

INTRODUCTORY NOTES

Effective Dates

This Compensation Plan is a revision of the 2003-05 Plan. Unless otherwise noted, the effective dates for all portions of this Compensation Plan will be based on the beginning date of the pay period closest to July 1 for each fiscal year. For all employees on biweekly payroll systems, these dates will be July 24, 2005 through June 24, 2006, for fiscal year 2005-06; and June 25, 2006 through June 23, 2007, for fiscal year 2006-07; unless otherwise noted. These dates will be July 24, 2005 through June 23, 2007, for the 2005-07 biennium, unless otherwise noted. On the dates during which pay rates change, the revised rates become effective after processing of pay changes as the result of personnel transactions occurring on the same date in accordance with Section I, 4.01 of this Plan, unless otherwise noted.

Official Hourly Rate

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

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

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

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

DP UNIT CODES *

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

* Included in the Plan for informational purposes only

PAY SCHEDULES

REPRESENTED *

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

NONREPRESENTED

General Nonrepresented 01
Limited-Term Employment 18
Nonrepresented Patient Treatment-Related Broadband 50
Nonrepresented Law Enforcement Broadband 56
Nonrepresented Information Systems-Related Broadband 70
Nonrepresented Legal-Related Broadband 71
General Nonrepresented Broadband 81
Executive Salary Group (ESG) 90
General Senior Executive Group 95

* Included in the Plan for informational purposes only.

**SECTION A - GENERAL COMPENSATION PROVISIONS FOR NONREPRESENTED
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- 4.11 Holiday Premium
- 4.12 Supplemental Psychologist Add-On
- 4.13 Supplemental Pay for Attorney Supervisory and Managerial Positions
- 4.14 Supplemental Teacher Supervisor and Education Director Add-On
- 4.15 Supplemental Pay for Dentists, Physicians, and Psychiatrists
- 4.16 Supplemental Pay for Supervisory and Management Engineering and Related Classifications
- 4.17 CPA Add-On for Professional Confidential, Supervisory or Management Fiscal Classifications
- 4.18 Certified General Appraiser Add-On
- 4.19 Supplemental Pay Program for Managers and Supervisors of Revenue Field Auditor and Related Classifications
- 4.20 Overtime Compensation and/or Supplemental Pay for Project Employees
- 4.21 Supplemental Pay Program for Power Plant Supervisors and Power Plant Superintendents

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4.22 Supplemental Pay for Add-On Pilot Programs

5.00 Benefit Provisions

5.01 Health Insurance Premiums

5.02 Retirement Contributions

6.00 Labor Management Cooperation Related Pilot Programs

INTRODUCTION

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

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

1.00 Coverage

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

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

2.00 Base Pay Adjustments and Lump Sum Awards for Fiscal Years 2005-06 and 2006-07

2.01 General Wage Adjustment (GWA)

- (1) Effective Dates. The GWAs will be effective July 24, 2005, in FY 2005-06; June 25, 2006 and April 1, 2007, in FY 2006-07.
- (2) Eligibility. All employees who are in pay status on the effective date are eligible to receive a GWA except the following:

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- (a) Employees whose job performances were rated below satisfactory as a result of formal performance evaluations conducted in the 12-month period ending June 25, 2005, for FY 2005-06 and ending June 24, 2006, for FY 2006-07.
- (b) 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 25, 2005, for FY 2005-06 and ending June 24, 2006, for FY 2006-07.

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.

- (c) 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 under 2.02 of this Section.
 - (d) Classified Legal-related (refer to Section C of this Plan).
 - (e) Crafts Worker-related employees (i.e., Project Craft Workers, Crafts Worker Supervisors, Shop Supervisors, and the Crafts Operation Manager-UW-Milwaukee - - refer to Section A, 4.08 of this Plan).
 - (f) Trainees eligible for scheduled trainee increases (refer to Section E, 1.04 of this Plan).
- (3) Amount.
- (a) GWAs for Employees other than Senior Managers. All eligible employees will receive a GWA of 2.0% on July 24, 2005, 2.0% on June 25, 2006 and 1.0% on April 1, 2007. These increases are subject to the following restrictions:
 - 1. 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). (Refer to Annualized GWA Payment provisions under 2.02 of this Section.)
 - 2. No employee may, during any fiscal year, receive a total cumulative adjustment (GWA) exceeding a total of 10% of the

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employee's base pay at the beginning of the fiscal year, immediately prior to GWA distribution.

