: Director; Associate Director
26. Wisconsin Technical College System: Director
27. 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.**

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.

Section J – 2.00

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

- (a) ~~Effective June 27, 2004 (first day of the pay period following JCOER approval) and July 6, 2008,~~ a minimum level of funded DCP-spending authority will be established. This funded DCP-spending authority for a fiscal year will be established as ~~\$100~~\$0.050 per hour per employee covered by these provisions on ~~June 27, 2004~~ these dates. The total funded amount available to an agency will not be less than ~~\$1000~~\$0.500 per hour and not more than ~~\$3000~~ \$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 DCP-spending authority will be established for **classified employees only**. No analogous funded DCP-spending authority will be established for unclassified employees.
- (c) The DOA will certify this funded DCP-spending authority each fiscal year for each participating agency. ~~Agencies may be provided with supplemental allotments under the authority of s. 20.865, Wis. Stats., for any lump sum granted under the funded DCP-spending authority.~~
- (~~d~~) The funded DCP-spending authority established for each fiscal year will lapse at the end of that fiscal year ~~2004-05~~.

**SECTION K - PARITY PROVISIONS FOR CERTAIN NONREPRESENTED EMPLOYEES  
AFFECTED BY ~~2003-2005-2007~~ COLLECTIVE BARGAINING  
AGREEMENTS**

**1.00 Coverage**

**2.00 Parity Adjustments**

2.01 Eligibility

2.02 ~~Non-Discretionary~~ Market Adjustments

~~2.03 Agency Adjustments~~

~~2.04 Additional Adjustments~~

~~**3.00 Parity Lump Sum Payments**~~

~~3.01 Eligibility~~

~~3.02 Non-Discretionary Lump Sum Payments~~

**1.00 Coverage**

The provisions of this Section (Section K) apply to permanent or project employees in the classified 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.

**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 ~~through 2.04~~ 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.
  - (a) Any employee whose performance was rated below satisfactory as a result of a formal performance evaluation conducted in the 12-month period ending ~~June 25, 2005~~ 23, 2007.
  - (b) Any supervisor who has not completed formal performance evaluations on all subordinate employees, for whom performance

Section K – 2.01

evaluations are required, within the 12-month period ending June 25, 2005 23, 2007.

(c) Any employee paid at or above the 2007-2008 50-11 pay range maximum.

(2) All parity adjustments granted are subject to the applicable 2007-2008 50-11 pay range maximum.

~~(3) Permanent and project employees in positions allocated to other nonrepresented classifications in the classified service 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 2003-2005 collective bargaining agreement. Such positions will be included only upon an agency's recommendation and OSER's approval.~~

(43) 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 of this Plan. The base pay rate adjustments provided under 2.02 and 2.03 **shall** be included when determining pay on restoration in accordance with Section I, 4.08 of this Plan.

**NOTE:** The parity adjustments provided under this Section (Section K) will be applied in the order set forth below. Adjustments in 2.02(4) shall be applied **immediately prior to the July 24, 2005-June 24, 2007 GWAs-General Wage Adjustment (GWA) provided in Section A of this Plan.**

~~2.02 Non-Discretionary Market Adjustments~~

~~(1) Effective Date. The market adjustments will be effective on the applicable date provided in (4) and (5), below. Adjustments will be granted in the order they are shown in (4) and (5), below if an employee is eligible for more than one adjustment.~~

~~(2) Amount. An eligible employee will receive the amount designated in (4) and (5), below (based on full years of seniority as indicated, when applicable).~~

~~(3) Funding.~~

~~(a) Each eligible employee in pay status on the effective date will generate the amount provided in (4) and (5), below.~~

~~(b) Any funds that are not distributed on the effective date will remain unspent.~~

~~2.03 Agency Adjustments~~ 2.02 Market Adjustments

- (1) Effective Date. The agency market adjustments will be effective on the applicable date provided in (43), below.
- ~~(2) Amount. Appointing authorities may shall 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 2003-2005 collective bargaining agreements. Criteria for distribution of the discretionary market adjustments will be applied in a uniform manner throughout the agency or employing unit.~~

~~(3)~~(2) Funding.

