

**DISCRETIONARY MERIT COMPENSATION (DMC) PROVISIONS  
2011-2013 COMPENSATION PLAN**

<u>DMC Provision</u>	<u>Compensation Plan</u>
Location of DMC provisions	Section J
Coverage *	<ul style="list-style-type: none"> <li>• Permanent &amp; Project broadband employees</li> <li>• Unclassified employees not serving a fixed term</li> <li>• Non-broadband employees – lump sum payment for merit only</li> </ul>
Number of eligible employees	<ul style="list-style-type: none"> <li>• Broadband employees: 13,128 (base building <i>or</i> lump sum payment)</li> <li>• Non-broadband employees: 25,313 (lump sum payments only)</li> </ul>
Maximum Amount per FY – base building or lump sum payment **  (WRPS = Within range pay step)	<ul style="list-style-type: none"> <li>• Broadband employees: Up to 4 WRPS [See page 2 for amounts]</li> <li>• Non-broadband employees – Up to 4 WRPS as lump sum only</li> <li>• Unclassified employees: Up to 2 WRPS for merit only [See page 3 for amounts; page 5 for further detail regarding eligibility]</li> </ul>
May Be Considered as an Intervening Adjustment When Setting Pay on Restoration & Reinstatement	Yes – Only for employees returning from Leave of Absence to serve in an Unclassified position – Up to 2 WRPS
Criteria: *** See page 4 for definitions	
Merit	Yes – Broadband, non-broadband, and eligible unclassified employees
Pay equity	Yes – Broadband employees
Retention	Yes – Broadband employees
Reporting requirements	Yes – agencies required to provide reports to OSER as requested
Minimum funded spending authority per FY	No – Provisions <i>are</i> included in Comp Plan but are suspended for 2011-2013 biennium

\* Excludes employees with below satisfactory performance; supervisors who did not complete performance evaluations; employees at or above pay range maximum (base building exclusion only); trainees; crafts worker-related employees; positions listed in 20.923(2), (3), (4g), & (5)  
[See page 5 for further information regarding unclassified positions]

\*\* Subject to pay range maximum. May request OSER approval to exceed DMC limit in exceptional circumstances.  
[See page 2 for within range pay step (WRPS) amounts.]

**DMC Maximum Amounts:**

[WRPS = Within range pay step]

<u>DMC Provision</u>	<u>Compensation Plan</u>			
Amount per FY – base building or lump sum payment	<i>Non-broadband employees:</i> Up to 4 WRPS as lump sum payment only (see <i>Note</i> ) <i>Broadband employees:</i> Up to 4 WRPS as base builder or lump sum payment			
DMCs may be granted in any amount up to the maximum limitation, i.e., do not have to be granted in amounts equal to within range pay step values.	<b><u>Broadband Pay Schedule/Range</u></b>	<b><u>WRPS</u></b>	<b><u>4 Step Max</u></b>	<b><u>Lump Sum Max</u></b>
Maximum permitted amounts are shown for each pay schedule.	<b><u>General:</u></b>			
	81-01	\$0.854	\$3.416	\$7,133
	81-02	\$0.773	\$3.092	\$6,456
	81-03	\$0.661	\$2.644	\$5,521
	81-04	\$0.508	\$2.032	\$4,243
	81-05	\$0.403	\$1.612	\$3,366
<i>Note:</i> <i>Non-broadband</i> pay ranges are too numerous to include in this table, therefore, only broadband pay ranges are included.	<b><u>Professional Legal-Related:</u></b>			
	71-01	\$0.711	\$2.844	\$5,938
	<b><u>Information System-Related:</u></b>			
	70-02	\$0.773	\$3.092	\$6,456
	<b><u>Law Enforcement:</u></b>			
	56-01	\$0.715	\$2.860	\$5,972
	56-02	\$0.576	\$2.304	\$4,811
	<b><u>Patient-Related:</u></b>			
	50-11	\$0.866	\$3.464	\$7,233
	50-20	\$1.200	\$4.800	\$10,022
	50-50	\$1.946	\$7.784	\$16,253
	50-51	\$1.968	\$7.872	\$16,437
	50-52	\$2.147	\$8.588	\$17,932