- (b) GWAs for Senior Managers. All eligible employees will receive a GWA of 2.0% on July 24, 2005, 2.0% on June 25, 2006, and 1.0% on April 1, 2007. These increases are subject to the following restrictions:
 - 1. 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). (Refer to Annualized GWA Payment provisions under 2.02 of this Section.)
 - 2. No employee may, during any fiscal year, receive a total cumulative adjustment (GWA) exceeding a total of 10% of the employee's base pay at the beginning of the fiscal year, immediately prior to GWA distribution.
- (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.
- (5) Grievances. If an employee is dissatisfied with the evaluation methodology and results used by an agency to determine any GWA, the employee may file a grievance under s. 230.12(5)(e), Wis. Stats. The decision of the appointing authority is final and may not be appealed to the Employment Relations Commission under ss. 230.44 or 230.45(1)(c), Wis. Stats. Agencies will submit a copy of each grievance filed and the written decision of the appointing authority to the OSER Director within 14 days of the decision.

2.02 Annualized GWA Payment

- (1) Annualized GWA Payments for Employees other than Senior Managers.

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- (a) Granting Date. Annualized GWA Payment will be granted as soon as administratively feasible after the effective date of the GWA provided under 2.01 of this Section (Section A).
- (b) Eligibility. Any employee will receive an Annualized GWA Payment if either of the conditions described under 1. or 2. below, apply:
 - 1. 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 new pay range maximum, if a new pay range maximum takes effect on the same date as GWA distribution).
 - 2. The employee did not receive the full GWA amount because of the pay range maximum limitation.
- (c) Amount. The amount of the Annualized GWA Payment is subject to the limitations under 1. and 2., below:
 - 1. For employees who qualify for Annualized GWA Payment because of the condition described under (b) 1. above: The hourly amount used in calculating an Annualized GWA Payment will equal the full GWA amount (i.e., 2.0% on July 24, 2005, 2.0% on June 25, 2006, and 1.0% on April 1, 2007).
 - 2. For employees who qualify for an Annualized GWA Payment because of the condition described under (b) 2. above: The hourly amount used in calculating an Annualized GWA Payment will equal the difference between the full amount (i.e., 2.0% on July 24, 2005, 2.0% on June 25, 2006 and 1.0% on April 1, 2007) and the partial GWA amount the employee actually received.

(2) Annualized GWA Payments for Senior Managers.

- (a) Granting Date. Annualized GWA Payments will be granted as soon as administratively feasible after the effective date of the GWA provided under 2.01 of this Section (Section A).
- (b) Eligibility. Any employee will receive an Annualized GWA Payment if either of the conditions described under 1. or 2. below, apply:
 - 1. 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 new pay range maximum, if a new pay range maximum takes effect on the same date as GWA distribution).
 - 2. The employee did not receive the full GWA amount because of the pay range maximum limitation.

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- (c) Amount. The amount of the Annualized GWA Payment is subject to the limitations under 1. and 2. below:
1. For employees who qualify for Annualized GWA Payment because of the condition described under (b)1. above: The hourly amount used in calculating an Annualized GWA Payment will equal the full GWA amount (i.e., 2.0% on July 24, 2005, 2.0% on June 25, 2006, and 1.0% on April 1, 2007).
 2. For employees who qualify for an Annualized GWA Payment because of the condition described under (b)2. above: The hourly amount used in calculating an Annualized GWA Payment will equal the difference between the full amount (i.e., 2.0% on July 24, 2005, 2.0% on June 25, 2006, and 1.0% on April 1, 2007) and the partial GWA amount the employee actually received.
- (3) 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 (1)(c) or (2)(c) above, by 2088 for July 24, 2005 and June 25, 2006, and by 480 for April 1, 2007. 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.
- (4) 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 23, 2007, and the employee's restoration right must be derived from a position covered by the GWA provisions of this Section (Section A) or Section C of this Plan.
 - (b) The employee will not receive an Annualized GWA Payment until he or she has returned to pay status.
 - (c) For Employees other than Senior Managers. The hourly amount used in the calculation of any Annualized GWA Payment will equal the amount determined under (1)(c), above.
 - (d) For Senior Managers. The hourly amount used in the calculation of any Annualized GWA Payment will equal the amount determined under (2)(c) above.

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2.03 Lump Sum Payments Provided to Compensate for the Delay of the FY 2005-06 GWA

The same employees who are excluded from the GWA and Annualized GWA under 2.01 and 2.02 of this Section (Section A) are also excluded from these lump sum payment provisions.

