STATE OF WISCONSIN
Office of State Employment Relations

Scott Walker, Governor

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December 16, 2013

Co-Chairpersons and Members of the
Joint Committee on Employment Relations
Room 113 South, State Capitol
Madison, WI 53703

Dear Co-Chairpersons and Committee Members:

In accordance with s. 230.12, Wis. Stats., I am submitting for your approval some revisions to the 2013-2015 Compensation Plan. Most of the revisions provide clarification or minor corrections to the Compensation Plan approved in June, or reflect changing circumstances that have occurred since then. Attachment A provides a summary of these changes.

Most of the changes do not have a cost, and those that do are primarily agency funded. The changes result in an increase in the draw on the Compensation Reserve, at the most, of only $4,436, all funds with fringe (the General Purpose Revenue portion of the cost is $2,218 with fringe). Attachment C shows the cost increases. None of the agency-funded increases or Compensation Reserve costs apply to UW employees.

I recommend the Committee approve the attached 2013-2015 Compensation Plan revisions, and look forward to responding to any questions the Committee or its staff may have about them.

Sincerely,

Gregory L. Gracz
Director

Attachments:
Attachment A: Summary of Changes
Attachment B: Revisions to the Sections A, B, E, I, L and Z of the 2013-2015 Compensation Plan
Attachment C: Changes to the 2013-2015 Compensation Plan Cost Estimate

SUMMARY OF CHANGES
Revisions to the 2013-2015 Compensation Plan

1. Section A, Table of Contents and 2.02 are revised to remove reference to a pay schedule that no longer exists.
2. Section A, 2.01 is revised to clarify that reallocations to new broadband pay ranges effective June 29, 2014, will occur after the GWA on that date.
3. Section A, 2.03(1)(c) is revised to clarify that progression adjustments received in a project position do not count toward the eligibility for adjustments in a permanent position or another project position.
4. Section A, 2.07(1) and (3)(b) are revised to clarify who is eligible for the schedules 14 and 15 progressions, that they are entry-level, and how they are to be administered for previously ineligible project employees.
5. Section A, 2.10 is revised to change the Initial Assessment Specialist progression from a one-time increase of $1.700 per hour to a one-time increase to a specific rate of pay.
6. Section A, 4.01(12) is revised to correct the references to the types of supplemental pay reflected in the definition of supplemental pay.
7. Section A, 4.02(3) is revised to clarify which supplemental pay types are to be included when calculating leave and termination pay.
8. Section A, 4.07(3)(b) is revised to correct a reference.
9. Section A, 4.27 is revised to include the position of Deputy Administrator – Banking as one of the positions eligible for the Financial Examiner Skills and Education add-on.
10. Section A, 4.35 is revised to add the Department of Veterans Affairs as an agency that can provide the AODA Treatment Programs add-on.
11. Section A, 4.40 is revised to replace obsolete classifications with current ones for the Bureau of Milwaukee Child Welfare on call supplemental pay.
12. Section B, 3.03(2) is revised to delete an Office of Justice Assistance position because it no longer exists, delete the administrator positions of the Divisions of Administrative Services and Telecommunications at the Public Service Commission which were combined to create the added administrator position of the Division of Business and Communication Services, to add the newly created administrator position of the Division of Wholesale Energy Markets at the Public Service Commission, to delete the Department of Administration Division of Enterprise Technology Administrator because its pay range is determined by statute, and to delete the Department of Workforce Development Division of Workforce Solution because it no longer exists.
13. Section E, 4.00 is revised to change the maximum pay increase from 12% to 16% of the new pay range minimum for promotions from pay range 05-31 to 05-32 (i.e., promotions to Correctional Sergeants and Youth Counselor-Advanced).
14. Section I, 4.01 is revised to clarify exactly when progressions are implemented when there are multiple adjustments on the same date and that reallocations to new broadband pay ranges will occur after the implementation of the new ranges.
15. Section L, 2.02 is revised to reflect additional agency-funded adjustments due to inequity and retention issues.

16. Section L, 2.04 is revised to remove Meat Safety Consultant and Meat Safety Inspector-Objective because their adjustments have been accomplished through pay range reassignments, to add Meat Safety Supervisor as parity to these pay range reassignments, and to increase the adjustment for Psychological Associate, School Psychologist and School Psychologist-Senior from $1.500 per hour to $2.000 per hour.
17. Section Z is revised to add pay range 06-05, 70-03, 70-04 and 70-05, mirroring already existing pay ranges. Ranges 70-03, 70-04, and 70-05 are effective in fiscal year 2014-2015.

SECTION A - GENERAL COMPENSATION PROVISIONS FOR PERMANENT & PROJECT EMPLOYEES IN THE CLASSIFIED SERVICE

1.00 Coverage

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4.27 Supplemental Pay for Financial Examiner Skills and Education
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4.29 Flight Pay
4.30 Aircraft Mechanics
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4.32 Fire/Crash Rescue Skills Add-on
4.33 Plumbing Specialty Add-on
4.34 DNR Fire Duty Readiness Add-on
4.35 AODA Treatment Programs Add-on
4.36 Oral Surgery Add-on
4.37 Motorcycle Pay
4.38 DPI Special Activities
4.39 EEN/SPED Certification
4.40 Bureau of Milwaukee Child Welfare (DCF Only) On Call
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4.42 Teacher Education Program Supplemental Pay
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4.46 Special Agent in Charge Supplemental Pay
4.47 Supplemental Pay for Science Related Certifications, Licenses, and Registrations
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INTRODUCTION

Pursuant to s. 230.12(1)(a)3., Wis. Stats., provisions governing salary transactions for classified employees, except those in the public safety bargaining unit, are contained in this Compensation Plan. Pay provisions currently contained in this Section (Section A) of the Plan include nonrepresented General Wage Adjustments; Nonrepresented Annualized General Wage Adjustments; Relocation Incentive Awards; Progression Adjustments for Certain Classifications; Pay on Survey Regrade; Supplemental Pay and Overtime Compensation. **General Wage Adjustments will only apply to employees who are not covered by a certified collective bargaining unit.**

1.00 Coverage

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

(a) A **"permanent employee"** is a person who is an employee as a result of an appointment to a position in which permanent status can be attained, whether or not the employee has attained permanent status.

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

2.00 Base Pay Adjustments and Lump Sum Awards for Fiscal Years 2013-2014 and 2014-2015

2.01 Nonrepresented General Wage Adjustment (GWA) and Annualized GWA

GWA:

(1) Effective Dates. The GWAs will be effective June 30, 2013, in FY 2013-2014; and June 29, 2014, in FY 2014-2015.

(2) Eligibility. All employees who are in pay status on the effective date are eligible to receive a GWA except the following:

(a) Employees represented by a certified collective bargaining unit on the effective date of the GWA.

(b) Employees whose job performances were rated below satisfactory as a result of formal performance evaluations conducted in the 12-month period ending June 29, 2013, for FY 2013-2014 and ending June 28, 2014, for FY 2014-2015.

(c) Supervisors who have not completed formal performance evaluations on all subordinate employees, for whom performance evaluations are required, within the 12-month period ending June 29, 2013, for FY 2013-2014 and ending June 28, 2014, for FY 2014-2015. If the required performance evaluations are performed by September 30 of the applicable fiscal year, a supervisor shall be granted a Delayed Award if the supervisor had been denied the GWA solely because of the failure to complete evaluations. The GWA will be effective October 6, 2013, for FY 2013-2014 and October 5, 2014 for FY 2014-2015, with no retroactive pay or lump sum payment for the delay.

NOTE: Extenuating circumstances may exist (e.g., leaves of absences) that would allow a supervisor to receive a GWA even though the required performance evaluations were not completed within the mandated time frames. Contact OSER, Division of Compensation and Labor Relations for further assistance.

(d) Any employee paid at or above the pay range maximum, or the new pay range maximum, if a new pay range maximum takes effect on the same date as GWA distribution. An employee who is not eligible to receive a GWA solely because his or her base pay is at or above the pay range maximum or new pay range maximum, if applicable, may qualify for an Annualized GWA Payment.

(e) Classified Legal and related (refer to Section C of this Plan).

(f) Trainees eligible for scheduled trainee increases (refer to Section E, 1.04 of this Plan).

(g) Any employee in a position not eligible under (a) above, who later becomes eligible and who was in employment status on the effective date of a GWA, but did not receive or was not considered for the GWA, will be granted:

1. The GWA(s) or Annualized GWA(s) as provided above.

2. An associated lump sum payment for all the hours in pay status from the effective date(s) of the GWA(s) provided above, to the effective date of becoming eligible.

3. Any GWA(s) received above, will be granted prior to setting pay upon appointment if moving to a new position.

(3) Amount. All eligible employees will receive a GWA of 1.0% on June 30, 2013 and 1.0% on June 29, 2014. Also effective June 30, 2013, any employee whose base pay rate is less than $15.000 per hour after implementation of the 1.0% GWA effective on that date, will receive an additional GWA increase of $0.250 per hour, except that the increase cannot result in a base pay rate exceeding $15.000 per hour. These increases are subject to the following restriction:

An employee's new base pay after application of the GWA must not exceed the pay range maximum, or the new pay range maximum if a new pay range maximum takes effect on the same date as GWA distribution. Use the new broadband pay range maximums for employees who will be reallocated into broadband pay ranges that are created effective June 30, 2013. (Refer to Annualized GWA Payment provisions under 2.02 of this Section.)

NOTE: Section I, 4.01 of this Plan notwithstanding, reallocations on June 30, 2013, into new broadband pay ranges created effective on that date, will occur **after** the implementation of the FY 2013-2014 GWA and related pay schedules. In addition, reallocations to the new schedule 06, 07, and 70 broadband pay ranges effective June 29, 2014, will occur after the implementation of the 2014-2015 GWA and related pay schedules. Also, pay on reallocation for these pay range reassignments under Section I, 4.09 of this Plan will **not** be provided.

(4) Ineligibility Due to Performance. Any employee who is not eligible to receive a GWA because of job performance must receive a written notice that states the extent to which the employee's performance has not met management's expectations. This notice must also include recommendations for improvement.

Annualized GWA Payment:

(1) Granting Date. Annualized GWA Payments will be granted as soon as administratively feasible after the effective date of the applicable GWA above.

(2) Eligibility. Any employee will receive an Annualized GWA Payment if either of the conditions described under (a) or (b) below, apply:

(a) The employee was not eligible to receive a GWA solely because his or her base pay was at or above the pay range maximum, or the new pay range maximum if a new pay range maximum takes effect on the same date as GWA distribution.

(b) The employee did not receive the full GWA amount because of the pay range maximum limitation.

(3) Amount. The amount of the Annualized GWA Payment is subject to the limitations under (a) and (b), below:

(a) For employees who qualify for an Annualized GWA Payment because of the condition described under (2)(a) above: The hourly amount used in calculating an Annualized GWA Payment will equal the full GWA amount (i.e., 1.0% on June 30, 2013 and 1.0% on June 29, 2014).

(b) For employees who qualify for an Annualized GWA Payment because of the condition described under (2)(b) above: The hourly amount used in calculating an Annualized GWA Payment will equal the difference between the full amount (i.e., 1.0% on June 30, 2013 and 1.0% on June 29, 2014) and the partial GWA amount the employee actually received.

(4) Calculating Annualized GWA Payments. Annualized GWA Payments will be calculated by multiplying the hourly amount determined to be

appropriate for the employee in accordance with (3) above, by 2088 for employees budgeted as full-time. Annualized GWA Payments provided to permanent part-time or seasonal employees will be prorated on the basis of budgeted percentage of Full-Time Equivalency (FTE) on the GWA distribution date.

(5) Annualized GWA Payments for Employees on Approved Unpaid Leaves of Absence. Any employee who is on an approved unpaid leave of absence as of the effective date of the GWA and who qualifies for an Annualized GWA Payment, will receive an Annualized GWA Payment, subject to the following restrictions:

(a) The employee must return from the leave of absence to pay status by June 28, 2015, and the employee's restoration right must be derived from a position covered by the GWA provisions of this Section (Section A), Section C of this Plan, or the employee becomes eligible under (g) of the GWA eligibility above.

(b) The employee will not receive an Annualized GWA Payment until he or she has returned to pay status.

(c) The hourly amount used in the calculation of any Annualized GWA Payment will equal the amount determined under (3), above.

2.02 Schedules 50, ~~56,~~ 70, 71 and 81 Relocation Incentive Awards

(1) Effective Dates and Amounts. Noncumulative Relocation Incentive Awards may, at the discretion of the appointing authority, be granted to employees who relocate, pursuant to s. 20.917(1)(a) and (b)., Wis. Stats., as a result of promotion or transfer. Noncumulative Relocation Incentive Awards will be granted in the form of one time payments in any whole dollar increment up to an amount equal to 125% of the monthly minimum for the pay range to which the employee's new position classification is assigned. The monthly minimum is calculated as the pay range minimum hourly rate multiplied by 174. The award must be approved at the time of appointment. The appointment letter will specify the amount of the award and indicate that approval is contingent upon reimbursement for his or her moving expenses. The award may be paid at any time within three months after the employee has received such reimbursement.

(2) Eligibility. Permanent employees covered by this Section (Section A) whose positions are allocated to schedules 50, ~~56,~~ 70, 71, and 81 and who meet the eligibility criteria for moving expense reimbursement under s. 20.917(1)(a) and (b), Wis. Stats., are eligible for Relocation Incentive Awards provided the employing agency has written criteria approved by OSER, Division of Compensation and Labor Relations. These criteria must ensure that relocation incentive awards will be distributed in a uniform manner throughout the agency or employing unit.

(3) Funding. These awards are funded from each agency's salary line.

2.03 Annual Progression Adjustments

(1) Eligibility. All permanent and project employees in positions allocated to classifications specified in (2) below, will be eligible for a base-building progression adjustment, except as follows:

(a) An employee whose base pay rate is equal to or greater than the appropriate threshold stated in (2) below.

(b) An employee who has received an unsatisfactory performance evaluation within six (6) months prior to the granting date. The denial of a progression adjustment based upon unsatisfactory performance is not grievable under s. 230.12(5)(c), Wis. Stats. Employees must be notified of the unsatisfactory performance in writing, and will receive a new performance evaluation within six (6) months, or prior to the next scheduled progression adjustment date, whichever is sooner. The written notification(s) will include:

1) Details of each occurrence of unsatisfactory performance;

2) Identification of goals and expectations stated in terms that are measurable and which specify how expectations are to be accomplished; and

3) Upon satisfactory completion of the goals and expectations, the supervisor will provide the employee with written notification of satisfactory performance.

(c) An employee who has already received two (2) progression adjustments in any position(s) under 2.03 of this Section (Section A), except that progression adjustments received in a project appointment will not count towards the progression adjustment eligibility for a permanent position or another project position.

(d) An employee who has previously received the maximum number of possible progression adjustments for the employee's classification, taking into account progression adjustments received while in any position(s) under this or any similar progression adjustment system. For the purpose of this eligibility, "any similar progression adjustment system" shall be defined as any progression system that provides one or two-time annual per hour rate adjustments (i.e., not providing specific pay rates, except for a maximum adjustment rate).