- (a) ~~Subject to (b) through (e) and (c), below, on the effective date designated in (4), below, agencies will generate the amount indicated for each employee in positions allocated to the classifications listed. eligible employees shall be granted the market adjustments and lump sum payments specified in (3), below.~~
- (b) Any funds generated shall be granted to the employee for whom they are generated. ~~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 NOT be supplemented under the authority of s. 20.865, Wis. Stats., and the agency providing any adjustment will be required to provide the necessary funding.~~
- (ec) Funds generated for distribution in (43), below, may not be combined with the discretionary parity funds provided for distribution in any other section of this Plan.
- (43) ~~Agency Market Adjustment Generation Effective July 24, 2005 (first day of the pay period following JCOER approval) and prior to the 2007-2008 General Wage Adjustment. Any employee in pay status whose position is allocated to the Nursing Supervisor classification on the effective date who did not receive a May 28, 2006 and/or June 25, 2006 market adjustments, or received only a partial market adjustments, in accordance with Section L, 2.02(4) and (5) of the 2005-2007 Compensation Plan solely because of the pay range maximum limitation, will receive a base pay rate increase equal to the difference between the market adjustment already received and the market adjustment the employee would have received had the limitation not existed. This base pay~~

Section K – 2.02

rate increase is subject to the 2007-2008 50-11 pay range maximum. Any employee granted a market adjustment in accordance with this paragraph that was originally dated May 28, 2006, will also receive a lump sum payment equal to the amount of the base pay rate increase received in accordance with this paragraph multiplied by the number of hours in pay status as a Nursing Supervisor for the period December 25, 2005 through (one day prior to the first day of the pay period following JCOER approval). Any employee granted a market adjustment in accordance with this paragraph that was originally dated June 25, 2006, will also receive a lump sum payment equal to the amount of the base pay rate increase received in accordance with this paragraph multiplied by the number of hours in pay status as a Nursing Supervisor for the period June 25, 2006 through (one day prior to the first day of the pay period following JCOER approval).

<u>(a)</u>	<u>Code</u>	<u>Classification</u>	<u>Per Hour Increase</u>
	70450	Chief, Grading, Labeling & Eval	\$1.550
	70380	Food Safety Supv.	\$1.550
	70420	Meat Safety Supv.	\$1.550
	90020	UW Agriculture Supv.	\$3.000

<u>(b)</u>	<u>Code</u>	<u>Classification</u>	<u>Per Hour Increase</u>
	67020	Fingerprint Technician Supv.	\$1.000
	29820	Lemay Forestry Center Supt.	\$1.600

~~2.04 Additional Adjustments~~

~~There may be unique situations related to the Administrative Support Survey in which the adjustment(s) provided under 2.02(4)(d), above, did not significantly reduce the pay compression or inequities resulting from the negotiated adjustments provided to represented subordinate or counterpart employees covered by the 2003-2005 collective bargaining agreements. Appointing authorities may request additional adjustments for individual employees receiving market adjustments under 2.02(4)(d), above, for these unique situations. Such requests shall be made in the same manner as requests made under 2.01(3), above. Additional adjustments will be included only upon an agency's recommendation and OSER's approval.~~

~~3.00 Parity Lump Sum Payments~~

~~3.01 Eligibility.~~

- ~~(1) Except for employees specified in (a) through (c), below, any employee in a position allocated to a classification listed in 2.02 or 2.03 of this Section (Section K) who is in pay status on July 24, 2005, is eligible for lump sum payment consideration.~~

Section K – 2.02

- ~~(b) Any employee that did not qualify for a FY 2005-2006 General Wage Adjustment because his or her job performance was rated below satisfactory as a result of a formal performance evaluation conducted in the 12-month period ending June 25, 2005.~~
- ~~(c) 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 June 25, 2005.~~
- ~~(2) Permanent and project employees in positions allocated to other nonrepresented classifications in the classified service 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 2003-2005 collective bargaining agreement. Such positions will be included only upon an agency's recommendation and OSER's approval.~~

~~NOTE: Any employee who is on an approved unpaid leave of absence as of the effective date of the adjustment, and who otherwise would be eligible will also receive any applicable Parity Lump Sum Payment upon restoration, subject to the following restrictions:~~

- ~~1. The employee must return from the leave of absence to pay status by June 23, 2007, and the employee's restoration rights must be derived from a position covered by the provisions of this Section (Section K).~~
- ~~2. The employee will not receive a lump sum payment until he or she has returned to pay status.~~

~~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 2.02 and 2.04, 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.~~