- (1) **Granting Date.** Lump sum payments will be granted as soon as administratively feasible after the July 24, 2005.
- (2) **Eligibility.** Any employee who received a FY 2005-06 GWA under 2.01 of this Section (Section A) is also eligible to receive a lump sum payment if the employee is in pay status during the period June 26, 2005 through July 23, 2005.
- (3) **Amount.**
 - (a) The amount of an employee's lump sum payment will be equal to the hourly base pay increase granted to the employee as FY 2005-2006 GWA multiplied by the number of hours in pay status during the period from June 26, 2005 through July 23, 2005.
 - (b) This payment is not the equivalent of a retroactive adjustment. Intervening pay and benefit transactions effective June 26, 2005 through July 23, 2005 will not be reconstructed.
- (4) **Lump Sum Payments for Employees on Approved Leave of Absence.** Any employee who is on an approved unpaid leave of absence as of July 24, 2005, and who is granted a FY 2005-06 GWA upon restoration, will also receive a lump sum payment if the employee had any hours in pay status during the period June 26, 2005 through July 23, 2005, subject to the following:
 - (a) The employee must return from the leave to pay status by June 23, 2007, and the employee's restoration right must be derived from a position covered by provisions of this Section (Section A).
 - (b) The employee will not receive a lump sum payment until returning to pay status.

2.04 Relocation Incentive Awards

- (a) **Effective Dates and Amounts.** Noncumulative Relocation Incentive Awards may, at the discretion of the appointing authority, be granted to employees who relocate, pursuant to s. 20.917(1)(a) and (b), Wis. Stats., as a result of promotion or transfer. Noncumulative Relocation Incentive Awards will be granted in the form of one time payments in any whole dollar increment up to an amount equal to 125% of the monthly minimum specified in the applicable Compensation Plan for the

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pay range to which the employee's new position classification is assigned. The award must be approved at the time of appointment. The appointment letter will specify the amount of the award and indicate that approval is contingent upon reimbursement for his or her moving expenses. The award may be paid at any time within three months after the employee has received such reimbursement.

- (b) Eligibility. Permanent employees covered by this Section (Section A) who meet the eligibility criteria for moving expense reimbursement under s. 20.917(1)(a) and (b), Wis. Stats., are eligible for Relocation Incentive Awards provided the employing agency has written criteria approved by OSER, Division of Compensation and Labor Relations. These criteria must ensure that relocation incentive awards will be distributed in a uniform manner throughout the agency or employing unit.
- (c) Funding. These awards are funded from each agency's salary line appropriation.

2.05 Progression Adjustment for Certain Nonrepresented Classifications

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

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- 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 2.05 of this Section (Section A).
- (d) An employee who has previously received the maximum number of possible progression adjustments for the employee’s classification, taking into account progression adjustments received while in any position(s) under this or any similar progression adjustment system provided by collective bargaining agreements. For the purpose of this eligibility, “any similar progression adjustment system” shall be defined as any progression system that provides one or two time annual per hour rate adjustments (i.e., not providing specific pay rates, except for a maximum adjustment rate).
- (2) Amount.
- (a) An eligible employee in a position allocated to one of the following classifications will receive a progression adjustment of \$1.20 per hour on the granting date, subject to the **pay range 81-03 minimum**.
- 1) Accountant-Confidential
 - 2) Equal Opportunity Program Specialist
 - 3) Executive Equal Opportunity Specialist
 - 4) Executive Human Resources Specialist
 - 5) Human Resources Specialist
 - 6) IS Support Technician-Confidential
 - 7) IS Professional-Confidential
- (b) An eligible employee in a position allocated to one of the following classifications will receive **a one-time progression adjustment** of \$1.20 per hour on the granting date, subject to the **pay range 81-03 minimum**.
- 1) Budget and Policy Analyst-Agency
 - 2) Budget and Policy Analyst-Division
 - 3) Employee Benefit Plan Policy Advisor-Entry
 - 4) Ethics Specialist
 - 5) Institution Human Resources Director
 - 6) UW Human Resources Manager