(2) Amount.

(a) An eligible employee in a position allocated to one of the following classifications will receive a two-time progression adjustment of $1.20 per hour on the granting date, subject to the pay range 81-03 minimum.

1) Accountant-Confidential
2) Equal Opportunity Program Specialist
3) Executive Equal Opportunity Specialist
4) Executive Human Resources Specialist
5) Human Resources Specialist
6) IS Support Technician-Confidential
7) IS Professional-Confidential
8) Program & Policy Analyst-Confidential

(b) An eligible employee in a position allocated to one of the following classifications will receive a one-time progression adjustment of $1.20 per hour on the granting date, subject to the pay range 81-03 minimum.

1) Budget and Policy Analyst-Agency
2) Budget and Policy Analyst-Division
3) Employee Benefit Plan Policy Advisor-Entry
4) Ethics Specialist
5) Institution Human Resources Director
6) Revenue Economist-Confidential
7) UW Human Resources Manager

(c) An eligible employee in a position allocated to Payroll and Benefit Specialist will receive a two-time progression adjustment of $1.00 per hour on the granting date, subject to the pay range 81-04 minimum.

(d) An eligible employee in a position allocated to Research Analyst will receive a two-time progression adjustment of $1.20 per hour on the granting date, subject to the pay range 08-03 minimum.

(e) An eligible employee in a position allocated to Economist, Loan Analyst or Public Utility Rate Analyst will receive a one-time progression adjustment of $1.20 per hour on the granting date, subject to the pay range 08-03 minimum.

(f) An eligible employee in a position allocated to one of the following classifications will receive a two-time progression adjustment of $1.20 per hour on the granting date, subject to the pay range 07-03 minimum.

1) Accountant
2) Agriculture Auditor
3) Auditor
4) Consumer Credit Examiner
5) Equal Opportunity Specialist

6) Financial Examiner
7) Fuel Tax & Registration Auditor
8) IS Business Automation Analyst
9) IS Comprehensive Services Professional
10) IS Data Services Professional
11) IS Network Services Professional
12) IS Systems Development Services Professional
13) IS Technical Services Professional
14) Mortgage Banking Examiner
15) Motor Vehicle Program Specialist-Senior
16) Program and Policy Analyst
17) Public Utility Auditor
18) Revenue Auditor
19) Revenue Field Auditor
20) Risk Management Specialist
21) Securities Examiner
22) University Grants and Contracts Specialist
23) Urban and Regional Planner

(g) An eligible employee in a position allocated to one of the following classifications will receive a one-time progression adjustment of $1.20 per hour on the granting date, subject to the pay range 07-03 minimum.

1) Board Steward
2) Crime Victims Claims Specialist
3) DOA Program Specialist
4) Elections Specialist
5) Emergency Government Specialist
6) Environmental Coordinator
7) Grants Specialist
8) Health Care Rate Analyst
9) Human Services Program Coordinator
10) Insurance Examiner
11) Lottery Customer Service Specialist
12) Natural Resources Bureau Data Coordinator
13) Natural Resources Financial Assistance Specialist
14) PECFA Program Specialist
15) Printing Technician
16) Public Defender Investigator
17) Real Estate Specialist
18) Revenue Agent
19) Revenue Field Agent
20) Technical Writer
21) Tourism Specialist Assistant
22) Trust Funds Specialist
23) University Benefits Specialist
24) Workers Compensation Examiner

(h) An eligible employee in a position allocated to Insurance Financial Examiner will receive a two-time progression adjustment of $1.50 per hour on the granting date, **subject to the pay range 07-04 appointment maximum**.

(i) The individual increase limit provided in s. 230.12(5)(d), Wis. Stats., does not apply to progression adjustments granted pursuant to provisions of 2.03 of this Section (Section A).

(j) An employee may not, for any reason, receive more than two (2) progression adjustments under 2.03 of this Section (Section A).

(3) Granting Date.

(a) Progression adjustments for eligible employees will be awarded based on the employee's state service seniority date. Seniority dates will be adjusted (for progression adjustment purposes only) for absence from employment of more than one hundred and seventy four (174) work hours during the period between seniority dates, approved leaves of absence, layoff, and resignation. Adjustment of seniority for the aforementioned reasons may be waived at the discretion of the appointing authority.

(b) Progression adjustments will be effective on the first day of the pay period following the employee's seniority date. If the employee's seniority date occurs on the first day of a pay period, the progression adjustment will be effective on that date.

(c) An employee who is ineligible for the progression adjustment due to unsatisfactory performance will receive the progression adjustment effective the first day of the pay period following the employee's receipt of the written satisfactory performance evaluation. An employee will not be allowed to receive more than one progression adjustment on a granting date due to such a delay.

2.04 Excise Tax Agents, Special Agents and Criminal Analysts Progression

(1) Eligibility: Employees in positions allocated to the classifications of Excise Tax Agents, Special Agents and Criminal Analysts are eligible for semi-automatic progression adjustments except for employees who have received an unsatisfactory performance evaluation prior to the employee attaining the next progression level and who have not received written notification that the unsatisfactory performance has been corrected.

Employees must be notified of unsatisfactory performance in writing. The written notification must include:

(a) Details of each occurrence of unsatisfactory performance.

(b) Identification of goals and expectations stated in terms that are measurable and which specify how expectations are to be accomplished.

Employees who have received an unsatisfactory performance evaluation will receive a new performance evaluation within six (6) months, or prior to the next scheduled progression adjustment, whichever is sooner.

Upon satisfactory completion of the goals and expectations, the supervisor will, prior to the next scheduled progression adjustment, provide the employee with written notice of satisfactory performance. The employee will receive the next scheduled adjustment in accordance with (3) below.

(2) Effective Date.

Semi- automatic progression adjustments for eligible employees will be awarded at one (1) year intervals based on the anniversary date of the start date in the class series. The time in class series anniversary date will be adjusted for absence from employment of more than one hundred and seventy four (174) work hours in a six (6) month period, approved leaves of absence, layoff, and resignation. Adjustment of the anniversary date for the aforementioned reasons may be waived at the sole discretion of the appointing authority.

Semi-automatic progression adjustments will be effective on the first day of the pay period following the employee attaining the next progression interval. If the employee attains the next progression interval on the first day of a pay period, the semi-automatic progression adjustment will be effective on that date.

(3) Amount.

Denial of a semi-automatic progression adjustment will not be arbitrary and capricious and will be supported by documentation as specified in (1) above.

Except as provided below, on the effective date of the semi-automatic progression adjustment, an employee's base pay rate will be increased to the pay rate which is closest to but greater than the employee's current base pay rate, in accordance with the applicable progression schedule provided in Section Z of this Plan.

If eligible, an employee whose semi-automatic progression adjustment was previously denied due to circumstances described in (1) above, will receive an increase to the pay rate which the employee would have attained if the employee would have had satisfactory performance.

2.05 Law Enforcement Dispatcher Progression

(1) Administration. Employees in positions allocated to the classification of Law Enforcement Dispatcher are eligible for a one-time $1.00 per hour base pay progression adjustment, subject to the maximum of the pay range. Eligible employees will receive the adjustment on the first day of the pay period following a period of one year in the classification, including time as a Police Communication Operator (the previous classification title).

(2) Initial Implementation. After implementation of the 2013-2014 pay schedules, employees in pay status whose positions are allocated to the classification of Law Enforcement Dispatcher who have already attained one year of experience as a Police Communications Operator, will receive a $2.00 per hour base pay adjustment effective June 30, 2013, subject to the maximum of the pay range.

(3) Funding. All provisions of this progression will be agency funded.

2.06 Pay Range 05-31 and 05-32 Progressions

After completion of the months of adjusted continuous service designated below, employees in positions allocated to classifications in pay ranges 05-31 and 05-32 will be paid the greater of the employee's current rate of pay or:

Effective June 30, 2013		
	Pay Range 05-31	**Pay Range 05-32**
6 months	$15.532 per hour	Not Applicable
12 months	$16.021 per hour	Not Applicable
18 months	$16.510 per hour	Not Applicable
24 months	$16.999 per hour	$18.699 per hour

Effective June 29, 2014		
	Pay Range 05-31	**Pay Range 05-32**
6 months	$15.688 per hour	Not Applicable
12 months	$16.182 per hour	Not Applicable
18 months	$16.676 per hour	Not Applicable
24 months	$17.169 per hour	$18.886 per hour

2.07 Schedule 14 and 15 Progressions

(1) Eligible: Except as noted below, permanent and project employees in positions allocated to certain entry level classifications assigned to pay ranges 14-14, 14-15 and 15-04 whose base pay rate is less than the applicable threshold (Point C for Construction Representative, Facility Designer, and Hydrogeologist, Point E for all others) are eligible for semi-automatic adjustments as specified in (3) below.

Ineligible: The following employees are not eligible for a semi-automatic progression adjustment:

(a) Employees who have received an unsatisfactory performance evaluation prior to the employee attaining the next progression level and who have not received written notification that the unsatisfactory performance has been corrected. Employees must be notified of unsatisfactory performance in writing. The written notification must include:

1. Details of each occurrence of unsatisfactory performance.

2. Identification of goals and expectations stated in terms that are observable and measurable and which specify how expectations are to be accomplished.

Employees who have received an unsatisfactory performance evaluation will receive a new performance evaluation within six (6) months, or prior to the next scheduled progression adjustment, whichever is sooner.

Upon satisfactory completion of the goals and expectations, the supervisor will, prior to the next scheduled progression adjustment, provide the employee with written notice of satisfactory performance. The employee will receive the next scheduled adjustment in accordance with (3) below.

(b) Employees who are serving the first six months of an original or promotional probationary period.

(2) Effective Date.

(a) Except as provided in (c), below, semi-automatic progression adjustments for eligible employees will be awarded at six (6) month intervals based on the employee's time in the classification series. Time in the classification series will be adjusted for absences from employment of more than one hundred and seventy four (174) work hours per six (6) month progression interval (excluding approved annual leave), approved leaves of absence, layoff, and resignation. Adjustment of time in the classification series for the aforementioned reasons may be waived at the sole discretion of the appointing authority.

(b) Semi-automatic progression adjustments will be effective on the first day of the pay period following the employee attaining the next progression interval. If the employee attains the next progression interval on the first day of a pay period, the semi-automatic progression adjustment will be effective on that date.

(c) Employees whose pay rate is below point A of the applicable progression schedule will receive their adjustment to point A after one year of service in the classification series. Subsequent progression adjustments will be in accordance with (a) and (b) above.

(3) Amount.

(a) Except as provided in (b) below, on the effective date of the semi-automatic progression adjustment, an employee's base pay rate will be increased to the pay rate which is closest to but greater than the current base pay rate, in accordance with the applicable progression schedule provided in Section Z of this Plan.

(b) If eligible, an employee whose semi-automatic progression adjustment has been previously denied due to circumstances described in (1)(a) above, and project employees formerly ineligible for an adjustment, will receive an increase to the greater of the following rates on the effective date of the next scheduled semi-automatic progression increase: the pay rate that is closest to but greater than the employee's current base pay rate or the pay rate that corresponds to the employee's time in the classification series.

2.08 DMV Progression Adjustment

An employee who completes twelve (12) months in pay status as a DMV Customer Service Representative (including former classifications for the same duties) will receive a progression adjustment equal to $1.40 per hour, subject to the maximum of the pay range. Pay will be effective the first day of the pay period following the date in which the twelve (12) months in pay status is attained. In counting time in pay status, sixty (60) days will be waived per occurrence of time charged to a s. 230.36 claim or worker's compensation.

All employees in positions allocated to the DMV Customer Service Representative classification will be eligible for the base-building progression adjustment, except an employee who has previously received a $1.40 per hour progression adjustment prior to the effective date of this Plan or an employee who has received an unsatisfactory performance evaluation prior to attaining twelve (12) months in pay status in the DMV Customer Service Representative classification.

Employees must be notified of the unsatisfactory performance in writing. The written notification will include details of each occurrence of unsatisfactory performance and must identify goals and expectations stated in terms that are measurable and which specify how expectations are to be accomplished including supervisory follow-up in intervals of not more than two (2) months. The two-month period may take absences into consideration.

An employee who has received an unsatisfactory performance evaluation will receive a new performance evaluation within six (6) months. Upon satisfactory completion of the goals and expectations, the supervisor will provide the employee with written notice of satisfactory performance. The employee will receive the progression adjustment effective the first day of the first pay period following the employee's receipt of the written satisfactory performance evaluation.

2.09 Schedule 04 Crafts Worker Pay

Crafts workers in pay schedule 04 will be paid in accordance with the adjusted prevailing rate schedule in effect immediately before the effective date of this Plan, based on the vacation schedule selected for the calendar year, plus any General Wage Adjustment, if applicable.

2.10 Initial Assessment Specialist Progression Adjustment

(1) Administration. Except as noted in (3) below, employees in positions allocated to the classification of Initial Assessment Specialist ~~are eligible for a one-time $1.70 per hour base pay progression adjustment, subject to the maximum of the pay range. Eligible employees will receive the adjustment on~~ will be paid the greater of $23.484 per hour or their current rate, effective the first day of the pay period following attainment of 14 months in pay status as an Initial Assessment Specialist, including time in pay status as a Social Worker and or Social Worker – Advanced (the previous classification titles) in the Bureau of Milwaukee Child Welfare. Effective June 29, 2014, eligible employees will be paid the greater of $23.702 per hour or their current rate, effective the first day of the pay period following attainment of 14 months in pay status as an Initial Assessment Specialist, including time in pay status as a Social Worker and or Social Worker – Advanced (the previous classification titles) in the Bureau of Milwaukee Child Welfare.

(2) Initial Implementation. Except as noted in (3) below, employees allocated to the classification of Initial Assessment Specialist who already attained 14 months in pay status as a Social Worker and or Social Worker – Advanced in the Bureau of Milwaukee Child Welfare, will receive an increase up to $1.700 per hour base pay adjustment effective June 30, 2013, except that the increase cannot result in a base pay rate exceeding the minimum of the pay range plus $1.700 per hour.

(3) Eligibility. All employees allocated to the Initial Assessment Specialist classification will be eligible for the progression adjustment under (1) or (2) above, except those employees who previously received this progression adjustment or an employee who has received an unsatisfactory performance evaluation during the last 14 months in pay status under (1) or (2), above. An employee who has received such an unsatisfactory performance evaluation will receive a new performance evaluation within 6 months. Upon satisfactory completion of the goals and expectations of the position, the supervisor will provide the employee with written notification of satisfactory performance and

the employee will receive the adjustment effective the first day of the pay period following receipt of the written notification.

2.11 Discretionary Compensation

Discretionary Equity and Retention Adjustments (DERA) and Discretionary Merit Compensation (DMC) shall be granted in accordance with Sections I and J of this Plan, respectively.

3.00 Pay on Regrade

3.01 Individual Position Reallocation or Reclassification

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

3.02 Classification and/or Compensation Surveys

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

(1) The pay on regrade for survey reallocations involving only nonrepresented employees is authorized only for regrade as a result of position reallocation to the same, counterpart or higher pay range and will not exceed 8.0% of the new pay range minimum, subject to the maximum of the new pay range.