Section K – 2.02

- ~~(d) Costs of lump sum payments associated with pay adjustments in 2.03, above, will NOT be supplemented under the authority of s. 20.865, Wis. Stats.~~
- ~~(3) Lump Sum Payments:~~
- ~~(a) Employees in pay status on July 24, 2005, who received a base pay rate increase under 2.02(4) or 2.03(4)(a), above, 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 June 12, 2005 through July 23, 2005.~~
- ~~(b) Employees in pay status on April 30, 2006, who receive a base pay rate increase under 2.02(5), above, 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 June 12, 2005 through April 29, 2006.~~
- ~~(c) Employees in pay status on July 24, 2005, who received a base pay rate increase under 2.03(4)(b), above 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 June 27, 2004 through July 23, 2005.~~
- ~~(d) Employees who receive additional adjustments under 2.04, above, 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 for the same period determined for their lump sum payment under (a), above.~~

NOTE: These payments are not the equivalent of a retroactive adjustment. Intervening pay and benefit transactions between the dates specified will not be reconstructed.

**NOTE:** The sections listed below are deleted in their entirety. To reduce printing, they will not be reproduced.

**SECTION L - PARITY PROVISIONS FOR CERTAIN NONREPRESENTED  
EMPLOYEES AFFECTED BY 2005-2007 COLLECTIVE  
BARGAINING AGREEMENTS**

**SECTION M - PARITY PROVISIONS FOR CERTAIN "NON-ESG" ATTORNEY  
POSITIONS IN THE UNCLASSIFIED SERVICE AFFECTED BY  
2005-2007 COLLECTIVE BARGAINING AGREEMENTS**

**SECTION Z - NONREPRESENTED CLASSIFIED AND COVERED UNCLASSIFIED  
EMPLOYEE PAY SCHEDULES FOR THE ~~2005-2007~~ 2007-2009 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 24, 2005~~ (first day of the pay period following JCOER approval) through ~~May 27, 2006~~ July 4, 2009)
- ~~Pay Schedule 1: General Nonrepresented Pay Schedule (Effective May 28, 2006 through June 23, 2007)~~
  
- Pay Schedule 50: Nonrepresented Patient Treatment-Related Broadband (Effective ~~July 24, 2005~~ (first day of the pay period following JCOER approval) -through ~~June 24, 2006~~ July 5, 2008)
- Pay Schedule 50: Nonrepresented Patient Treatment-Related Broadband (Effective ~~June 25, 2006~~ July 6, 2008 through ~~March 31, 2007~~ April 11, 2009)
- Pay Schedule 50: Nonrepresented Patient Treatment-Related Broadband (Effective ~~April 1, 2007~~ 12, 2009 through ~~June 23, 2007~~ July 4, 2009)
- 
  
- Pay Schedule 56: Nonrepresented Law Enforcement Broadband (Effective ~~July 24, 2005~~ (first day of the pay period following JCOER approval) through ~~June 24, 2006~~ July 5, 2008)
- Pay Schedule 56: Nonrepresented Law Enforcement Broadband (Effective ~~June 25, 2006~~ July 6, 2008 through ~~March 31, 2007~~ April 11, 2009)
- Pay Schedule 56: Nonrepresented Law Enforcement Broadband (Effective ~~April 1, 2007~~ 12, 2009 through ~~June 23, 2007~~ July 4, 2009)
  
- Pay Schedule 70: Nonrepresented Information Systems-Related Broadband (Effective ~~July 24, 2005~~ (first day of the pay period following JCOER approval) -through ~~June 24, 2006~~ July 5, 2008)
- Pay Schedule 70: Nonrepresented Information Systems-Related Broadband (Effective ~~June 25, 2006~~ July 6, 2008 through ~~March 31, 2007~~ April 11, 2009)
- Pay Schedule 70: Nonrepresented Information Systems-Related Broadband (Effective ~~April 1, 2007~~ 12, 2009 through ~~June 23, 2007~~ July 4, 2009)
  
- Pay Schedule 71: Nonrepresented Professional Legal-Related Broadband (Effective ~~July 24, 2005~~ (first day of the pay period following JCOER approval) -through ~~June 24, 2006~~ July 5, 2008)
- Pay Schedule 71: Nonrepresented Professional Legal-Related Broadband (Effective ~~June 25, 2006~~ July 6, 2008 through ~~March 31, 2007~~ April 11, 2009)
- Pay Schedule 71: Nonrepresented Professional Legal-Related Broadband (Effective ~~April 1, 2007~~ 12, 2009 through ~~June 23, 2007~~ July 4, 2009)