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

2.06 Discretionary Compensation Adjustment (DCA)

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

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3.00 Pay on Regrade

3.01 Individual Position Reallocation or Reclassification

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

3.02 Compensation and/or Classification Surveys

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

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

3.03 Surveys with Different Implementation Dates

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

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

3.04 Intervening Adjustments

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

4.00 Overtime, Supplemental, and Holiday Pay

4.01 Definitions

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

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- (9) **Responsibility hours.** Work hours between the hours of 7:00 p.m. and 7:00 a.m.
- (10) **Standard workweek.** A regularly recurring period of 168 hours in the form of 7 consecutive 24-hour periods which begins on a day of the week and time established by the appointing authority.
- (11) **Supplemental pay.** Pay in addition to the base rate for circumstances not reflected in the base pay rate or pay range. Such circumstances are identified below under 4.05 - 4.10, 4.12 - 4.19, 4.21 and 4.22.
- (12) **Weekend hours.** Work hours on Saturday and Sunday.
- (13) **Work hours.** Work time as directed by the appointing authority during which an employee must be on duty and/or at a prescribed place of work. In determining overtime hours for nonexempt employees, work hours means hours worked as defined in Chapter 520 of the Wisconsin Human Resources Handbook.

4.02 General Policy

- (1) Usage.

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

- (2) Records.

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

- (3) Application during Absences or Termination.

- (a) Absences: Overtime or supplemental pay, identified under 4.03, 4.04, 4.05, 4.06, 4.07, 4.09, 4.10, and 4.11 below, will not be paid to an employee absent or on leave with pay (vacation, sick leave, military leave, etc.) during the period in which the employee would otherwise be scheduled to work.
- (b) Termination: Supplemental pay, identified under 4.08, 4.12 - 4.19, 4.21 and 4.22 below, will be included in computing lump sum payments for leave credit balances upon termination. It will **not** be included for computing cash payments for employees selecting the cash option for the fifth week of annual leave (reference s. ER 18.02(5)(b)3., Wis. Adm. Code).

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(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. Refer to Chapter 520 of the Wisconsin Human Resources Handbook for information on exceptions to the normal FLSA categorization of employees by classification title.

(1) Overtime for Nonexempt Employees.

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

(2) Overtime for Exempt Employees.

(a) The overtime pay status of permanent employees who are exempt from the overtime provisions of the FLSA will be determined in accordance

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with the following table. The table shows the overtime pay status of employee groups broken down by Data Processing (DP) Unit Code (i.e., collective bargaining code).

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

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

(b) Provisions for Permanent Salaried Employees.

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

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

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

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

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

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

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3. Calculating Overtime Compensation When Supervisors Must Receive Overtime Compensation Under the Limited Circumstances Set Forth in 2., Above.
 - a. Employees in professional supervisory (DP Unit Code 17) and professional confidential/supervisory (DP Unit Code 98) positions will be compensated on an hour-for-hour basis at no less than their regular rate of compensation in cash or equivalent time off.
 - b. Employees in nonprofessional supervisory (DP Unit Code 16) and nonprofessional confidential/supervisory (DP Unit Code 96) positions will be compensated at the premium rate or granted time off at the number of overtime hours multiplied by 1.5.

(c) General Administrative Provisions.

1. Appointing authorities will have discretion to approve scheduled use of time off earned in lieu of cash payment for overtime hours.
2. Time off earned in lieu of cash payment for overtime hours which cannot be scheduled by the appointing authority within 12 months after the end of the calendar year in which the time is earned will be paid in cash at the employee's current regular rate times the unused time off hours earned.
3. Payment of overtime will be in addition to the premium rate paid for holiday work incurred during the established workweek or work period.

4.04 Overtime During a Declared Emergency

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

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4.05 Night Differential for Permanent Employees

(1) Eligibility.

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

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

(2) General Administrative Provisions.

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

(3) Rate.

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

4.06 Weekend Differential for Permanent Employees

(1) Eligibility.

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

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

(2) General Administrative Provisions.

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

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

4.07 Responsibility Differential for Permanent Positions in Certain Nursing Related Classifications

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

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

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

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

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7:00 a.m. effective the first day of the pay period following JCOER approval).

- (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 Section 516.060 of the Wisconsin Human Resources Handbook.

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

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

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

4.09 Standby Pay

When the appointing authority requires that an employee be available for work and be able to report to work in less than one hour, the appointing authority may grant standby pay at the rate of two dollars and twenty-five cents (\$2.25) for each hour in standby status. Standby pay will be mandatory for nonprofessional confidential employees.