(2) The pay on regrade authorized by 3.02 of this Section (Section A) will not exceed the greater of the following:

(a) the amount negotiated pursuant to s. 111.91, Wis. Stats., for similarly situated represented employees in the same occupational group who are covered by the same compensation and/or classification survey; or

(b) 8.0% of the applicable pay range minimum.

(3) The cost of any adjustments provided under (1) above, may be supplemented under s. 20.928, Wis. Stats., as appropriate, with respect to funding source.

(4) The individual increase limit provided in s. 230.12(5)(d), Wis. Stats., does not apply to base pay adjustments granted pursuant to 3.02 of this Section (Section A).

3.03 Surveys with Different Implementation Dates

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

3.04 Intervening Adjustments

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

4.00 Overtime, Supplemental, and Holiday Pay

4.01 Definitions

(1) **Base pay rate.** The official hourly rate excludes any overtime or supplemental pay. Base pay rate is limited to the pay range maximum; base pay rate plus any supplemental pay received is not limited to the pay range maximum.

(2) **Compensatory time.** Paid time off the job which is earned and accrued by an employee in lieu of immediate cash payment for overtime. See Chapter 520 of the Wisconsin Human Resources Handbook.

(3) **Exempt.** Exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

(4) **Night hours.** Work hours between the hours of 6:00 p.m. and 6:00 a.m.

(5) **Nonexempt**. Subject to the overtime provisions of the FLSA.

(6) **Nonstandard work period**. A regularly recurring period of 336 hours in the form of 14 consecutive 24-hour periods which begins on a day of the week and time established by the appointing authority. Employees assigned a nonstandard work period are those employees who work a fixed schedule of more than 40 hours one week and less than 40 hours the next week.

(7) **Overtime hours**. For employees assigned a standard workweek, work hours in excess of 40 in a standard workweek. For employees assigned a nonstandard work period except in the area of fire/crash rescue, work hours in excess of 80 hours in a nonstandard work period. Each position is considered separately in determining the number of work hours for employees occupying more than one position. (This definition applies only to employees who are exempt from the overtime provisions of the FLSA. Refer to Chapter 520 of

the Wisconsin Human Resources Handbook for the definition of overtime as provided by the FLSA for nonexempt employees.)

(8) **Premium rate**. The straight rate plus .5 times the regular rate paid the employee.

(9) **Regular rate**. The average hourly rate actually paid the employee as straight time pay for all hours worked in the workweek or work period, including all remuneration for employment paid to, or on behalf of, the employee, except any payments specifically excluded from the calculation of the regular rate under the FLSA and related federal regulations.

(10) **Responsibility hours**. Work hours between the hours of 5:00 p.m. and 7:00 a.m.

(11) **Standard workweek**. A regularly recurring period of 168 hours in the form of 7 consecutive 24-hour periods which begins on a day of the week and time established by the appointing authority.

(12) **Supplemental pay**. Pay in addition to the base rate for circumstances not reflected in the base pay rate or pay range. Such circumstances are identified below under 4.05- 4.07, 4.08(1), 4.09 - 4.10, 4.12 - 4.19, and 4.21 ~~–4.49~~ 5.51.

(13) **Weekend hours**. Work hours on Saturday and Sunday.

(14) **Work hours**. Work time as directed by the appointing authority during which an employee must be on duty and at a prescribed place of work. In determining overtime hours for nonexempt employees, work hours means hours worked as defined in Chapter 520 of the Wisconsin Human Resources Handbook.

4.02 General Policy

(1) **Usage.** Overtime and supplemental pay is to be held to a minimum consistent with the needs of the service. It is the responsibility of each agency to utilize other available alternatives before assigning employees to work hours that will require such pay.

(2) **Records.** All cash overtime and supplemental pay will be separately recorded on payroll and will cease to be payable when no longer applicable.

(3) **Application ~~during~~ for Absences, ~~or~~ Termination, or Cashing Annual Leave.**

~~(a) Absences.~~ Overtime or supplemental pay~~, identified under 4.03 – 4.11 below~~ that is a base-building amount which is not automatically provided for all hours in work status or that is a lump sum payment, will not be paid to an employee absent or on leave with pay (vacation, sick

leave, military leave, etc.) during the period in which the employee would otherwise be scheduled to work.

~~(b) Termination. Base-building supplemental pay will~~ or be included in computing lump sum payments for leave credit balances upon termination. ~~It will not~~ **No overtime or supplemental pay** will be included for computing cash payments for employees selecting the cash option for annual leave (reference s. ER 18.02(5)(b)3., Wis. Adm. Code).

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

NOTE: Refer to 4.20 of this Section (Section A) for overtime and supplemental pay for project employees; Section B, 3.07 of this Plan for overtime and supplemental pay for unclassified employees; and Section D, 4.00 of this Plan for overtime and supplemental pay provisions for limited term employees (LTEs).

4.03 Overtime for Permanent Employees

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

(1) **Overtime for Nonexempt Employees.** Overtime pay for employees who are nonexempt from the overtime provisions of the FLSA will be paid for work hours in accordance with those provisions and related federal regulations, except Fire/Crash Rescue Specialists will be paid overtime at the premium rate only after they exceed 106 hours of work hours in a biweekly pay period. Categorizing employees as exempt or nonexempt will be in accordance with the FLSA. In general, categorization is based on each employee's employment situation with an agency, regardless of the number of positions occupied by the employee in the agency. For employees functioning in an executive, administrative, or professional capacity, categorization cannot be based on the functions performed for the agency in any single workweek or work period. Temporary assignments of short duration will not normally affect the exempt or nonexempt status of employees. Refer to Chapter 520 of the Wisconsin Human Resources Handbook for specific information on the

_____overtime provisions and record keeping requirements for nonexempt employees under the FLSA.

(2) **Overtime for Exempt Employees.**

(a) The overtime pay status of permanent employees who are exempt from the overtime provisions of the FLSA will be determined in accordance with the following table. The table shows the overtime pay status of employee groups broken down by Data Processing (DP) Unit Code that may be paid up to 1-1/2 times the number of overtime hours in cash or compensatory time. For all other DP codes, overtime may be paid up to the straight rate in cash or compensatory hours.

OVERTIME PAY STATUS TABLE FOR EXEMPT EMPLOYEES

Employee Group or Unit	DP Unit Code	Overtime Pay Status
Confidential (Nonprofessional)	(97)	Up to the premium rate or up to time off at 1-1/2 times the # of overtime hours. (Permissive) See additional provisions for 'Limited Circumstances When Supervisors Must Receive Overtime Compensation,' 4.03(2)(b)2. of this Section (Section A).
Patient Care	(11)	
Supv./Conf. (Nonprofessional)	(96)	
Supervisory (Nonprofessional)	(16)	
Supv./Conf. (Professional)	(98)	
Supervisory (Professional)	(17)	
Forensic Scientist in the DOJ State Crime Lab	(15)	

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

(b) Provisions for Permanent Salaried Employees.

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

The salaries paid to employees included in the Overtime Pay Status Table are generally intended to compensate for the total responsibilities of the position regardless of the number of hours worked. However, circumstances may exist where time off or cash payment for overtime hours is appropriate. Time off or cash payment authorized may be granted to exempt employees at the discretion of the appointing authority except where additional compensation is required. (See Limited Circumstances When Supervisors Must Receive Overtime Compensation, 4.03(2)(b)2. of this Section.)

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

a. The number of additional hours of scheduled work required by the employer on a frequent and recurring basis (i.e., if only a few overtime hours are worked on an occasional basis, additional compensation should not normally be granted).

b. The standards or expectations of the occupational area (i.e., in some occupations it is customary to work overtime hours without additional payment).

c. The status of additional compensation for overtime hours paid to subordinates or comparable employees (i.e., the employee is supervising staff earning additional compensation for overtime hours, or the employee is working under similar conditions with employees comparable to employees in the category who are earning additional compensation for overtime hours).

2. Limited Circumstances When Supervisors Must Receive Overtime Compensation.

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

a. The supervisor's position is assigned to pay range 81-04 or a counterpart pay range in a different schedule or lower; or, the supervisor's position is allocated to one of the following classifications: Engineering Specialist Supervisor or Engineering Specialist-Transportation Supervisor;

b. The supervisor is directed to work hours in addition to his/her normal work hours and such additional work hours result in overtime hours;

c. The purpose of the additional work hours is to supervise employees who also are directed to work additional hours;

d. The additional work hours of the employees supervised generate overtime compensation for that workweek or work period; and

e. The additional work hours of both the supervisor and employees supervised are generated by the same cause or situation.

3. Calculating Overtime Compensation When Supervisors Must Receive Overtime Compensation Under the Limited Circumstances Set Forth in 2., above.

   a. Employees in professional supervisory (DP Unit Code 17) and professional confidential/supervisory (DP Unit Code 98) positions will be compensated on an hour-for-hour basis at no less than their regular rate of compensation in cash or equivalent time off.

   b. Employees in nonprofessional supervisory (DP Unit Code 16) and nonprofessional confidential/supervisory (DP Unit Code 96) positions will be compensated at the premium rate or granted time off at the number of overtime hours multiplied by 1.5.

(3) General Administrative Provisions.

   (a) Appointing authorities will have discretion to approve scheduled use of time off earned in lieu of cash payment for overtime hours.

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

   (c) Payment of overtime will be in addition to the premium rate paid for holiday work incurred during the established workweek or work period.

4.04 Overtime During a Declared Emergency

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

4.05 Night Differential for Permanent Employees

(1) Eligibility.

Subject to (2) below, all permanent classified employees are eligible except for employees who are eligible to receive pay under 4.07 of this Section (Section A).

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

(2) General Administrative Provisions.

(a) The payment of Night Differential is mandatory for all qualifying work hours of employees who are FLSA nonexempt.

(b) The payment of Night Differential is at the discretion of the appointing authority for all qualifying work hours of employees who are FLSA exempt.

(3) Rate.

(a) Forty-five cents ($0.45) per hour for all night hours worked (i.e., work hours between the hours of 6:00 p.m. and 6:00 a.m.).

(b) Work hours are defined as work time as directed by the appointing authority during which an employee must be on duty and/or at a prescribed place of work. In determining overtime hours for nonexempt employees, work hours means hours as defined in Chapter 520 of the Wisconsin Human Resources Handbook.

4.06 Weekend Differential for Permanent Employees

(1) Eligibility.

Subject to (2) below, all permanent classified employees, except those in schedule 04 or who receive pay under 4.45 of this Section (Section A) are eligible.

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

(2) General Administrative Provisions.

(a) The payment of Weekend Differential is mandatory for all qualifying work hours of employees who are FLSA nonexempt.

(b) The payment of Weekend Differential is at the discretion of the appointing authority for all qualifying work hours of employees who are FLSA exempt.

(3) Rate.

(a) Sixty cents ($0.60) per hour for all weekend work hours (i.e., work hours on Saturday and Sunday).

(b) Work hours are defined as work time as directed by the appointing authority during which an employee must be on duty and/or at a prescribed place of work. In determining overtime hours for nonexempt employees, work hours means hours as defined in Chapter 520 of the Wisconsin Human Resources Handbook.

4.07 Responsibility Differentials for Permanent Positions in Certain Nursing Related Classifications

(1) Eligibility. Subject to (2) below, all permanent classified employees whose positions are in Schedule 11, when the availability of medical and professional support staff is reduced, except day shift employees starting at or after 6:00 a.m., or classified as Director of Nursing, Health Services Nursing Coordinator, Nursing Administrator, Nursing Practitioner-Management, and Nursing Supervisor are eligible.

NOTE: Employees eligible to receive pay under this provision are not eligible for the Night Differential provided under 4.05 of this Section (Section A).

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

(2) General Administrative Provisions.

(a) The payment of Responsibility Differential is mandatory for all qualifying work hours of employees who are FLSA nonexempt.

(b) The payment of Responsibility Differential is mandatory for employees in positions allocated to classifications in Schedule 11 and at the discretion of the appointing authority for all other eligible employees.

(3) Rate.

(a) One dollar and forty cents ($1.40) per hour for work hours between 5:00 p.m. and 7:00 a.m., except the hours required to work for Nursing Consultants at the Department of Health Services will be between the hours of 7:00 p.m. and 7:00 a.m.

(b) Employees in positions identified by the employing unit as permanent p.m. or night shift or permanent p.m./night shift rotations, and employees who commit to or are assigned to work p.m., nights or p.m./nights for a two (2) month period, shall be compensated at the rate of two dollars and fifty cents ($2.50) per hour in addition to the rate provided in (a) above for hours worked between 5:00 p.m. and 7:00 a.m. Weekend Nurses as defined in ~~4.45~~ 4.44 of this Section, must commit to such shifts for a six (6) month period to be eligible.

(c) A responsibility add-on of one dollar and fifteen cents ($1.15) per hour shall be paid to employees in the Nurse Clinician, Nursing Specialist, and Therapist classification series when assigned supervisory responsibilities during periods when a supervisory employee should be readily available on the premises but is not. The payment shall be limited to one employee in each unit and the Employer shall designate the employee to receive the pay.

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

4.08 Crafts Worker, Crafts Worker Lead, Crafts Worker Supervisor, Shop Supervisor, and Crafts Operations Manager, UW-Milwaukee Add-Ons

(1) The statewide pay rate add-on for spray painting shall be fifty cents ($0.50) per hour.

(2) Lead crafts workers will be paid in accordance with 2.09 above, plus they may be provided an add-on of fifty cents ($0.50) per hour. Temporary lead crafts workers will be paid in accordance with 2.09 above, plus they may be provided an add-on of twenty cents ($0.20) per hour.

(3) Crafts Worker Supervisors will be paid one dollar ($1.00) per hour more than the adjusted state rate for the highest paid Craft supervised, or one dollar ($1.00) per hour more than the adjusted state rate for the craft in which they have journeyman status, whichever is greater.

(4) Shop Supervisors will be paid one dollar and fifty cents ($1.50) per hour more than the pay rate established in accordance with (3) above, for the highest paid Crafts Worker Supervisor supervised, or one dollar and fifty cents ($1.50) per hour more than the adjusted state rate for the craft in which they have journeyman status, whichever is greater.

(5) Crafts Operations Manager, UW-Milwaukee will be paid the greater of the following rates:

(a) Two dollars ($2.00) per hour more than the greater of the pay rates established in accordance with (3) or (4) above, for the highest paid Crafts Worker Supervisor or Shop Supervisor supervised, or

(b) Two dollars ($2.00) per hour more than the adjusted state rate for the craft in which they have journeyman status.

NOTE: The supervisory add-ons provided under 4.08 above, will always be based on the adjusted state rate for the 84/100 hours of annual leave. The applicable adjusted state prevailing rate is considered to be the base pay rate for pay administration purposes.

4.09 Standby Pay

(1) Except as noted in (2) below, when the appointing authority requires that an employee be available for work and be able to report to work in less than one hour, the appointing authority may grant standby pay for each hour in standby status at the rate of $2.25 per hour. Standby pay is mandatory (if required by the appointing authority) for FLSA nonexempt employees.