- Pay Schedule 81: Nonrepresented General Broadband (Effective ~~July 24, 2005~~ (first day of the pay period following JCOER approval) through ~~June 24, 2006~~ July 5, 2008)
- Pay Schedule 81: Nonrepresented General Broadband (Effective ~~June 25, 2006~~ July 6, 2008 through March 31, 2007 April 11, 2009)
- Pay Schedule 81: Nonrepresented General Broadband (Effective April 1, 2007 ~~12, 2009~~ through June 23, 2007 July 4, 2009)
- Pay Schedule 90: Executive Salary Group (ESG) (Effective ~~July 24, 2005~~ (first day of the pay period following JCOER approval) through ~~June 24, 2006~~ July 5, 2008)
- Pay Schedule 90: Executive Salary Group (ESG) (Effective ~~June 25, 2006~~ July 6, 2008 through March 31, 2007 April 11, 2009)
- Pay Schedule 90: Executive Salary Group (ESG) (Effective April 1, 2007 ~~12, 2009~~ through June 23, 2007 July 4, 2009)
- Pay Schedule 95: General Senior Executive Group (GSEG) (Effective ~~July 24, 2005~~ (first day of the pay period following JCOER approval) through ~~June 24, 2006~~ July 5, 2008)
- Pay Schedule 95: General Senior Executive Group (GSEG) (Effective ~~June 25, 2006~~ July 6, 2008 through March 31, 2007 April 11, 2009)
- Pay Schedule 95: General Senior Executive Group (GSEG) (Effective April 1, 2007 ~~12, 2009~~ through June 23, 2007 July 4, 2009)

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.

**PAY SCHEDULE 1: GENERAL NONREPRESENTED**

(first day of the pay period following JCOER approval) through July 4, 2009

Pay  
Range

1-99 Based on prevailing rates. See Section A, 4.08 of the Compensation Plan

**NONREPRESENTED BROADBAND PAY SCHEDULES**

(first day of the pay period following JCOER approval) through July 5, 2008

<u>Pay Schedule</u>	<u>Pay Range</u>		<u>Appointment</u>		<u>Within Range Step</u>	<u>8% of Minimum</u>	<u>Monthly Basis*</u>		<u>Annual Basis*</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Maximum 1</u>	<u>Maximum 2</u>			<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Patient-Related										
50	28,000	42,000	na	na	0.840	2.240	4,872	9,744	58,464	116,928
	57,702	75,013	na	na	1.732	4.617	10,041	16,065	120,482	192,773
	63,653	82,813	na	na	1.910	5.093	11,076	17,744	132,908	212,920
	69,439	90,341	na	na	2.084	5.556	12,083	19,357	144,989	232,274
Law Enforcement										
56	23,119	34,737	na	na	0.694	1.850	4,023	8,066	48,273	96,788
	18,612	24,196	na	na	0.559	1.489	3,239	5,182	38,862	62,181
Information Systems-Related										
70	25,006	40,073	45,761	na	0.751	2.001	4,352	9,595	52,213	115,131
Professional Legal-Related										
71	22,978	39,258	na	na	0.690	1.839	3,999	9,664	47,979	115,964
General										
81	28,169	46,479	na	na	0.846	2.254	4,902	11,274	58,817	135,280
	25,006	41,260	na	na	0.751	2.001	4,352	10,008	52,213	120,090
	21,380	35,277	na	na	0.642	1.711	3,721	8,557	44,642	102,676
	16,405	27,069	na	na	0.493	1.313	2,855	6,566	34,254	78,785
	13,029	21,498	na	na	0.391	1.043	2,268	5,215	27,205	62,572