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4.10 Call-Back/Call-In Pay

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

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

4.11 Holiday Premium

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

4.12 Supplemental Psychologist Add-On

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

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PSYCHOLOGIST ADD-ON		
July 24, 2005 – June 24, 2006	June 25, 2006 – March 31, 2007	April 1, 2007 – June 23, 2007
\$3.24 - mandatory minimum \$4.47 – maximum*	\$3.31 – mandatory minimum \$4.56 – maximum*	\$3.35 – mandatory minimum \$4.61 – maximum*

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

4.13 Supplemental Pay for Attorney Supervisory and Managerial Positions

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

4.14 Supplemental Teacher Supervisor and Education Director Add-On

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

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

TEACHER SUPERVISOR AND EDUCATION DIRECTOR SUPPLEMENTAL PAY AMOUNTS										
HOURLY ADD-ON AMOUNTS										
July 24, 2005 – June 23, 2007	\$0.85	\$1.10	\$1.35	\$1.60	\$1.85	\$2.10	\$2.35	\$2.60	\$2.85	
NUMBER OF CREDITS BEYOND BACHELOR'S/MASTER'S DEGREE										
Bachelor's Degree plus:	6	12	18	24	30	36	42	48	54	
Master's Degree plus:	-	-	-	-	0	6	12	18	24	

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 all of the provisions of 4.15 of this Section (Section A). These positions are classified as Physician Supervisor, Physician Management, Psychiatrist Supervisor, or Psychiatrist Management. Permanent and project employees in positions classified as Dentist Supervisor or Dentist Management are covered by part (2) of 4.15 only.

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

Subject to (a) through (e) below, the appointing authority has the authority to determine supplemental pay in accordance with the schedule of supplemental

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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

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Pay Range (Classification)	July 24, 2005 – June 24, 2006	
	Board Certification Eligibility	Board Certification
Pay Range 50-51 (Physician Supv.) (Physician Mgt.)	NTE - \$5.99/hr.	\$8.98 - \$17.96/hr.
Pay Range 50-52 (Psychiatrist Supv.) (Psychiatrist Mgt.)	NTE – \$6.53/hr.	\$9.80 - \$19.59/hr.
Pay Range (Classification)	June 25, 2006 – March 31, 2007	
	Board Certification Eligibility	Board Certification
Pay Range 50-51 (Physician Supv.) (Physician Mgt.)	NTE \$6.11/hr.	\$9.16 - \$18.32/hr.
Pay Range 50-52 (Psychiatrist Supv.) (Psychiatrist Mgt.)	NTE - \$6.67/hr	\$10.00 – 19.99/hr.
Pay Range (Classification)	April 1, 2007 – June 23, 2007	
	Board Certification Eligibility	Board Certification
Pay Range 50-51 (Physician Supv.) (Physician Mgt.)	NTE - \$6.18/hr.	\$9.26 - \$18.51/hr.
Pay Range 50-52 (Psychiatrist Supv.) (Psychiatrist Mgt.)	NTE – \$6.74/hr.	\$10.10 - \$20.19/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.

Schedule of Supplemental Pay Amounts for Supervisory and Management Responsibility

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Pay Range (Classification)	July 24, 2005 – June 24, 2006	
	Supervisory	Management
Pay Range 50-50 (Dentist Supv.) (Dentist Mgt.)	NTE - \$4.90/hr.	NTE - \$14.55/hr.
Pay Range 50-51 (Physician Supv.) (Physician Mgt.)	NTE - \$5.99/hr.	NTE - \$17.96/hr.
Pay Range 50-52 (Psychiatrist Supv.) (Psychiatrist Mgt.)	NTE – \$6.53/hr.	NTE - \$19.59/hr.

Pay Range (Classification)	June 25, 2006 – March 31, 2007	
	Supervisory	Management
Pay Range 50-50 (Dentist Supv.) (Dentist Mgt.)	NTE - \$5.00/hr.	NTE - \$14.85/hr.
Pay Range 50-51 (Physician Supv.) (Physician Mgt.)	NTE - \$6.11/hr.	NTE - \$18.32/hr.
Pay Range 50-52 (Psychiatrist Supv.) (Psychiatrist Mgt.)	NTE – \$6.67/hr	NTE - \$19.99/hr.

Pay Range (Classification)	April 1, 2007 – June 23, 2007	
	Supervisory	Management
Pay Range 50-50 (Dentist Supv.) (Dentist Mgt.)	NTE - \$5.05/hr.	NTE - \$15.00/hr.
Pay Range 50-51 (Physician Supv.) (Physician Mgt.)	NTE - \$6.18/hr.	NTE - \$18.51/hr.
Pay Range 50-52 (Psychiatrist Supv.) (Psychiatrist Mgt.)	NTE – \$6.74/hr	NTE - \$20.19/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

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demotion and, therefore, within range base pay increases will not be granted.