(2) Department of Revenue lottery drawing and security staff required to be on standby for a drawing may be granted standby pay of $20 per standby assignment.

4.10 Call-Back/Call-In Pay

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

(1) Nonexempt employees; and

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

4.11 Holiday Premium

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

4.12 Supplemental Pay for Psychologists

(1) Subject to the eligibility requirements of (3) below, an add-on may be provided to an employee whose position has been allocated to one of the following classifications:

Psychologist Doctorate
Psychologist-Licensed
Chief Regional Psychologist

School Psychologist
School Psychologist – Senior
Psychological Associate
Psychologist Supervisor
Psychologist Supervisor – Chapter 980
Psychologist Supervisor Management
Psychologist Manager
Psychologist Chief

An employee whose position has been allocated to Psychologist-Licensed-Chapter 980 and who already is receiving the add-on on the effective date of this Plan will also continue to be eligible for the add-on.

(2) The appointing authority has the sole discretion to approve, modify or deny the add-on amount based on external market conditions affecting the recruitment and retention of employees with doctorates in the psychology subspecialty required by the position. Such amounts may differ by geographic area and by subspecialty. Differences in add-on amounts may **not** be based on differences in the level of managerial or supervisory functions performed. These differences are reflected in the base pay range assignment of the classification. Pursuant to s. 230.12(1)(c), Wis. Stats., supplemental pay may not be granted for circumstances reflected by the base pay rate or range.

(3) In order to be eligible for the add-on, the employee must possess a recognized Doctorate in Psychology or a related field such as Behavioral Disabilities. Employees who possess an equivalent to a Doctorate, as evidenced by licensure by the Psychology Examining Board, will also be eligible.

(4) The add-on will be an amount not to exceed $6.89 per hour for Chapter 980 classifications and not to exceed $5.26 per hour for all other classifications. The Psychologist add-on will be effective at the beginning of the first pay period following receipt by the appointing authority of proof of such Doctorate or licensure.

4.13 Supplemental Pay for Attorney Supervisory and Managerial Positions

(1) This supplemental pay provision applies to Attorney positions allocated to Supervisory, Confidential/Supervisory or Management classifications who supervise one or more permanent Attorney positions.

(2) The actual responsibility add-on amount paid to an employee may be any amount up to the maximum rate. The maximum rate allowable will not exceed **$2.75 per hour**.

(3) The appointing authority has the discretion to grant or adjust supplemental pay subject to the maximum allowable amounts based on their analysis of the organizational structure, internal and external relationships, size of staff supervised and any other reasonable criteria deemed appropriate. The department will immediately discontinue the add-on when the Attorney is no

longer employed in a position allocated to a supervisory or managerial classification. Failure to do so will result in a salary overpayment that must be recovered by the appointing authority.

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

(1) An add-on amount may be paid to supplement the base pay of an employee whose position is allocated to the Teacher, Teacher Supervisor, Education Director, or Juvenile Education Director classifications, based on credits earned from an accredited technical college, college or university over and above those needed for basic certification as a teacher or education director, including provisional licenses, as provided in the schedule below.

(2) In order to be eligible for the add-on, the appointing authority must make a determination that the additional credits on which the add-on is based are relevant to the duties and responsibilities of the position. The appointing authority will have the discretion to determine the relevance of the credits.

(3) When an eligible employee successfully completes one of the following, the employee shall be eligible for a Professional Development Step as provided in the table below:

(a) A job-required professional development plan, pursuant to chapter PI 34, Wis. Adm. Code;

(b) Six credits as part of the job-required professional development plan; or

(c) Six job-relevant credits excluding the first six of any professional development plan.

(d) An employee will not receive an additional step under (a) above, if credits involved were used to receive a step under (b) above.

(4) If granted, the add-on will be effective at the beginning of the first pay period following receipt by the appointing authority of proof that the relevant credits were earned.

(5) If the incumbent moves from the position for which an add-on amount has been determined to be appropriate to a position not allocated to one of these classifications, the add-on shall cease. If the incumbent moves to another position allocated to one of these classifications, the appointing authority shall re-evaluate the additional credits beyond those needed for basic certification, including provisional licenses, and establish which are relevant to the new position. It is on these credits that any add-on to be applied will be based.

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

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

4.15 Supplemental Pay for Dentists, Physicians, and Psychiatrists

Permanent and project employees whose positions require the possession of a license to practice medicine pursuant to s. 448.05, Wis. Stats., are covered by 4.15(1) of this Section (Section A). These positions are classified as Physician, Physician Supervisor, Physician Management, Psychiatrist, Psychiatrist Supervisor, or Psychiatrist Management. Permanent and project employees in positions classified as Dentist Supervisor, Dentist Management, Physician Supervisor, Physician Management, Psychiatrist Supervisor or Psychiatrist Management are covered by 4.15(2).

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

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

(a) Board Certification Eligibility. An employee in a position for which the appointing authority requires Board Certification and who has been certified by the appropriate Medical Specialty Board as having achieved the required Board Certification eligibility may be granted supplemental pay up to the amount shown in the table below, at the discretion of the appointing authority. No credit will be given for Board Certification eligibility in a specialty not directly related to the employee's position, as determined by the appointing authority.

(b) Board Certification. An employee in a position for which the appointing authority requires Board Certification and who has been certified by the appropriate Medical Specialty Board for the required certification may be granted supplemental pay within the range provided in the table below. No credit will be given for Board Certification in a specialty not directly related to the employee's position, as determined by the appointing authority.

(c) Supplemental pay may only be granted upon receipt of written evidence of Board Certification eligibility or Board Certification. All supplemental pay adjustments will be effective at the beginning of the pay period following the determination by the appointing authority that the employee has presented sufficient evidence of the Board Certification eligibility or Board Certification required for the position. Supplemental pay will be discontinued by the appointing authority whenever the Physician or Psychiatrist is no longer employed in a position for which the appointing authority requires the Board Certification.

(d) Any employee who was already receiving supplemental pay for Board Certification on November 26, 1995, in an amount that was greater than fifteen percent (15%) of the minimum of the pay range that took effect on November 26, 1995, will retain at least that amount while in the position the employee occupied on that date.

(e) Employees eligible for supplemental pay are limited to one supplemental pay amount to reflect either Board Certification Eligibility or Board Certification. There will be no pyramiding of supplemental pay provided in accordance with these provisions (Section A, 4.15(1) of this Plan).

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

Schedule of Supplemental Pay Amounts for Board Certification And Board Certification Eligibility

Classification	Board Certification Eligibility	Board Certification
Physician Physician Supv. (Physician Mgt.)	NTE $6.51/hr.	$9.76/hr - $19.50/hr
Psychiatrist Psychiatrist Supv. Psychiatrist Mgt.	NTE - $7.10/hr	$10.65/hr - $21.27/hr

(2) Supervisory/Management Responsibility.

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

Schedule of Supplemental Pay Amounts for Supervisory and Management Responsibility

Pay Range (Classification)	Supervisory	Management
Pay Range 50-50 (Dentist Supv.) (Dentist Mgt.)	NTE - $5.28/hr.	NTE - $15.65/hr.
Pay Range 50-51 (Physician Supv.) (Physician Mgt.)	NTE - $6.46/hr.	NTE - $19.32/hr.
Pay Range 50-52 (Psychiatrist Supv.) (Psychiatrist Mgt.)	NTE – $7.03/hr.	NTE - $21.06/hr.

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

(c) Effective Dates.

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

(3) Medical Officer of the Day Pay.

Physicians or Psychiatrists assigned as Medical Officer of the Day are responsible for all aspects of the institution's medical program on weekends and from 4:30 p.m. to 7:45 a.m. on weekdays. During these time frames, the Medical Officer of the Day is assigned both on-site responsibilities (e.g., doing rounds, making medical judgments on admissions, responding to

general ward problems, etc.) and off-site responsibilities (e.g., discussing changed status of patients, prescribing treatment and medications, renewing medical orders, responding to general ward problems, etc.). Compensation for Medical Officer of the Day off-site or on-site standby duties may, upon approval of the OSER Director, be set at a rate not to exceed the usual and customary fee for such service as reflected by appropriate pay policies in the health treatment industry.

4.16 Supplemental Pay for Engineering Related Classifications

(1) An add-on amount of $0.30 per hour may be paid to supplement the base pay of an employee whose position is allocated to a classification in schedule 14 or one of the management or supervisory engineering and related classifications based upon the employee's possession of a license or registration as an Agricultural Engineering Practitioner, Professional Geologist, Professional Hydrologist, Professional Soil Scientist, Petroleum Operations Engineer, or Wisconsin Registered Interior Designer.

(2) An add-on amount of $0.30 per hour may be paid to supplement the base pay of an employee whose position is allocated to the Construction Coordinator Supervisor based on the employee's possession of an Asbestos Supervisor certification from the Wisconsin Department of Health Services.

(3) An add-on of $1.00 per hour may be paid to supplement the base pay of an employee whose position is allocated to a classification in schedule 14 or one of the management or supervisory engineering and related classifications based upon the employee's possession of a Designer of Engineering Systems permit, an Architect registration or for licenses as a Land Surveyor, Professional Engineer, and Landscape Architect.

(4) The appointing authority will have the discretion to determine the relevance of the registration or permit to the position held and to authorize the hourly add-on. If granted, the add-on will be effective at the beginning of the first pay period following receipt by the appointing authority of proof that the registration or permit has been obtained and is currently held.

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

4.17 Certified Public Accountant (CPA) Add-On

(1) CPA Add-On (Pre-Certification). An add-on amount of twenty-five cents ($0.25) per hour may be paid to supplement the base pay of an eligible employee whose position is allocated to Accountant, Auditor, agency-specific professional fiscal (schedule 07) classifications, or one of the professional confidential, supervisory, or management fiscal classifications based upon the employee's successful completion of the Certified Public Accountant (CPA) examination and possession of the CPA "Notification of Grades." To be eligible for the add-on, all three of the following criteria must be met:

(a) The employee must be in a position that is allocated to Accountant, Auditor, agency-specific professional fiscal (schedule 07) classifications, or one of the following professional confidential, supervisory, or management fiscal classifications: Accountant-Confidential, Auditor-Confidential, Financial Program Supervisor, Financial Officer, Financial Manager, Financial Management Supervisor, or agency-specific professional fiscal classification;

(b) The employee must successfully complete the CPA examination and possess the CPA "Notification of Grades" from the Department of Safety and Professional Services or another state; **and**

(c) The CPA-related knowledge must be relevant to the position's assigned duties and responsibilities.

(2) CPA Add-On (Post-Certification). Upon earning the CPA certification, an additional add-on amount of twenty-five cents ($0.25) per hour may be granted to an employee to bring the employee's total add-on amount up to fifty cents ($0.50) per hour. To be eligible for this additional add-on amount, all three of the following criteria must be met:

(a) Except as indicated in (3) below, the employee must be in a position that is allocated to Accountant, Auditor, agency-specific professional fiscal (schedule 07) classifications, or one of the following professional confidential, supervisory, or management fiscal classifications: Accountant, Auditor, Financial Program Supervisor, Financial Officer, Financial Manager, Financial Management Supervisor, or agency-specific professional fiscal classification;

(b) The employee must possess a current certificate from the Department of Safety and Professional Services or another state as a Certified Public Accountant; **and**,

(c) The CPA-related knowledge must be relevant to the position's assigned duties and responsibilities.

(3) On a case-by-case basis, an appointing authority may request OSER's approval of CPA add-on eligibility for positions not allocated to the classifications identified in 4.17(2)(a).

(4) The appointing authority will have the discretion to determine the relevance of the successful completion of the CPA examination or CPA certification to the position held and to authorize the hourly add-on.

(5) If an add-on is granted, it will take effect at the beginning of the first pay period following the appointing authority's receipt of proof that the CPA examination has been successfully completed or proof that the CPA certification has been obtained and is currently held.

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

4.18 Certified General Appraiser Add-On

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

(1) To be eligible for the add-on, the following conditions must be met:

(a) The employee must be in a position of which the primary responsibility is property assessment or real estate appraisal;

(b) The employee must possess a current certification as a Certified General Appraiser from the Department of Safety and Professional Services; and

(c) The General Appraiser Certification must be relevant to the position's assigned duties and responsibilities.

(2) OSER will establish and maintain the list of classifications that qualify for the Certified General Appraiser Add-On.

(3) The appointing authority will have the discretion to determine the relevance of the certification to the position held and to authorize the hourly add-on.

(4) If an add-on is granted to an employee, it will take effect at the beginning of the first pay period following the appointing authority's receipt of proof that the certification has been obtained and is currently held.

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

4.19 Supplemental Pay Program for Revenue Field Auditor and Related Classifications

(1) The Department of Revenue (DOR) will implement a supplemental pay program for employees in positions allocated to the following classifications:

Revenue Field Auditor 1–5 (Audit Bureau, Excise Field Audit Section);
Revenue Field Auditor 3–6 (Audit Bureau, Field Audit Section-District);
Revenue Field Auditor 5–8 (Audit Bureau, Field Audit Section-Large Case);
Revenue Field Auditor 5–8 (Audit Bureau, Technical Services Section);
Revenue Field Auditor 5–8 (Utility and Special Taxes Bureau);
Revenue Tax Specialist 2–3 (Fraud Unit, Special Investigations Section);
Revenue Tax Specialist 1–4 (Administration, Technical Services Section);
Tax Conferee Field Audit/Large Case/Large Case-Senior (Office of Appeals);
Revenue Field Auditor 6 (Division of State & Local Finance);
Revenue Management Supervisor;
Revenue Administrative Manager;
Administrator, Division of Income, Sales and Excise Tax;
and other revenue field auditor-related supervisory or managerial classifications with responsibility for directing positions performing or reviewing revenue field audits.

Consideration of abolished or new classifications, or new organizational units, must be approved by the OSER Director.

(2) The appointing authority will have the discretion to grant or adjust add-ons, subject to the maximum allowable amount, based on the following amounts and criteria developed by the appointing authority. Such criteria must be approved by the OSER Director prior to the granting of any add-ons under these provisions.

Supplemental Pay Amounts for Each Skill Level Attained:

Skill Level 1	$ 1.00/hour
Skill Level 2	$ 1.00/hour
Skill Level 3	$ 1.00/hour
Skill Level 4	$ 1.00/hour

(3) Differences in add-on amounts may not be based on differences in the level of managerial or supervisory functions performed. These differences are reflected in the base pay range assignments of the classifications. Pursuant to s. 230.12(1)(c), Wis. Stats., supplemental pay may not be granted for circumstances reflected by the base pay rate or range.

(4) Any add-on granted to an employee will take effect at the beginning of the first pay period following the appointing authority's approval of the add-on.

(5) Any add-on will be immediately discontinued when the employee is no longer employed in the position for which the add-on was approved.

(6) An employee's covered classification anniversary date may be adjusted for absences from employment of more than one hundred seventy four (174) work hours per one year of experience (excluding approved annual leave), approved leaves of absence, layoff, and resignation at the sole discretion of the appointing authority.