\*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

**NONREPRESENTED BROADBAND PAY SCHEDULES**

July 6, 2008 through April 11, 2009

<u>Pay Schedule</u>	<u>Pay Range</u>	<u>Appointment</u>		<u>Within Range Step</u>	<u>8% of Minimum</u>	<u>Monthly Basis*</u>		<u>Annual Basis*</u>	
		<u>Maximum 1</u>	<u>Maximum 2</u>			<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
<b>Patient-Related</b>									
50	50-11	28,560	na	0.857	2.285	4,970	9,939	59,634	119,267
	50-50	58,857	na	1.766	4.709	10,242	16,386	122,894	196,632
	50-51	64,927	na	1.948	5.195	11,298	18,099	135,568	217,182
	50-52	70,828	na	2.125	5.667	12,325	19,744	147,889	236,920
<b>Law Enforcement</b>									
56	56-01	23,582	na	0.708	1.887	4,104	8,228	49,240	98,725
	56-02	18,985	na	0.570	1.519	3,304	5,286	39,641	63,426
<b>Information Systems-Related</b>									
70	70-02	25,507	46,678	0.766	2.041	4,439	9,787	53,259	117,436
<b>Professional Legal-Related</b>									
71	71-01	23,438	na	0.704	1.876	4,079	9,858	48,939	118,286
<b>General</b>									
81	81-01	28,733	na	0.862	2.299	5,000	11,499	59,995	137,988
	81-02	25,507	na	0.766	2.041	4,439	10,209	53,259	122,497
	81-03	21,808	na	0.655	1.745	3,795	8,728	45,536	104,732
	81-04	16,734	na	0.503	1.339	2,912	6,698	34,941	80,366
	81-05	13,290	na	0.399	1.064	2,313	5,319	27,750	63,824

\*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

**NONREPRESENTED BROADBAND PAY SCHEDULES**

April 12, 2009 through July 4, 2009

<u>Pay Schedule</u>	<u>Pay Range</u>	<u>Minimum</u>	<u>Appointment</u>		<u>Within Range Step</u>	<u>8% of Minimum</u>	<u>Monthly Basis*</u>		<u>Annual Basis*</u>	
			<u>Maximum 1</u>	<u>Maximum 2</u>			<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
<b>Patient-Related</b>										
50	50-11	28.846	43.269	na	0.866	2.308	5,020	10,039	60,231	120,461
	50-50	59.446	77.280	na	1.784	4.756	10,344	16,550	124,124	198,599
	50-51	65.577	85.316	na	1.968	5.247	11,411	18,280	136,925	219,355
	50-52	71.537	93.070	na	2.147	5.723	12,448	19,941	149,370	239,292
<b>Law Enforcement</b>										
56	56-01	23.818	35.787	na	0.715	1.906	4,145	8,310	49,732	99,715
	56-02	19.175	24.928	na	0.576	1.534	3,337	5,339	40,038	64,060
<b>Information Systems-Related</b>										
70	70-02	25.763	41.286	47.146	0.773	2.062	4,483	-9,885	53,794	118,616
<b>Professional/Legal-Related</b>										
71	71-01	23.673	40.446	na	0.711	1.894	4,120	9,956	49,430	119,472
<b>General</b>										
81	81-01	29.021	47.885	na	0.871	2.322	5,050	11,615	60,596	139,372
	81-02	25.763	42.509	na	0.773	2.062	4,483	10,311	53,794	123,725
	81-03	22.027	36.345	na	0.661	1.763	3,833	8,816	45,993	105,785
	81-04	16.902	27.889	na	0.508	1.353	2,941	6,765	35,292	81,171
	81-05	13.423	22.148	na	0.403	1.074	2,336	5,372	28,028	64,463

\*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

**PAY SCHEDULE 90: EXECUTIVE SALARY GROUP (ESG)**

(first day of the pay period following JCOER approval) through July 5, 2008

Pay Range	Official Hourly Rate		3% of		Monthly Basis*		Annual Basis*	
	Minimum	Maximum	Minimum	Maximum**	Minimum	Maximum	Minimum	Maximum
90-01	28,169	43,662	0.846		4,901	7,597	58,817	91,166
90-02	30,423	47,156	0.913		5,294	8,205	63,523	98,462
90-03	32,857	50,929	0.986		5,717	8,862	68,605	106,340
90-04	35,486	55,004	1.065		6,175	9,571	74,095	114,848
90-05	38,325	59,404	1.150		6,669	10,336	80,023	124,036
90-06	41,391	64,157	1.242		7,202	11,163	86,424	133,960
90-07	44,703	69,290	1.342		7,778	12,056	93,340	144,678
90-08	48,280	74,834	1.449		8,401	13,021	100,809	156,253
90-09	52,143	80,822	1.565		9,073	14,063	108,875	168,756
90-10	56,315	87,289	1.690		9,799	15,188	117,586	182,259

\*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

\*\*Equivalent to Within Range Pay Step.