(c) Effective Dates.

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

(3) Medical Officer of the Day Pay.

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

4.16 Supplemental Pay for Supervisory and Management Engineering & Related Classifications

- (1) An add-on amount of thirty cents (\$0.30) per hour may be paid to supplement the base pay of an employee whose position is allocated to one of the nonrepresented management or supervisory engineering and related classifications based upon the employee's possession of a Designer of Engineering Systems permit, or a license or registration as a Land Surveyor, Professional Geologist, Professional Hydrologist, Professional Soil Scientist, Petroleum Operations Engineer, Wisconsin Registered Interior Designer, or Landscape Architect. An add-on of fifty cents (\$0.50) per hour may be paid to supplement the base pay of an employee whose position is allocated to one of the nonrepresented management or supervisory engineering and related classifications based upon the employee's possession of a Professional Engineer license or an Architect registration.
- (2) To be eligible for this add-on, the employee must occupy a position allocated to one of the nonrepresented supervisory or managerial engineering and related classifications and hold a current license or registration from the

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Department of Regulation and Licensing as a Professional Engineer, Registered Architect, Landscape Architect, Land Surveyor, Professional Hydrologist, Professional Soil Scientist, Petroleum Operations Engineer, Professional Geologist, or Interior Designer, or hold a permit as a Designer of Engineering Systems.

- (3) 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.
- (4) If the incumbent moves from the position for which an add-on has been approved by the appointing authority to a position not allocated to one of the authorized classifications, the add-on will cease. If the incumbent moves to another position allocated to one of the authorized classifications, the appointing authority of the new position has the discretion to determine whether the add-on will be continued in the new position. If an employee receiving an add-on ceases to hold a current registration or permit as the result of expiration or revocation, the add-on will cease effective at the beginning of the first pay period following the expiration or revocation date.

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

- (1) CPA Add-On (Pre-Certification). An add-on amount of twenty-five cents (\$0.25) per hour may be paid to supplement the base pay of an eligible employee whose position is allocated to one of the nonrepresented professional confidential, supervisory, or management fiscal classifications based upon the employee's successful completion of the Certified Public Accountant (CPA) examination and possession of the CPA "Notification of Grades." To be eligible for the add-on, all three of the following criteria must be met:
 - (a) The employee must be in a position that is allocated to one of the following nonrepresented professional confidential, supervisory, or management fiscal classifications: Accountant, Auditor, Financial Program Supervisor, Financial Officer, Financial Manager, Financial Management Supervisor, or agency-specific professional fiscal classification;
 - (b) The employee must successfully complete the CPA examination and possess the CPA "Notification of Grades" from the Department of Regulation and Licensing or another state; **and**,
 - (c) The CPA-related knowledge must be relevant to the position's assigned duties and responsibilities.

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- (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) The employee must be in a position that is allocated to one of the following nonrepresented professional confidential, supervisory, or management fiscal classifications: Accountant, Auditor, Financial Program Supervisor, Financial Officer, Financial Manager, Financial Management Supervisor, or agency-specific professional fiscal classification;
 - (b) The employee must possess a current certificate from the Department of Regulation and Licensing or another state as a Certified Public Accountant; **and,**
 - (c) The CPA-related knowledge must be relevant to the position's assigned duties and responsibilities.
- (3) OSER will establish and maintain the list of professional and professional supervisory classifications that qualify for either type of CPA add-on.
- (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.

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4.18 Certified General Appraiser Add-On

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

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

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

- (1) The Department of Revenue (DOR) may develop a supplemental pay program for managers and supervisors comparable to that which was negotiated for their subordinates in Revenue Field Auditor and related positions. This supplemental pay program would apply to employees in positions allocated to the following classifications: Revenue Administrative Officer 2; Revenue Administrative Manager; Administrator, Division of Income, Sales and Excise

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Tax; and other revenue field auditor-related supervisory or managerial classifications with responsibility for directing positions performing or reviewing revenue field audits.