<u>DMC Provision</u>	<u>Comp Plan</u>			
<p>Amount per FY – base building or lump sum payment</p> <p>DMCs may be granted in any amount up to the maximum limitation, i.e., do not have to be granted in amounts equal to within range pay step values.</p> <p>Maximum permitted amounts are shown for each pay schedule.</p>	<i>Unclassified employees:</i> Up to 2 WRPS as base builder or lump sum payment (if eligible) – for merit only			
	<u>Pay Schedule/Range</u>	<u>WRPS</u>	<u>2 Step Max</u>	<u>Lump Sum Max</u>
	<u>Executive Salary Group:</u>			
	90-01	\$0.854	\$1.708	\$3,566
	90-02	0.922	\$1.844	\$3,850
	90-03	0.996	\$1.992	\$4,159
	90-04	1.076	\$2.152	\$4,493
	90-05	1.162	\$2.324	\$4,853
	90-06	1.255	\$2.510	\$5,241
	90-07	1.355	\$2.710	\$5,658
	90-08	1.463	\$2.926	\$6,109
	90-09	1.581	\$3.162	\$6,602
	90-10	1.707	\$3.414	\$7,128
	<u>General Senior Executive Group (GSEG):</u>			
	95-01	1.248	\$2.496	\$5,212
	95-02	1.663	\$3.326	\$6,945

\*\*\*\* Criteria Defined:

Criteria:	Definition:
<p><b>Merit:</b></p>	<p>Employee recognition for superior or meritorious performance.</p> <p>Merit criteria/factors which should be considered include:</p> <ul style="list-style-type: none"> <li>• Length or frequency of the outstanding performance;</li> <li>• Overall significance or importance of the employee’s work products to the organization;</li> <li>• Regularity with which the outstanding performance or unique contribution is demonstrated (e.g., an employee who routinely demonstrates exceptional performance and performs special projects on an ongoing basis, as compared to an employee who completes a one-time special project).</li> </ul> <p>Merit-related criteria/factors which may be considered include:</p> <ul style="list-style-type: none"> <li>• Employee has new permanent job duties and/or responsibilities of growing importance to the agency that have been either newly assigned or were an evolution of their originally assigned functions. The new duties are of greater scope, impact, and/or complexity compared to the previous functions; or</li> <li>• Employee has acquired additional competencies, which are both specialized and critical in carrying out the permanent functions of the position.</li> </ul>
<p><b>Pay equity:</b></p>	<p>The employee’s salary has been determined to be lower than that of other state employees performing the same or similar duties at the same level of proficiency and who have comparable years of relevant service; or there is significant pay compression between the employee and their immediate subordinates; or established labor market data identifies a need to award market adjustments in order to achieve equity with external public/private employers.</p>
<p><b>Retention:</b></p>	<p>The employee possesses special skills that are in high demand in other organizations or loss of the employee’s knowledge and experience would be a detriment to the agency, therefore requiring a pay adjustment be made in order to retain the employee.</p>

**Note:** Lump sum DMCs (as opposed to base building) are generally granted for outstanding performance on a special assignment/project or a one-time work-related situation that reflected positively on the agency. Lump sum DMCs may also be used for employees who are ineligible for a base building DMC because they are at or above the pay range maximum.

## **DMCs for unclassified employees:**

All unclassified employees other than fixed term employees are eligible to receive a DMC. However, unclassified employees in positions listed below are limited to receiving a base building DMC and are not eligible for a lump sum DMC.

1. All Department Secretaries;
2. All Department Deputy Secretaries;
3. All Department Executive Assistants;
4. All unclassified Division Administrators not serving a fixed term;
5. Administration, Department of: Director of the Federal-State Relations Office;
6. Arts Board: Executive Secretary;
7. Corrections, Department of: Director of Prison Industries;
8. Educational Communications Board: Executive Director
9. Employment Relations, Office of: Director
10. Financial Institutions, Department of: Director of the Office of Credit Unions
11. Government Accountability Board: Legal Counsel
12. Governor, Office of: Executive Secretary, Key Professional Staff
13. Governor's Work-Based Learning Board: Executive Director
14. Higher Education Aids Board: Executive Secretary
15. Insurance, Office of: Commissioner
16. Justice, Department of: Program Director for Crime Victims Compensation
17. Public Defender, Office of: State Public Defender
18. Railroads, Office of the Commissioner: Commissioner
19. Safety and Professional Services, Department of: All Bureau Directors
20. Secretary of State, Office of: Assistant Secretary of State
21. Sentencing Commission: Executive Director
22. State Fair Park: Director
23. State Treasurer, Office of: Assistant State Treasurer
24. Wisconsin Historical Society: Director; Associate Director
25. Wisconsin Technical College System: Director
26. Workforce Development: Executive Director for Employment and Training