PAY SCHEDULE 90: EXECUTIVE SALARY GROUP (ESG)

July 6, 2008 through April 11, 2009

Pay Range	Official Hourly Rate		3% of Minimum**	Monthly Basis*		Annual Basis*	
	Minimum	Maximum		Minimum	Maximum	Minimum	Maximum
90-01	28,733	44,537	0.862	5,000	7,749	59,995	92,993
90-02	31,032	48,100	0.931	5,400	8,369	64,795	100,433
90-03	33,515	51,949	1.006	5,832	9,039	69,979	108,470
90-04	36,197	56,106	1.086	6,298	9,762	75,579	117,149
90-05	39,093	60,595	1.173	6,802	10,544	81,626	126,522
90-06	42,221	65,443	1.267	7,346	11,387	88,157	136,645
90-07	45,599	70,679	1.368	7,934	12,298	95,211	147,578
90-08	49,247	76,333	1.478	8,569	13,282	102,828	159,383
90-09	53,187	82,440	1.596	9,255	14,345	111,054	172,135
90-10	57,442	89,036	1.724	9,995	15,492	119,939	185,907

\*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

\*\*Equivalent to Within Range Pay Step.

**PAY SCHEDULE 90: EXECUTIVE SALARY GROUP (ESG)**

April 12, 2009 through July 4, 2009

Pay Range	Official Hourly Rate		3% of Minimum**	Monthly Basis*		Annual Basis*	
	Minimum	Maximum		Minimum	Maximum	Minimum	Maximum
90-01	29,021	44,983	0.871	5,050	7,827	60,596	93,925
90-02	31,343	48,582	0.941	5,454	8,453	65,444	101,439
90-03	33,831	52,470	1.016	5,890	9,130	70,681	109,557
90-04	36,560	56,668	1.097	6,361	9,860	76,337	118,323
90-05	39,485	61,202	1.185	6,870	10,649	82,445	127,790
90-06	42,644	66,099	1.280	7,420	11,501	89,041	138,015
90-07	46,056	71,387	1.382	8,014	12,421	96,165	149,056
90-08	49,741	77,099	1.493	8,655	13,415	103,859	160,983
90-09	53,721	83,268	1.612	9,347	14,489	112,169	173,864
90-10	58,019	89,930	1.741	10,095	15,648	121,144	187,774

\*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

\*\*Equivalent to Within Range Pay Step.

**PAY SCHEDULE 95: GENERAL SENIOR EXECUTIVE GROUP (GSEG)**

(first day of the pay period following JCOER approval) through July 5, 2008

Pay Range	Official Hourly Rate		3% of		Monthly Basis*		Annual Basis*	
	Minimum	Maximum	Minimum	Minimum**	Minimum	Maximum	Minimum	Maximum
95-01	41.160	72.154	1.235		7,162	12,555	85,942	150,658
95-02	54.879	96.149	1.647		9,549	16,730	114,587	200,759

\*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

\*\*Equivalent to Within Range Pay Step.

PAY SCHEDULE 95: GENERAL SENIOR EXECUTIVE GROUP (GSEG)

July 6, 2008 through April 11, 2009

Pay Range	Official Hourly Rate		3% of Minimum**	Monthly Basis*		Annual Basis*	
	Minimum	Maximum		Minimum	Maximum	Minimum	Maximum
95-01	41,984	73,598	1,260	7,305	12,806	87,663	153,673
95-02	55,977	98,072	1,680	9,740	17,065	116,880	204,774

\*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.  
 \*\*Equivalent to Within Range Pay Step.

PAY SCHEDULE 95: GENERAL SENIOR EXECUTIVE GROUP (GSEG)

April 12, 2009 through July 4, 2009

Pay Range	Official Hourly Rate		3% of Minimum**	Monthly Basis*		Annual Basis*	
	Minimum	Maximum		Minimum	Maximum	Minimum	Maximum
95-01	42,404	74,335	1,273	7,378	12,934	88,540	155,211
95-02	56,537	99,053	1,697	9,837	17,235	118,049	206,823

\*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

\*\*Equivalent to Within Range Pay Step.