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

4.20 Overtime Compensation and/or Supplemental Pay for Project Employees

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

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

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

- (1) Agencies or universities that have power plant facilities may develop a supplemental pay program comparable to that negotiated for their subordinates in Power Plant Operator and Power Plant Assistant positions. This supplemental pay program would apply to employees in positions allocated to the Power Plant Supervisor, Power Plant Manager, and the Power Plant Superintendent classifications at power plant facilities for which an add-on has been negotiated.
- (2) The appointing authority will have the discretion to grant or adjust add-ons, subject to the maximum allowable amount negotiated for the subordinates at the facility, based on criteria developed by the appointing authority.

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

- (3) Any add-on granted to an employee will take effect at the beginning of the first pay period following the appointing authority's approval of the add-on.
- (4) The agency or university will immediately discontinue any add-on when the employee is no longer employed in the position for which the add-on was approved.

4.22 Supplemental Pay for Add-On Pilot Programs

- (1) An agency may develop a supplemental pay program for managers and supervisors comparable to any add-on pilot program for their subordinates during the life of any collective bargaining agreement. This supplemental pay program would apply to employees in positions allocated to supervisory or managerial classifications with responsibility for directing positions receiving an add-on.
- (2) The appointing authority will have the discretion to grant or adjust add-ons, subject to the maximum allowable amount, based on criteria developed by the appointing authority. Such criteria must be approved by the OSER Director prior to the granting of any add-ons under these provisions.
- (3) Differences in add-on amounts may not be based on differences in the level of managerial or supervisory functions performed. These differences are reflected in the base pay range assignments of the classifications. Pursuant to s. 230.12(1)(c), Wis. Stats., supplemental pay may not be granted for circumstances reflected by the base pay rate or range.
- (4) Any add-on granted to an employee will take effect at the beginning of the first pay period following the appointing authority's approval of the add-on.
- (5) Any add-on will be immediately discontinued when the employee is no longer employed in the position for which the add-on was approved.

5.00 Benefit Provisions

5.01 Health Insurance Premiums

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

Section A – 5.01

- (1) For insured part-time employees, including those in project positions as defined in s. 230.27(1), Wis. Stats., who are appointed to work less than 1044 hours per year, the state will pay 50% of the total monthly premium.

Employee contributions toward health insurance premiums shall be based on the specific tier to which their qualifying plan is assigned for employees appointed to work 1044 hours or more. Employee contributions under this three-tier approach shall be as follows:

2006 Contributions

	Employee Monthly Contribution	
	<u>Single</u>	<u>Family</u>
Tier 1	\$22.00	\$55.00
Tier 2	\$50.00	\$125.00
Tier 3	\$100.00	\$250.00

2007 Contributions

	Employee Monthly Contribution	
	<u>Single</u>	<u>Family</u>
Tier 1	\$27.00	\$68.00
Tier 2	\$60.00	\$150.00
Tier 3	\$143.00	\$358.00

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

- (3) Pursuant to s. 230.12(1)(b), Wis. Stats., the pay system in place for nonrepresented crafts employees is based upon the pay system for represented crafts employees as established in the collective bargaining agreement between the State and the designated representative of the building trade crafts bargaining unit. Therefore, nonrepresented crafts employees, i.e., Crafts Worker Supervisors, Shop Supervisors, the Crafts Operation Manager, UW-Milwaukee, and employees in project positions allocated to a crafts classification who choose to carry health insurance, are required to pay the entire monthly health insurance premium in the same manner as that provided for represented crafts employees under the terms of the applicable collective bargaining agreement.

The administrative means by which the monthly premium payments are paid will be established in a manner similar to that established for premium

Section A – 5.01

payment by represented employees and that does not cause undue hardship on affected employees.

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

5.02 Retirement Contributions

- (1) As provided under s. 40.05(1)(b), Wis. Stats., and this plan, the state payment for employee retirement contributions will equal 5% of the earnings for creditable service of each participating employee.
- (2) The State will pay the 1.0% benefit adjustment contribution required by s. 40.05(2m), Wis. Stats.
- (3) Effective January 1, 1996, the State will pay the additional three tenths of one percent (.3%) employee share of the benefit adjustment contribution for general occupation participants required by s. 40.05(2n)2, Wis. Stats.
- (4) Employees on leave without pay to work for a nonparticipating employer may, upon mutual agreement of the employing State agency and the employee, be deemed to receive earnings at the employee's rate of pay immediately prior to the leave if the nonparticipating employer agrees to reimburse the employing State agency for the employer retirement contribution required under s. 40.05(2), Wis. Stats. The nonparticipating employer may also agree to pay all or part of employer payments made pursuant to ss. 40.05(1)(b) and 230.12, Wis. Stats. Any required payments under s. 40.05(1), Wis. Stats., which are not paid by the nonparticipating employer must be paid by the employee. Participating employers are those employers subject to the provisions of the retirement plan under Chapter 40, Wis. Stats. See also s. 40.02(22)(e), Wis. Stats.