4.20 Overtime Compensation and/or Supplemental Pay for Project Employees

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

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

4.21 Supplemental Pay Program for Certain Power Plant Classifications

(1) This supplemental pay program applies to employees in positions allocated to the Power Plant Assistant, Power Plant Operator, Power Plan Operator – Senior, Power Plant Operator – In Charge, Power Plant Supervisor, Power Plant Manager, and Power Plant Superintendent classifications, or to employees temporarily assigned for longer than four weeks, to power plant facilities listed below.

(2) Eligible employees may receive an add-on as follows:

UW-Madison Charter Street	$2.00 per hour
UW-Milwaukee	$2.00 per hour
DOA Capitol Heat & Power	$1.00 per hour

(3) Any add-on granted to an employee will take effect at the beginning of the first pay period following the appointing authority's approval of the add-on.

(4) The add-on will immediately cease when the employee is no longer employed in the position for which the add-on was approved.

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

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

4.23 Supplemental Pay for AALAS Certification

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

4.24 Supplemental Pay for Veterinary Technician Certification

(1) Employees at the University of Wisconsin-Madison who are in positions allocated to the classifications of Veterinary Technician 1, 2 or 3 or Veterinary Technician Supervisor shall receive an add-on of $1.00 per hour if certified as a specialist for any of the following areas: Academy of Veterinary Emergency and Critical Care Technicians; Academy of Veterinary Dental Technicians; or Academy of Veterinary Technician Anesthetists.

(2) Employees at the University of Wisconsin-Madison who are in positions allocated to the classifications of Veterinary Technician 1, 2, or 3 or Veterinary Technician Supervisor shall receive an add-on of $1.00 per hour for all hours worked between the hours of 6:00 p.m. and 6:00 a.m., and an add-on of $1.00 per hour for all hours worked between 12:01 a.m. on Saturday and 12:00 p.m. on Sunday. These add-ons are in addition to any shift differential or weekend differential received.

(3) Any add-on provided in (1) and (2), above, will be immediately discontinued when the employee is no longer employed as a Veterinary Technician 1, 2, or 3 or Veterinary Technician Supervisor.

4.25 Supplemental Pay for Accredited and Certified Insurance Examiner Designations

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

4.26 Supplemental Pay for Specific Department of Natural Resources Assignments

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

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

(2) Background Investigator; or

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

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

4.27 Supplemental Pay for Financial Examiner Skills and Education

(1) For the positions listed below, the Department of Financial Institutions and the Office of Credit Unions will implement a supplemental pay program for Financial Examiner Skills and Education:

Consumer Act Director
Consumer Credit Examiner and Consumer Credit Examiner – Journey, Senior and Advanced
Deputy Administrator - Banking
Deputy Administrator - Credit Unions
Financial Examiner and Financial Examiner – Journey, Senior and Advanced
Financial Examiner Supervisor
Licensed Financial Services Director
Securities Examiner and Securities Examiner – Journey, Senior and Advanced
Securities Registration and Compliance Director

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

(2) The appointing authority may grant or adjust the add-on based on the following amounts and criteria developed by the appointing authority. Such criteria must be approved by the OSER Director prior to the granting of any add-on under these provisions:

Amounts for Each Skill and Education Level Attained:

Skill and Education Level 1	$1.50/hour
Skill and Education Level 2	$1.50/hour
Skill and Education Level 3	$1.50/hour
Skill and Education Level 4	$1.50/hour

(3) Any add-on will immediately cease when the employee is no longer employed in the position for which the add-on was approved, unless the employee continues employment in an otherwise covered position.

(4) Differences in add-on amounts may not be based on differences in the level of managerial or supervisory functions performed. These differences are reflected in the base pay range assignments of the classifications. Pursuant to s. 230.12(1)(c), Wis. Stats., supplemental pay may not be granted for circumstances reflected by the base pay rate or range.

(5) Any add-on granted to an employee will take effect at the beginning of the first pay period following the appointing authority's approval of the add-on. The maximum add-on for an individual is $6.00 per hour.

4.28 Supplemental Pay for Bilingual Skills

The appointing authority will have the sole discretion to provide an add-on not to exceed $1.00 per hour to any employee whose position description requires the employee to speak or translate a language other than English. The amount granted will be based on the employer's assessment of the need for bilingual skills including but not limited to anticipated percentage of time devoted to this activity, estimates of the size to the client/customer base served that require bilingual services and the number of languages utilized. This add-on will immediately cease when the employee leaves the position or if the requirement is removed from the employee's position description.

4.29 Flight Pay

Any employee required to pilot an aircraft as a portion of his/her assigned duties shall receive as additional pay five dollars ($5.00) for each hour of aircraft log time during which this duty is performed unless:

(1) His/her current classification and job specification already includes this duty as a regularly assigned duty of the job; or

(2) The time spent in flying the air craft is a casual occurrence solely for the purpose of arriving at a destination and not a part of a regular duty assignment.

No additional compensation shall be granted for any ground duty or preparation time even though such duties may be directly connected with the actual flying assignment. The Aircraft Pilot classification is exempt from this provision.

4.30 Aircraft Mechanics

DOA aircraft mechanics required to pilot an aircraft as a portion of his/her assigned duties shall receive additional add-on pay of five dollars ($5.00) for each hour from the time the plane takes off (engine start) from its originating location until it returns and lands at the same location (engine stop) including wait time. If the flight involves an overnight stay, the add-on pay is only applied until engine stop at the overnight stay location and will begin the next day at engine start for the return flight back to the home base. The mechanic will also be eligible for the add-on pay if they are a passenger on a flight for the purpose of acting as a pilot flying an

aircraft to a remote location to park the aircraft or flying to a remote location to pickup a parked aircraft. This eligibility will be from engine start at the home base location until engine stop on the return flight.

An add-on of fifty cents ($0.50) per hour shall be paid to supplement the base pay of an employee whose position has been allocated to the Aircraft Mechanic classification, based upon the employee's possession of a current Repairman's Certification under FAR part 65.103 (Specialized Services & Instrument). If an employee receiving this supplemental add-on ceases to hold a current certification or a position allocated to the Aircraft Mechanic classification, the add-on will cease effective the first day of the pay period following termination of the current certification or from the position allocated to the Aircraft Mechanic classification.

4.31 Fire/Crash Rescue Relief Lead Worker

When a Fire/Crash Rescue Specialist 3 is not available to lead a shift, the Employer may designate an employee classified as a Fire/Crash Rescue Specialist 2 as a relief lead worker for that shift. The employee will receive a differential of ninety cents ($0.90) per hour for each hour assigned as relief lead worker. The differential will cease when the employee is no longer assigned as a relief lead worker.

4.32 Fire/Crash Rescue Skills Add-on

Employees in the Department of Military Affairs classified as Fire/Crash Rescue Specialist 1, 2, and 3 and Fire/Crash Rescue Supervisor are eligible for a skill-based add-on on the following bases:

Skill Category	Add-on
State of Wisconsin Certified EMT: Certification must be valid for county in which job is located. Employee must maintain required continuing education and certification to maintain eligibility for add-on.	$.30/hr
DOD Fire Officer Minimum Certification: To be eligible for this add-on, the employee must have Department of Defense Certifications of Fire Officer I, and Fire Instructor I and HAZMAT Incident Command.	$.20/hr
Red Cross or American Heart Association Certified CPR Instructor: Certification must be valid for county in which job is located. The Base Fire Chief will determine how many instructors are needed at the base.	$.20/hr
Department of Defense Certified Specialized Rescue Technician	$.20/hr
Department of Defense Certified Hazardous Materials Technician	$.20/hr
Associate Degree in Fire Science: Must be from an accredited school of higher learning within the United States of America.	$.20/hr

The effective date of the add-on shall be the beginning of the pay period following receipt by the Fire Chief of proof of eligibility. Any applicable add-on will end immediately if the employee leaves a covered classification or if the employee loses eligibility by failure to maintain certification or obtain required re-certification.

Attainment of eligibility for Skill Categories other than the Associate Degree in Fire Science shall be without loss of pay and at the employer's expense, including travel time.

4.33 Plumbing Specialty Add-on

Employees who have a valid Master Plumber's license or are credentialed as a Designer of Engineering Systems with a Plumbing Specialty and who are also classified as a Plumbing Consultant or Plumbing Plan Reviewer, or employees classified as a Plumbing Plan Reviewer – Water Attraction/Swimming Pool Plan Reviewer, will receive an add-on of $3.50 per hour. The add-on will terminate on the date such employee leaves a covered classification. An employee may only receive one add on.

4.34 DNR Fire Duty Readiness Add-on

Department of Natural Resources Foresters, Forestry Specialists and Forestry Technicians who are assigned fire suppression duties, and employees who provide direct supervision of fire suppression duties, will receive one (1) hour of pay at the straight time rate as a supplemental payment for each eight (8) hour period, or portion thereof, during their non-work time on scheduled days of the week when required to be able to be reached by two-way radio, telephone, cell phone, or pager and report for fire suppression duty in less than 30 minutes.

Department of Natural Resources Foresters, Forestry Specialists and Forestry Technicians who are assigned fire suppression duties, and employees who provide direct supervision of fire suppression duties, will receive two (2) hours of pay at the straight time rate as a supplemental payment for each eight (8) hour period, or portion thereof, on a non-scheduled day of the week when required to be able to be reached by two-way radio, telephone, cell phone, or pager and report for fire suppression duty in less than 30 minutes.

The Employer will restore earned legal holiday leave credits used up to a maximum of eight (8) hours to employees placed on fire duty readiness status on a legal holiday. Any restored legal holiday leave must be used within the same calendar year.

Standby and On Call provisions in this Plan do not apply to employees covered by these provisions.

4.35 AODA Treatment Programs Add-on

Department of Corrections, Department of Veterans Affairs, and Department of Health Services employees who are classified as Social Services Supervisor, Social Worker – Corrections, Social Worker – Corrections - Senior, Social Worker-Clinical, Social Worker – Senior or Treatment Specialist 1 or 2, and who hold positions identified as those assigned to AODA treatment programs with the majority of each employee's duties being social work related may be provided an

add-on corresponding to their AODA certification:

Substance Abuse Counselor – in – Training (SACIT)	$1.00 / hour
Substance Abuse Counselor (SAC)	$1.50 / hour
Clinical Substance Abuse Counselor (CSAC)	$2.00 / hour

Certification must be issued by the State of Wisconsin Department of Safety and Professional Services and determined to be valid by the applicable agency.

Each eligible employee holding certification shall be eligible to receive only one add-on for verified AODA certification. Employees holding multiple certifications (of those listed above) will be eligible to receive the add-on for the highest level of certification. If an employee obtains a higher level of AODA certification (of those listed above), the employee will be eligible for the corresponding add-on. The effective date of the new add-on shall be the beginning of the pay period following receipt by the appointing authority of proof of certification.

Any applicable add-on will end immediately if the employee leaves a covered position or if the employee loses eligibility by failure to maintain certification or obtain required re-certification.

4.36 Oral Surgery Add-on

The Department of Corrections (DOC) may choose to assign regional responsibility for more advanced oral surgery procedures not considered to be part of a routine practice. Employees with assigned regional responsibility will also be expected to perform those procedures at their base location. Additional regional responsibilities include the regular performance of a specific set of oral surgery procedures, traveling to assigned institutions and working with dental staff at that location, and treating offenders from other institutions solely for their oral surgery needs. DOC will determine the number and composition of the regions, if any, and to assign regional responsibilities and make changes as needed for operational purposes. DOC will also determine selection and ongoing eligibility, based on the recommendations of the DOC Dental Director.

An hourly add-on amount not to exceed (NTE) $5.00 per hour may be granted to those employees for whom regional oral surgery responsibilities are assigned and comprise at least 25% of the duties and responsibilities as reflected on the employee's position description.

4.37 Motorcycle Pay

Police Officers and Police Detectives required to operate motorcycles in the performance of their assigned duties shall receive additional pay of $25.00 per month when required to operate motorcycles during the months of May through October each year.

4.38 DPI Special Activities

Listed below are the flat rates by experience to be provided for specific activities to be performed at the Wisconsin Center for the Blind and Visually Impaired (WCBVI) and the Wisconsin Education Services Program for the Deaf and Hard of Hearing (WESPDHH).

The following activities will qualify for lump sum payment at the following rates:

	Years of Experience In Activity		
	0 but less Less than 3	At least 3 but Less than 7	7 or More
Athletic Director WCBVI	3419	3838	4263
Basketball Head Coach WESPDHH (2)	3419	3838	4263
Basketball Ass't Coach - WESPDHH 4)	2424	2743	3061
Cheerleading Coach WESPDHH (2)	2207	2525	2839
Cheerleading Coach WCBVI (2)	3419	3838	4263
Football Head Coach WESPDHH High School	3859	4283	4697
Football Head Coach WESPDHH Middle School	2420	2743	3061
Football Ass't Coach WESPDHH (2)	2869	3182	3495
*Middle School Head Coach WESPDHH (4), WCBVI (2)	2420	2743	3061
Special Olympics Coach WESPDHH (6)	2207	2525	2839
Special Olympics Agency Representative WESPDHH	1874	2298	2727
Swimming Coach WCBVI (2)	3419	3838	4263
Track & Field Head Coach WESPDHH (2)	3308	3732	4152
Track & Field Ass't Coach WESPDHH (2)	2420	2743	3061
Track & Field Coach WCBVI (2)	3419	3838	4263
Volleyball Head Coach High School WESPDHH	3419	3838	4263
Volleyball Head Coach Middle School WESPDHH	2420	2743	3061
Volleyball Ass't Coach WESPDHH	2420	2743	3061
Wrestling Coach WCBVI (2)	3419	3838	4263
Goal Ball Coach WCBVI (2)	3419	3838	4263
Archives WESPDHH	1546	1869	2182
Art Activities Displays WESPDHH (2)	1101	1313	1531
ASL Club Sponsor WESPDHH (3)	1324	1758	2182
Band WCBVI	1943	2336	2727

	Years of Experience In Activity		
	0 but less Less than 3	At least 3 but Less than 7	7 or More
Co-op Program at Van Buren WCBVI	2647	3071	3495
Co-op Program at Edison WCBVI	2647	3071	3495
Co-op Program at BTC/U-Rock WCBVI	1324	1536	1748
Co-op Program at Parker High School WCBVI	2647	3071	3495
Drama Club Sponsor WCBVI (2)	1546	1975	2404
Drama Club Sponsor WESPDHH (2)	2207	2525	2839
Drama Club Costume Designer WESPDHH (2)	2207	2525	2839
Drama Club Construction Designer WESPDHH	884	1096	1313
Elementary Pep Club Sponsor WESPDHH (2)	1324	1758	2182
Elementary Rhythm Club Sponsor WESPDHH (2)	1273	1697	2121
Academic Bowl Advisor WESPDHH	2207	2525	2839
Forensics WCBVI (2)	3419	3838	4263
Graduate Survey Coordinator WCBVI	662	879	1091
North Central Coordinator WCBVI	2647	3071	3495
Close Up Sponsor WCBVI	551	768	985
Space Camp WCBVI	551	768	985
Rocket Club WCBVI	551	768	985
Astronomy Club/Yerkes Co-op	551	768	985
ACE WESPDHH (2)	662	879	1091
Jr. NAD Advisor WESPDHH	2207	2525	2839
Junior/Senior Class Advisor WESPDHH (4)	2207	2525	2839
National Honor Society WESPDHH	551	768	985
Student Body Advisor – High School WESPDHH	2207	2525	2839
Student Body Advisor – Middle School WESPDHH	1101	1313	1531
Senior Class Advisor WCBVI	773	935	1091
Senior Yearbook Advisor WESPDHH	884	1096	1313
Senior Yearbook Coordinator WCBVI (2)	2096	2525	2950
Senior Yearbook Photographer WCBVI	884	1096	1313
Sign Song Dancers Coach WESPDHH	2207	2525	2839

	Years of Experience In Activity		
	0 but less Less than 3	At least 3 but Less than 7	7 or More
Student Council Sponsor WCBVI (2)	2207	2525	2839
**Family ASL Instructor WESPDHH (4)	1101	1313	1531
Teacher Mentor WESPDHH (4)	1101	1313	1531
Teacher Mentor Coordinator WESPDHH	2207	2525	2839
Wisconsin Times Co-Editor WESPDHH (2)	2207	2525	2839
Campus Photographer WESPDHH	1324	1758	2182
Wisconsin Times Sports Editor WESPDHH	1212	1647	2076
Wisconsin Times Reporter WESPDHH	551	768	985
Times/Yearbook Proofreader WESPDHH	662	879	1091
Content Specialist WESPDHH	2420	2743	3061
Braille Olympics Coordinator WCBVI (2)	1324	1536	1748
AV Coodinator WCBVI	1546	1975	2404
Wisconsin Times Circulation WESPDHH	1101	1313	1531
***Curriculum Development	783		
ECA Coordinator WESPDHH	551	768	985

Timers/Scorers:

570 hours available @ $17.68/hr WESPDHH
220 hours available @ $17.68/hr WCBVI

Employees performing activities above which occur entirely within a single semester will receive payment of the applicable corresponding lump sum amount as soon after the conclusion of the season associated with the activity as is administratively feasible.

Employees performing activities above which occur within both semesters will receive one-half of the applicable corresponding lump sum amount as soon after the completion of each of the two school-year semesters as is administratively feasible.

Compensation for employees who begin performing activities but do not complete them will be prorated based on the number of weeks the employee has actually performed associated duties.

*Unspecified coaching positions at WESPDHH and WCBVI will be used for other sports, depending on student interest.
**Instructors will teach ASL to family members of WESPDHH students. Four classes are anticipated (beginning level for adults, second year for adults, ASL for older siblings and ASL for younger siblings.) Instructors must be fluent in ASL and have taken course work in teaching ASL.
***Up to ten (10) full time or twenty (20) half time positions are authorized at WCBVI.

4.39 EEN/SPED Certification

Department of Corrections (DOC) may provide the following disbursements to Teachers for whom EEN/SPED certification is a condition of employment:

Level	Number of Credits	Disbursement
1	0-11	---
2	12-23	$ 350
3	24 or more	$ 500
4	Completion of Certification	$1,000

Teachers will be placed at the level corresponding to the number of credits earned toward their EEN/SPED certification as of the date they commence their employment as a Teacher. To determine initial placement on this schedule, the employee shall provide a transcript to the Education Director, within sixty (60) days of appointment, identifying relevant EEN/SPED credits.

Initial placement on this schedule will not entitle teachers to any disbursement at the time of placement.

Upon completing the number of credits needed to move to the next higher level, teachers may be entitled to a disbursement equal to the amount corresponding to the new higher level. When an employee has completed the number of credits needed to move to the next level, it shall be the responsibility of the employee to provide to the Education Director a transcript, grade report or certificate of completion, within sixty (60) days, identifying the relevant EEN/SPED credits. Failure to provide the necessary documents to the Education Director within sixty (60) days of earning the credits will result in forfeiture of consideration for disbursement. Approved disbursement for relevant EEN/SPED credits will be made within sixty (60) days following the Education Director's receipt of the documents. DOC will be responsible for tracking and verifying relevant credits.

4.40 Bureau of Milwaukee Child Welfare (DCF Only) On Call

A Department of Children and Families ~~Social Worker, Service Manager or Region Manager~~ Initial Assessment Specialist, Initial Assessment Supervisor or Initial Assessment Program Manager in the Bureau of Milwaukee Child Welfare required to be on call during off-duty hours, shall be provided the following supplemental pay:

(1) A fee equal to one (1) hour of pay at the employee's current hourly rate of pay for each regularly scheduled day of the work week that the employee is required to respond to be on call during off-duty hours with a maximum of five (5) hours of pay per work week. **Only one (1) hour of pay will be granted if an unbroken period in which an employee is required to respond extends into a second calendar day.** This payment, or fee, shall not increase the employee's hours for the purpose of the calculation of overtime.

(2) $1.00 per hour for each hour during regularly scheduled days off that the employee is required to be on call, subject to a maximum of $48.00 per calendar week.

4.41 Clinical Service Staff (DOC Only) On Call

A Clinical Service employee at the Department of Corrections required to be on call during off-duty hours shall be provided the following supplemental pay:

(1) A fee equal to one (1) hour of pay at the employee's current hourly rate of pay for each regularly scheduled day of the work week that the employee is required to be on call during off-duty hours with a maximum of five (5) hours of pay per work week. **Only one (1) hour of pay will be granted if an unbroken period in which an employee is required to respond extends into a second calendar day.** This payment, or fee, shall not increase the employee's hours for the purpose of the calculation of overtime.

(2) $3.00 per hour for each hour during regularly scheduled days off that the employee is required to be on call, subject to a maximum of $144.00 per calendar week.

4.42 Teacher Education Program Supplemental Pay

Mentoring: To assist initial educators in acclimating to their new assignment and progressing toward licensure as a professional educator under PI 34, Rules of the Department of Public Instruction (DPI), the Employer shall provide qualified mentors to assist newly hired initial educators for a two-year period. The number and length of mentoring and observation sessions with initial educators will be determined by the Employer. Mentors may be paid up to $2000 per year of mentoring, which may be paid in quarterly installments. If for any reason the mentor cannot complete the responsibilities for a full year, the mentor payment shall be prorated.

Professional Development Plan (PDP) Team Members: A professional development team is responsible for review and approval of initial and professional educators' professional development goals. Teachers and administrators selected to serve on a PDP team will attend a one-day training conducted by DPI. Teachers and administrators participating in PDP training will do so without loss of pay. Cost of the training will be paid by the Employer. Teachers and administrators serving on a professional development team will receive their current hourly rate of pay including add-ons. The number and length of meetings with initial and professional educators will be determined by the Employer.

Master Educators: The master educator license is an optional ten year renewable license. Teachers who have been granted a master educator license by the DPI or by the National Board of Professional Teaching Standards may receive an add-on in the amount of one dollar and fifty cents ($1.50) per hour while the license is in effect.

4.43 Nurse Clinician Add-on

An add-on amount of one dollar ($1.00) per hour shall be paid to supplement the base pay of employees meeting the following criteria:

(1) The employee is in a position which is allocated to the Nurse Clinician classification series and is providing direct patient care.

(2) The employee is employed by one of the following: Racine Correctional Institution, Racine Youthful Offender Correctional Facility, Mendota Mental Health Institute, Winnebago Mental Health Institute, Wisconsin Resource Center, Central Wisconsin Center, and Veteran's Home-King. Other units may provide the add-on at the sole discretion of the appointing authority.

At the sole discretion of the appointing authority, employing units other than those listed in (2) above, may provide an add-on amount of one dollar ($1.00) per hour to supplement the base pay of employees, subject to the following:

(1) The employee is in a position which is allocated to the Nurse Clinician classification series and is providing direct patient care.

(2) The employee is in a position which is allocated to a classification other than Nurse Clinician and is providing direct patient care when filling-in for a Nurse Clinician as described under (1) above.

(3) In addition to the one dollar ($1.00) per hour add-on, Nurse Clinicians providing direct patient care at Fox Lake Correctional Institution - Hemodialysis, the Dodge Correctional Institution – Infirmary, the Dodge Correctional Institution – Hemodialysis or the Milwaukee Secure Detention Facility may be paid up to an additional three dollars ($3.00) per hour add-on.

The applicable add-on is paid for all qualifying hours worked under (1) through (3) above.

4.44 Weekend Nurse Program

Employing units may establish Weekend Nursing Programs designed to recruit and retain qualified nursing personnel. Nurse Clinician 2 & 3 positions will be assigned to the Weekend Nursing Programs and will be subtitled "Weekend Nurse." Weekend Nurses will receive a weekend add-on of $10.00 per hour for all hours worked during qualifying periods to be determined by the employing units, but those qualifying periods are not to exceed the hours between 6:00 a.m. Friday and 11:30 p.m. Monday.

4.45 Nurse Clinician Sign-on Bonus

At the sole discretion of the appointing authority in the Departments of Corrections, Health Services, and Veterans Affairs, a sign-on bonus in an amount up to one thousand ($1,000) dollars may be paid under the following conditions:

(1) The sign-on bonus was included in the recruitment notice;

(2) The employee must be new to state service;

(3) The appointment must be to a Nurse Clinician 2 or 3 position; and

(4) The employee must sign an agreement, as drafted by the agency, agreeing to remain in that position for at least one year from the date of hire. If the employee leaves the position prior to that time for any reason, the employee must reimburse the agency for the entire amount of the sign-on bonus, unless the Employer agrees otherwise.

4.46 Special Agent in Charge Supplemental Pay

Employees in the Department of Justice whose positions are allocated to the classification of Special Agent in Charge will be provided with an add-on of $2.25 per hour. The add-on will immediately cease when the employee is no longer employed in the Special Agent in Charge classification.

4.47 Supplemental Pay for Science Related Certifications, Licenses, and Registrations

The appointing authority will have the sole discretion to provide an add-on not to exceed $0.30 per hour to an employee whose position is in Schedule 15 and holds:

(1) A Department of Safety and Professional Services certification, license or registration as a Professional Geologist, Professional Hydrologist, Sanitarian, Nutrient Management Planner or Professional Soil Scientist; or

(2) A certification from the National Credentialing Agency or the American Society for Clinical Pathology.

An employee will be eligible for only one add-on regardless of how many licenses/registrations the employee holds. The add-on will immediately cease if the employee leaves the position.

4.48 Supplemental Pay for On-Call Physicians at DOC

The appointing authority will have the sole discretion to provide an add-on not to exceed $14.00 per hour to on-call physicians at the Department of Corrections.

4.49 Supplemental Pay for Certain Enterprise Classifications

(1) The appointing authority will grant an add-on to certain employees of the Department of Administration State Budget Office based on the following list and criteria developed by the appointing authority. Such criteria must be approved by the OSER Director prior to the granting of any add-on under these provisions:

Executive Policy and Budget Analyst-Entry	$1.00/hr
Executive Policy and Budget Analyst-Journey	$2.00/hr
Executive Policy and Budget Analyst-Senior	$3.00/hr
Deputy Admr, Div. of Executive Budget & Finance	$4.00/hr
Executive Policy and Budget Analyst-Advanced	$4.00/hr
Executive Policy and Budget Manager	$4.00/hr

(2) Any add-on will immediately cease when the employee is no longer employed in the position for which the add-on was approved, unless the employee continues employment in an otherwise covered position.

(3) Differences in add-on amounts may not be based on differences in the level of managerial or supervisory functions performed. These differences are reflected in the base pay range assignments of the classifications. Pursuant to s. 230.12(1)(c), Wis. Stats., supplemental pay may not be granted for circumstances reflected by the base pay rate or range.

(4) Any add-on granted to an employee will take effect at the beginning of the first pay period following the appointing authority's approval of the add-on.

4.50 Supplemental Pay for PCT Trainers

The appointing authority may grant a trainer add-on of $1.00 per hour to Psychiatric Care Technicians and Psychiatric Care Technicians – Advanced at the Department of Health Services. The add-on may be received only for time the employee is providing training, or for the time the employee is being trained to perform as a trainer.

4.51 Pilot Supplemental Pay Provisions

The OSER Director shall have the sole discretion to create pilot add-ons for specific classifications or locations when severe recruitment, retention, or other issues necessitate implementation of such an add-on before a meeting of the Joint Committee on Employment Relations (JCOER) can be convened. Any pilot add-on will be recommended to JCOER if it is determined that the add-on should be made permanent.

(a) For positions identified under s. 20.923(4), Wis. Stats., the rate must be within the range of the appropriate ESG. (See 3.04 for special provisions regarding fixed-term positions under s. 20.923(4), Wis. Stats.)

(b) For positions identified under ss. 20.923(8) through (12), Wis. Stats., the rate must not exceed the maximum of the appropriate ESG.

(c) The pay of an incumbent of a position, whose salary is subject to a limitation under s. 20.923, Wis. Stats., is limited to a rate below that paid the governor (salary of the current governor).

(2) The rate payable upon appointment to any unclassified civil service position identified in 3.01(2) ("GSEG" position) of this Section (Section B) will be set by the appointing authority at a rate that most adequately reflects both the individual's qualifications and the economic and employment conditions prevailing at the time of appointment subject to the following restraints:

(a) For positions identified under s. 20.923(7), Wis. Stats., the rate must be within the range of the appropriate GSEG.

(b) The pay of an incumbent of a position is not limited to a rate below that paid the governor (salary of the current governor).

(3) The rate payable upon appointment to an unclassified civil service position identified in 3.01(3) ("Non-ESG" position), excluding the unclassified attorney positions covered by Section C of this Plan, will be determined in accordance with the principle of equal pay for work that requires equal skill, effort, and responsibility, and that is performed under similar working conditions. Thus, the rate upon appointment should be equal to the rate that would be payable upon appointment to a similar position in the classified service, as determined by the appointing authority. In addition, the rate will not exceed the pay rate or range maximum under 3.03(3).

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

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

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

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

(2) ESG Assignments of Unclassified Division Administrators.

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

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

~~1. Administration, Department of: Office of Justice Assistance.~~

~~2. Public Service Commission: Division of Administrative Services.~~

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

1. Administration, Department of: Division of Administrative Services; Division of Energy; Division of Facilities Development; Division of Facilities Management; Division of Gaming; Division of Housing; and Division of Intergovernmental Relations.

2. Agriculture, Trade and Consumer Protection, Department of: Division of Agricultural Development; Division of Agricultural Resource Management; Division of Food Safety; Division of Management Services; and Division of Trade and Consumer Protection.

3. Children and Families, Department of: Division of Budget, Policy and Performance Management; and Division of Management Services.

4. Educational Communications Board: Division of Education; Division of Engineering; Division of Television Programming/ Operations; and Division of Wisconsin Public Radio.

5. State Employment Relations, Office of: Division of Affirmative Action.

6. Financial Institutions, Department of: Division of Banking; Division of Corporate and Consumer Services; and Division of Securities.

7. Historical Society, State: Division of Historic Preservation and Public History; and Library and Archives Division.

8. Justice, Department of: Division of Law Enforcement Services; and Division of Management Services.

9. Military Affairs, Department of: Division of Emergency Management.

10. Public Service Commission: Division of Business and Communication Services; Division of Gas and Energy; ~~Division of Telecommunications; and~~ Division of Water, Compliance and Consumer Affairs; and Division of Wholesale Energy Markets.

11. Revenue, Department of: Division of Enterprise Services.

12. Transportation, Department of: Division of Policy, Budget, and Finance.

13. Veterans Affairs, Department of: Division of Veterans Benefits; and Division of Veterans Home.

14. Workforce Development, Department of: Division of Equal Rights; and Division of Workers Compensation.

(~~e~~b) Positions assigned to Executive Salary Group 4 (ESG 4).

1. Administration, Department of: Division of Enterprise Operations; and Division of State Facilities.

2. Agriculture, Trade and Consumer Protection, Department of: Division of Animal Health.

3. Children and Families, Department of: Division of Early Care and Education; and Division of Family and Economic Security.

4. Corrections, Department of: Division of Management Services.

5. State Employment Relations, Office of: Division of Compensation and Labor Relations.

6. Government Accountability Board: Division of Elections; and Division of Ethics and Accountability.

7. Health Services, Department of: Division of Management and Technology.

8. Historical Society, State: Division of Museums and Historic Sites.

9. Natural Resources, Department of: Division of Administration and Technology; Division of Customer Assistance and External Relations; and Division of Enforcement and Science.

10. State Public Defender, Office of: Trial Representation Division.

11. Public Instruction, Department of: Division for Academic Excellence; Division of Finance and Management; Division of Learning Support: Equity and Advocacy; Division for Libraries, Technology and Community Learning; and Division for Reading and Student Achievement.

12. Revenue, Department of: Division of Lottery; Division of Research and Policy; and Division of State and Local Finance.

13. Transportation, Department of: Division of Business Management; Division of Motor Vehicles; and Division of State Patrol.

14. Wisconsin Technical College System Board: Division of Finance; and Division of Student Success.

15. Workforce Development, Department of: Division of Administrative Services; Division of Employment and Training; and Division of Unemployment Insurance.

(~~d~~c) Positions assigned to Executive Salary Group 5 (ESG 5).

1. Administration, Department of: ~~Division of Enterprise Technology; and~~ Division of Executive Budget and Finance.

2. Children and Families, Department of: Division of Safety and Permanence

3. Corrections, Department of: Division of Adult Institutions; Division of Community Corrections; and Division of Juvenile Corrections.

4. Health Services, Department of: Division of Long Term Care; Division of Mental Health and Substance Abuse Services; and Division of Public Health.

5. Justice, Department of: Division of Legal Services.

6. Natural Resources, Department of: Division of Air and Waste; Division of Forestry; Division of Lands; and Division of Water.

7. Transportation, Department of: Division of Transportation Investment Management; and Division of Transportation System Development.

8. Workforce Development, Department of: Division of Vocational Rehabilitation~~; and Division of Workforce Solutions~~.

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

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

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

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

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

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

(b) Board of Commissioners of Public Lands: Executive Secretary (NTE PR 81-02).

(c) Children and Families, Department of: Office of Urban Development, Director (NTE PR 81-01)

(d) Educational Communications Board: Unclassified employees (NTE PR 81-03) other than employees identified under 3.01(1). (Exceptions to the NTE PR 81-03 limit for certain positions may be approved by the OSER Director if supported by a comparison of the functions assigned after reorganization to the functions of positions in the classified service above the PR 81-03 level.)

(e) Health Services, Department of: Psychiatric Residents (NTE 0.75 of the minimum of PR 10-52).

(f) Historical Society: Specialists identified under s. 230.08 (2)(c), Wis. Stats., (NTE PR 81-03).

(g) Lower Wisconsin State Riverway Board, Executive Director (NTE PR 81-03).

(h) Offices of the Governor and Lieutenant Governor, staff other than the Executive Secretary (NTE ESG 3).

(i) Office of the State Public Defender, Assistant State Public Defender Supervisors (NTE PR 71-01).

(j) Tourism, Department of: Kickapoo Reserve Management Board, Executive Director (NTE PR 81-03) and Program Assistant (NTE PR 81-05).

(k) Various Agencies: Chief Legal Counsel (NTE ESG 5).

(l) Various Agencies: Legislative Advisor (NTE ESG 2).

(n) Various Agencies: Communications Director (NTE ESG 2).

2.02 Other Project Appointees

(1) Except as provided in 2.01, beginning base pay rates shall be determined in accordance with 1.00 above.

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

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

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

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

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

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

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

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

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

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

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

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

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

4.00 Other Transaction Pay Adjustments for Permanent Employees in Non-Broadband Pay Ranges

Schedule 02, 03, 05, 06, 12, and 36 pay adjustments for permanent employees in non-broadband pay ranges will be in accordance with ch. ER 29, Wis. Admin. Code, except as follows:

(1) Except as noted in (5) below, pay of regraded employees whose positions are reallocated or reclassified to a higher classification shall be determined in accordance with s. 29.03, Wis. Admin. Code, except that in lieu of any one-step increase amounts regraded employees will receive an amount equal to eight percent (8%) of the applicable pay range minimum or the pay range minimum, whichever is greater. If the reallocation or reclassification is to a classification that is more than one pay range above that of the previous classification, or from range 05-31 to 05-32, the appointing authority **may** provide an additional pay adjustment under this section allowing for a total pay adjustment of no more than 12% of the new pay range minimum or to the minimum of the pay range, whichever is greater For reallocations that do not solely involve a change in duties, such as pay range reassignments, title changes, or as a result of a survey, the increase provided above **may** be provided at the discretion of the OSER Director.

(2) ~~Pay~~Except as noted in (7) below, pay on promotion will be determined in accordance with s. 29.03(4), Wis. Admin. Code, except that in lieu of the increase amounts provided pursuant to s. 29.03(4)(b), Wis. Admin. Code, employees will receive an amount equal to eight percent (8.0%) of the applicable pay range minimum or the minimum of the pay range, whichever is greater. If the promotion is to a classification that is more than one pay range above that of the previous classification, or from range 05-31 to 05-32, the appointing authority **may** provide an ~~pay~~ additional pay adjustment under this section allowing for a total pay adjustment of no more than 12% of the new pay range minimum or to the minimum of the pay range, whichever is greater.

(3) No six (6) month increases shall be granted to employees upon completion of the first six (6) months of any probationary period.

(4) For all pay adjustments, all references to "PSICM" in ER 29, Wis. Admin. Code, will be changed to "minimum."

(5) Pay for regraded employees due to reclassification or reallocation to Offender Classification Specialist-Senior, Probation and Parole Agent-Senior, and Social Worker-Corrections-Senior will be in accordance with the pay structures provided in Section Z of this Plan if the employee was in an Offender Classification Specialist, Probation and Parole Agent, or Social Worker-Corrections position on June 30, 2013. Those hired into the series after June 30, 2013 will receive regrade pay in accordance with (1) above.

(6) **Temporary Transaction Rate (TTR):** TTRs will no longer be provided, but TTRs received under the provisions in effect prior to implementation of this Plan will continue if the employee is subsequently covered by the provisions of this section and the employee's base pay rate is over the maximum of the applicable pay range.

Effective the first day of the pay period following the expiration date of the TTR (i.e., after two years from the implementation date of the TTR), or the date the employee leaves a position covered by 4.00 of this Section (Section E), the employee's base pay rate will be the TTR rate or the maximum of the applicable pay range, whichever is less. If the date of expiration or termination is the first day of the pay period, that date will be the effective date. If not over the maximum, the employee's base pay rate will be the TTR rate.

The TTR shall be considered expired if a subsequent transaction will result in a higher pay rate. The new base pay rate will be calculated using the TTR rate or the maximum of the old pay range, whichever is less, as the current rate of pay immediately prior to the transaction.

(7) Effective February 9, 2014, promotions from pay range 05-31 to 05-32 will be calculated in accordance with (2) above, except an additional pay adjustment may be provided at the sole discretion of the appointing authority allowing for a total pay adjustment of no more than 16% of the new pay range minimum or to the minimum of the pay range, whichever is greater.

(5) **"Temporary Appointment Maximum"** means an appointment maximum that is established temporarily for a specific position due to special market needs. Except as otherwise provided in 4.04 (Pay on Appointment), 4.07 (Pay on 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~~ adjustments provided under Section A, ~~2.05~~2.03 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.

(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), and (15) through (~~17~~18) of 4.01 of this Section (Section I).

(14) Compensation Plan schedule adjustments under s. 230.12, Wis. Stats.

(15) Progression adjustments other than those provided for in (4), above.

~~(15)~~(16) Establishment of a raised minimum rate.

~~(16)~~(17) Discretionary Equity or Retention Adjustment (DERA)

~~(17)~~(18) Discretionary Merit Compensation (DMC).

~~(18)~~(19) Original appointment.

NOTE: Reallocations to new broadband pay ranges ~~implemented on June 30, 2013,~~ will occur immediately after implementation of the ranges per (14) above.

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.

SECTION L – MARKET AND PARITY PROVISIONS

1.00 Coverage

2.00 Market and/or Parity Adjustments

2.01 Eligibility
2.02 Agency Market and/or Parity Adjustments
2.03 IS Market and/or Parity Adjustments
2.04 Other Market and/or Parity Adjustments

3.00 Annualized Lump Sum Payments

1.00 Coverage

The provisions of this Section (Section L) apply to permanent or project employees in the classified service who are not covered by the public safety 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 Market and/or Parity Adjustments

2.01 Eligibility

(1) Except for employees specified in (a) through (d), below, any employee in a position allocated to a classification listed in 2.02 through 2.04 of this Section (Section L) who is in pay status on the effective date indicated for a market and/or parity adjustment is eligible to be considered for that particular adjustment.

(a) For adjustments in FY 2014, any employee whose performance was rated below satisfactory as a result of a formal performance evaluation conducted in the 12-month period ending June 29, 2013.

(b) For adjustments in FY 2015, any employee whose performance was rated below satisfactory as a result of a formal performance evaluation conducted in the 12-month period ending June 28, 2014.

(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 29, 2013, for FY 2013-2014 and June 28, 2014, for FY 2014-2015. If the required performance evaluations are performed by September 30 of the applicable fiscal year, the supervisor may be provided with the delayed adjustment effective October 6, 2013, for FY 2013-2014 or October 5, 2014, for FY 2014-2015, with no retroactive pay or lump sum payment for the delay.

(d) Any employee paid at or above the pay range maximum, except as a lump sum payment under 3.00.

(2) All market and/or parity adjustments granted are subject to the applicable pay range maximum.

(3) 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 L).

(4) Permanent and project employees in positions allocated to classifications other than those listed in 2.02 through 2.04 below, may be included if such positions provide technical supervision, spend a majority of their time in, or are primarily responsible for duties related to those performed by employees listed in 2.02 through 2.04 below. **Such positions will be included only upon an agency recommendation and OSER approval.**

(5) **Criteria for distribution of these adjustments will be applied in a uniform manner throughout the agency or employing unit.**

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

NOTE: The adjustments provided under this Section (Section L) will be applied in the order set forth below, and after all adjustments other than Equity or Retention Adjustments under Section I, Discretionary Merit Compensation under Section J, and Original Appointments, if multiple adjustments occur on the effective date.

2.02 Agency-Funded Market and/or Parity Adjustments

(1) Effective Date. The market adjustments will be effective on the date indicated.

(2) Amount. Appointing authorities may grant adjustments to eligible employees affected by market factors and/or pay compression or inequities ~~resulting from pay range reassignments provided to subordinate or related classifications~~ at a rate **not to exceed** (NTE) the amount indicated below:

Criteria for distribution of these adjustments will be applied in a uniform manner throughout the agency or employing unit.

(a) Effective June 30, 2013:

Code	Classification	NTE Per Hour Increase
71040	Chief, Regulatory & Tech Services	$1.000
26763	Civil Engineer-Transpr-Advanced	$2.403
26762	Civil Engineer-Transpr-Senior	$1.798
26520	Civil Engineer-Transpr Supervisor	$2.500
74820	Consumer Protection Supervisor	$1.600
26530	DOT Engineering Chief	$2.500
24040	DOT Technical Services Chief	$2.500
55534	Environmental Analysis & Review Coordinator	$1.780
55531	Environmental Analysis & Review Spec	$1.366
55533	Environmental Analysis & Review Spec-Advanced	$1.780
70380	Food Safety Supv	$1.000
70903	Food Scientist-Adv	$1.780
52962	Initial Assessment Specialist Advanced	$0.200
52980	Initial Assessment Supervisor	$0.640
81620	Law Enforcement Dispatcher Supv	$2.000
55220	Park Manager	$1.600
26803	Structural Engineer-Transpr-Advanced	$2.403
26802	Structural Engineer-Transpr-Senior	$1.798
26820	Structural Engineer-Transpr-Supervisor	$2.500

(b) At each of the University of Wisconsin campuses, the appointing authority may grant employees classified as Police Officers and Police Detectives a one-time market adjustment not to exceed $4.000 per hour. The effective date may be the first day of any pay period during fiscal year 2014 (i.e, no later than June 15, 2014). **However, all market adjustments granted at a given campus must be effective on the same effective date.**

(c) Effective (first day of the pay period following JCOER approval):

Code	Classification	NTE Per Hour Increase
02300	Insurance Financial Examiner	$3.000
02390	Insurance Financial Examiner Chief	$5.750
02375	Insurance Financial Examiner-Advanced	$5.500
02373	Insurance Financial Examiner-Journey	$4.000
02374	Insurance Financial Examiner-Senior	$5.000
73902	WTS & Measures Petro Sys Specialist-Senior	$1.000
73920	WTS & Measures Petro Sys Supervisor	$1.000

(d) Effective February 9, 2014

The Department of Corrections (DOC) may grant an increase, not to exceed $0.200 per hour, to Correctional Sergeant and Youth Counselor-Advanced employees affected by inequities resulting from the change in pay for upward movement from pay range 05-31 to 05-32, as provided in the original language of Section E, 4.00 of this Plan. **DOC must receive prior approval from OSER regarding distribution before granting this agency funded increase.**

(e)~~(c)~~Effective June 29, 2014:

Code	Classification	NTE Per Hour Increase
65140	Administration Warden	$2.250
65100	Conservation Warden	$2.250
65160	Environmental Warden	$2.250
65080	NR Law Enforcement Supervisor	$2.250
65110	Safety Specialist Warden	$2.250
65170	Special Investigative Warden	$2.250

(3) Funding. **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.**

2.03 IS Market and/or Parity Adjustments

(1) Effective Date. The market and/or parity adjustments will be effective June 29. 2014.

(2) Amount.

(a) Structure Adjustments. Effective June 29, 2014, certain IS-related classifications will be reallocated to the new IS Broadband Pay Ranges provided in Section Z of this Plan. Structure adjustments related to these reallocations will be funded through this provision.

(b) Pay Adjustments. Subject to 1) through 4) below, agencies will generate $1.500 per hour for each employee in positions allocated to the classifications below. A single fund will be created for distribution as discretionary adjustments by the agency appointing authority to those employees generating the funds.

1) **Funds generated have no bearing on the rights of individual employees to these funds.**

2) **Criteria for distribution of these adjustments will be applied in a uniform manner throughout the agency or employing unit.**

3) Any funds that are not distributed on the effective date will remain unspent.

4) Funds generated may not be combined with any other funds provided for distribution in this or any other section of this Plan.

Code	Classification
09040	Administrator of the Division of Technology Services
13700	Info Technology Mgmt Conslt
13150	Info Technology Manager
13661	IS Business Automation Analyst
13664	IS Business Automation Conslt/Admr
13662	IS Business Automation Senior
13663	IS Business Automation Spec
13404	IS Comprehensive Conslt/Admr
13401	IS Comprehensive Services Professional
13402	IS Comprehensive Services Senior
13403	IS Comprehensive Services Spec
16820	IS Consultant Confidential
16821	IS Consultant Management
13304	IS Data Services Conslt/Admr
13301	IS Data Services Professional
13302	IS Data Services Senior
13303	IS Data Services Spec
14210	IS Enterprise Conslt Confidential
14062	IS Enterprise Data Services Conslt/Admr
14601	IS Enterprise Data Services Spec
14072	IS Enterprise Network Services Conslt/Admr
14071	IS Enterprise Network Services Spec
14110	IS Enterprise Spec Confidential
14362	IS Enterprise Strategic Plan Services Conslt/Admr
14361	IS Enterprise Strategic Plan Services Spec
14262	IS Enterprise Systems Development Services Conslt/Admr
14261	IS Enterprise Systems Development Services Spec

14272	IS Enterprise Technical Services Conslt/Admr
14271	IS Enterprise Technical Services Spec
13364	IS Network Services Conslt/Admr
13361	IS Network Services Professional
13362	IS Network Services Senior
13363	IS Network Services Spec
13310	IS Professional Confidential
16803	IS Professional Senior Confidential
13561	IS Professional In-Training (A)
13562	IS Professional In-Training (B)
16810	IS Spec Confidential
16811	IS Spec Management
13521	IS Supervisor 1
13522	IS Supervisor 2
13374	IS Systems Development Services Conslt/Admr
13371	IS Systems Development Services Professional
13372	IS Systems Development Services Senior
13373	IS Systems Development Services Spec
13464	IS Technical Services Conslt/Admr
13461	IS Technical Services Professional
13462	IS Technical Services Senior
13463	IS Technical Services Spec
13530	Management Information Chief
13550	Management Information Manager

(3) Funding. Costs of structure adjustments and pay adjustments under (2)(a) and (b) above will be supplemented under the authority of s. 20.865, Wis. Stats., subject to availability of funds for this purpose as determined by the Secretary of the Department of Administration.

2.04 Other Market and/or Parity Adjustments

(1) Effective Date. The market and/or parity adjustments will be effective June 29, 2014.

(2) Amount. Appointing authorities will grant adjustments to eligible employees affected by market factors and/or pay compression or inequities resulting from pay range reassignments provided to subordinate or related classifications at the amount indicated below:

(a) Code	Classification	Per Hour Increase
38470	Advanced Practice Nurse-Prescriber	$2.000
80300	Aircraft Pilot	$1.000
83120	Automotive Shop Supervisor	$0.750
83104	Automotive/Equipment Tech-Master	$0.750
53201	Chaplain	$1.000
52360	Chief Regional Psychologist	$2.000

81320	Communications Technician Supervisor	$0.750
81362	Communications Technician-Senior	$0.750
42103	Controlled Substance Analyst-Advanced	$2.000
42102	Controlled Substance Analyst-Senior	$2.000
66100	Corrections Communications Operator	$1.000
66120	Corrections Communications Supervisor	$1.000
18803	Criminal History Records Spec-Advanced	$1.000
18802	Criminal History Records Spec-Senior	$1.000
18120	Criminal History Records Supervisor	$1.000
32300	Dentist	$3.000
32340	Dentist Management	$3.000
32380	Dentist Supervisor	$3.000
37520	Dietetic Services Director	$1.500
37402	Dietitian-Administrative	$1.500
37401	Dietitian-Clinical	$1.500
38330	Director of Nursing	$1.500
42203	DNA Analyst-Advanced	$2.000
42202	DNA Analyst-Senior	$2.000
59160	Education Director	$1.000
74201	Emergency Government Spec	$1.000
74203	Emergency Government Spec-Advanced	$1.000
74202	Emergency Government Spec-Senior	$1.000
74220	Emergency Management Program Supervisor	$1.000
74260	Emergency Services Coordinator	$1.000
11210	Employment Relations Program Coordinator	$1.000
74310	Equal Opportunity Program Officer	$1.000
74313	Equal Opportunity Program Spec-Senior	$1.000
42303	Examiner of Questioned Documents-Advanced	$2.000
42302	Examiner of Questioned Documents-Senior	$2.000
74413	Executive Equal Opportunity Spec-Senior	$1.000
10990	Executive Human Resources Manager	$1.000
10970	Executive Human Resources Officer	$1.000
10904	Executive Human Resources Spec-Advanced	$1.000
02120	Financial Examiner Supervisor	$1.000
02105	Financial Examiner-Advanced	$1.000
02104	Financial Examiner-Senior	$1.000
00103	Financial Specialist 3	$0.750
00104	Financial Specialist 4	$0.750
00105	Financial Specialist 5	$0.750
00310	Financial Specialist-Confidential	$0.750
00120	Financial Specialist Program Supervisor	$0.750
00320	Financial Specialist Supervisor	$0.750
42403	Fingerprint and Footwear Examiner-Advanced	$2.000
42402	Fingerprint and Footwear Examiner-Senior	$2.000
42503	Firearms & Toolmark Examiner-Advanced	$2.000
42502	Firearms & Toolmark Examiner-Senior	$2.000
42703	Forensic Imaging Spec-Advanced	$2.000

42702	Forensic Imaging Spec-Senior	$2.000
67250	Forensic Science Program Chief	$2.000
42660	Forensic Science Training Coordinator-Advanced	$2.000
67220	Forensic Scientist Supervisor	$2.000
36820	Health Information Supervisor	$1.000
35101	Health Information Technician 1	$1.000
35102	Health Information Technician 2	$1.000
38250	Health Services Nursing Coordinator	$1.500
10890	Human Resources Manager	$1.000
10810	Human Resources Program Officer	$1.000
10804	Human Resources Spec-Advanced	$1.000
10830	Human Resources Supervisor	$1.000
52961	Initial Assessment Specialist	$1.000
52962	Initial Assessment Specialist Advanced	$1.000
54980	Initial Assessment Supervisor	$1.000
52990	Initial Assessment Program Manager	$1.000
11110	Institution Human Resources Director-Advanced	$1.000
59180	Juvenile Education Director	$1.000
11240	Labor Relations Manager	$1.000
11213	Labor Relations Spec-Chief	$1.000
57800	Librarian	$1.000
57720	Librarian Supervisor	$1.000
38500	Licensed Practical Nurse	$1.500
~~70460~~	~~Meat Safety Conslt~~	~~$1.000~~
~~70402~~	~~Meat Safety Inspector-Objective~~	~~$1.000~~
70420	Meat Safety Supervisor	$1.000
56063	NR Research Scientist-Advanced	$1.000
56062	NR Research Scientist-Senior	$1.000
27790	Nuclear Engineer Manager	$1.000
27773	Nuclear Engineer-Advanced	$1.000
27772	Nuclear Engineer-Senior	$1.000
27780	Nuclear Engineering Spec-Supervisor	$1.000
38302	Nurse Clinician 2	$1.000
38862	Nurse Clinician 2-Weekend	$1.000
38303	Nurse Clinician 3	$1.500
38863	Nurse Clinician 3-Weekend	$1.500
38304	Nurse Clinician 4	$1.500
38370	Nurse Practitioner Management	$2.000
38430	Nursing Administrator	$1.500
38102	Nursing Assistant 2	$0.750
38102	Nursing Assistant 3	$0.750
38341	Nursing Conslt 1	$1.500
38342	Nursing Conslt 2	$1.500
38210	Nursing Instructor	$1.500
38260	Nursing Spec	$1.000
38320	Nursing Supervisor	$1.500
36550	Pharmacist	$2.000

36540	Pharmacist Supervisor	$2.000
36900	Pharmacy Practices Conslt	$2.000
36420	Pharmacy Technician Supervisor	$1.000
36402	Pharmacy Technician-Objective	$1.000
39860	Physical Therapy Assistant	$0.750
31210	Physician	$3.000
38000	Physician Assistant	$2.000
31240	Physician Management	$3.000
31220	Physician Supervisor	$3.000
77103	Power Plant Operator-In Charge	$0.750
77102	Power Plant Operator-Senior	$0.750
77520	Power Plant Superintendent	$0.750
01303	Property Assessment Spec-Advanced	$1.000
01302	Property Assessment Spec-Journey	$1.000
01320	Property Assessment Supervisor	$1.000
31310	Psychiatrist	$3.000
31340	Psychiatrist Management	$3.000
31320	Psychiatrist Supervisor	$3.000
52100	Psychological Associate	~~$1.500~~$2.000
52210	Psychologist Chief	$2.000
52270	Psychologist Manager	$2.000
52240	Psychologist Supervisor	$2.000
52250	Psychologist Supervisor-Management	$2.000
52160	Psychologist-Licensed	$2.000
67572	Revenue Agent 3	$1.000
67573	Revenue Agent 4	$1.000
67680	Revenue Agent Field Management Supervisor	$1.000
67620	Revenue Agent Supervisor	$1.000
01020	Revenue Audit Supervisor	$1.000
01563	Revenue Auditor 3	$1.000
01564	Revenue Auditor 4	$1.000
01565	Revenue Auditor 5	$1.000
01566	Revenue Auditor 6	$1.000
54163	Revenue Economist-Confidential-Advanced	$1.000
54162	Revenue Economist-Confidential-Senior	$1.000
67663	Revenue Field Agent 3	$1.000
67664	Revenue Field Agent 4	$1.000
67665	Revenue Field Agent 5	$1.000
01574	Revenue Field Auditor 4	$1.000
01575	Revenue Field Auditor 5	$1.000
01576	Revenue Field Auditor 6	$1.000
01577	Revenue Field Auditor 7	$1.000
01578	Revenue Field Auditor 8	$1.000
01101	Revenue Tax Spec 1	$1.000
01102	Revenue Tax Spec 2	$1.000
01103	Revenue Tax Spec 3	$1.000
01104	Revenue Tax Spec 4	$1.000

01105	Revenue Tax Spec 5	$1.000
52461	School Psychologist	~~$1.500~~$2.000
52462	School Psychologist-Senior	~~$1.500~~$2.000
03205	Securities Examiner-Advanced	$1.000
03204	Securities Examiner-Senior	$1.000
51820	Social Services Supervisor	$1.000
50862	Social Worker	$1.000
51800	Social Worker-Clinical	$1.000
50863	Social Worker-Senior	$1.000
01730	Tax Resolution Management-Supervisor	$1.000
01803	Tax Resolution Officer-Corp Office Audit	$1.000
01804	Tax Resolution Officer-Field Audit	$1.000
01805	Tax Resolution Officer-Large Case	$1.000
01801	Tax Resolution Officer-Office Audit-Objective	$1.000
01802	Tax Resolution Officer-Office Audit-Senior	$1.000
58200	Teacher	$1.000
58220	Teacher Supervisor	$1.000
42803	Toxicologist-Advanced	$2.000
42802	Toxicologist-Senior	$2.000
42903	Trace Evidence Examiner-Advanced	$2.000
42902	Trace Evidence Examiner-Senior	$2.000
77700	Utility Plant Operator	$0.750

(b) The appointing authority may grant employees classified as Police Officers and Police Detectives in the Department of Administration's Capitol Police Department a one-time market adjustment not to exceed $4.000 per hour, effective June 29, 2014. **Criteria for distribution of these adjustments will be applied in a uniform manner throughout the Capitol Police Department.**

(3) Funding. Costs of structure adjustments and pay adjustments under (2)(a) and (b) above will be supplemented under the authority of s. 20.865, Wis. Stats., subject to availability of funds for this purpose as determined by the Secretary of the Department of Administration.

3.00 Annualized Lump Sum Payments

Employees not receiving a base building increase, or receiving only a partial increase, in this Section (Section L) solely because of the pay range maximum limitation in 2.01(1)(d), will receive a lump sum payment equal to the difference between the base rate increase received and the increase the employee would have been granted by the appointing authority, multiplied by 2088.

PAY SCHEDULE 06: TECHNICAL

Effective (first day of pay period following JCOER approval) through June 28, 2014

Broadband

Pay Range	Minimum	Appointment Maximum 1	Maximum	Within Range Step	8% of Minimum
5	19.245	25.783	32.321	0.578	1.540

PAY SCHEDULE 06: TECHNICAL

Effective June 29, 2014 through June 27, 2015

Broadband

Range	Minimum	Appointment Maximum 1	Maximum	Within Range Step	8% of Minimum
5	19.438	26.042	32.645	0.584	1.556

GENERAL BROADBAND PAY SCHEDULES

Effective: June 29, 2014 through Jnne 27, 2015

		Official Hourly Rate						Monthly Basis		Annual Basis	
Pay Schedule	Pay Range	Minimum	Appointment Maximum 1	Appointment Maximum 2	Maximum	Within Range Step	8% of Minimum	Minimum	Maximum	Minimum	Maximum
Patient-Related											
50	50-11	35.194	52.791	na	70.388	1.056	2.816	6,124	12,248	73,486	146,971
	50-20	40.804	61.206	na	81.608	1.225	3.265	7,100	14,200	85,199	170,398
	50-50	66.143	85.986	na	105.829	1.985	5.292	11,509	18,415	138,107	220,971
	50-51	66.895	87.031	na	107.166	2.007	5.352	11,640	18,647	139,677	223,763
	50-52	72.976	94.942	na	116.908	2.190	5.839	12,698	20,342	152,374	244,104
Information Systems-Related											
70	70-01	36.720	58.000	na	68.000	1.102	2.938	6,390	11,832	76,672	141,984
	70-02	32.640	52.000	na	61.000	0.980	2.612	5,680	10,614	68,153	127,368
	70-03	28.560	43.824	na	54.000	0.857	2.285	4,970	9,396	59,634	112,752
	70-04	24.480	37.992	na	47.000	0.735	1.959	4,260	8,178	51,115	98,136
	70-05	20.400	32.160	na	40.000	0.612	1.632	3,550	6,960	42,596	83,520
Professional Legal-Related											
71	71-01	24.150	41.260	na	58.369	0.725	1.932	4,203	10,157	50,426	121,875
	71-02	23.673	40.446	na	57.218	0.711	1.894	4,120	9,956	49,430	119,472
General											
81	81-01	29.024	48.616	na	68.207	0.871	2.322	5,051	11,869	60,603	142,417
	81-02	26.282	43.366	na	60.449	0.789	2.103	4,574	10,519	54,877	126,218
	81-03	22.470	37.076	na	51.681	0.675	1.798	3,910	8,993	46,918	107,910
	81-04	17.243	28.451	na	39.659	0.518	1.380	3,001	6,901	36,004	82,808
	81-05	13.695	22.597	na	31.499	0.411	1.096	2,383	5,481	28,596	65,770