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

Section A – 6.00

6.00 Labor Management Cooperation Related Pilot Programs

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

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

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

1.00 Coverage

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

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

3.00 Pay Administration for Appointed Unclassified Employees

- 3.01 Coverage
- 3.02 Pay On Appointment
- 3.03 ESG Assignments, Pay Range Assignments and Other Pay Rate Limitations for Positions Not Assigned by Statute
- 3.04 Salary Adjustments for Employees Serving a Fixed Term
- 3.05 Base Pay Adjustments for Employees Not Serving a Fixed Term
- 3.06 Lump Sum Payments Provided to Compensate for the Delay of the FY 2005-06 GWA
- 3.07 Pay Increases If Level of Functions Increases
- 3.08 Overtime Compensation and Supplemental Pay

4.00 Benefit Provisions

- 4.01 Health Insurance Premiums
- 4.02 Retirement Contributions

5.00 Discretionary Compensation Adjustment (DCA)

INTRODUCTION

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

Section B - Introduction

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

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

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

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

Employees of the state court system.

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

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

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

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

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

1.00 Coverage

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

Covered employees occupy the following positions:

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

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

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

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

2.01 Pay Administration for Justices and Judges

(1) Annual Rates for Incumbents.

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

(2) Annual Rates for Office.

Position	Incumbent's July 24, 2005 Pay Rate	July 24, 2005 – June 24, 2006 Rate for Office	JuneJune 25, 2006 – March31, 2007 Rate for Office	April 1. 2007 – June 23, 2007 Rate for Office
Circuit Court Judge	\$110,249	\$112,456	\$114,707	\$115,855
Court of Appeals Judge	\$116,864	\$119,204	\$121,590	\$122,807
Supreme Court Justice	\$123,876	\$126,357	\$128,886	\$130,176
Supreme Court Chief Justice	\$123,876*	\$126,357	\$128,886	\$130,176

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

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2.02 Pay Administration for Legislative Members

- (1) Legislative Compensation, Effective Date.

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

- (2) Annual Rates for Office.

Position	Incumbent's July 24, 2005 Pay Rate	July 24, 2005 – June 24, 2006 Rate for Office	June 25, 2006 – March 31, 2007 Rate for Office	April 1, 2007 – June 23, 2007 Rate for Office
Legislative Member	\$45, 569	\$46,481	\$47,413	\$47,889

- (3) Sick Leave Accrual for Legislators.

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

2.03 Pay Administration for Constitutional Officers

- (1) Annual Rates for Incumbents.

The "Rate for Office" becomes the incumbent's rate at the time the incumbent begins his or her term of office. "Incumbent's July 24, 2005 Pay Rate," as provided in the Chart under (2), is based on the rate for office in effect on the date the incumbent, in the office on July 24, 2005, began his or her term of office. For the State Superintendent of Public Instruction a new term of office begins on July 4, 2005(i.e., the first Monday in July after election). For all other Constitutional Officers listed below, the current term of office began on January 6, 2003 (i.e., the first Monday in January after election).

Article IV, Section 26, of the Wisconsin Constitution prohibits compensation increases or decreases for incumbent Constitutional Officers during the term of

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office. (Refer also to incumbent salary limitation under s. 20.923(15)(b), Wis. Stats. and s. 13.04 Wis. Stats.)

(2) Annual Rates for Offices.

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

Constitutional Office	Executive Salary Group	Incumbent's June July 24, 2005 Pay Rate	June July 24, 2005 – June 24, 2006 Rate for Office	June 25, 2006 – March 31, 2007 Rate for Office	April 1, 2007 – June 23, 2007 Rate for Office
State Treasurer	1	\$62,549	\$63,801	\$65,079	\$65,731
Secretary of State	1	\$62,549	\$63,801	\$65,079	\$65,731
Lieutenant Governor	4	\$69,579	\$70,972	\$72,394	\$73,118
State Superintendent, Public Instruction	7	\$109,587	\$111,779	\$114,015	\$115,162
Attorney General	10	\$127,868	\$130,425	\$133,033	\$134,372
Governor	10	\$131,768	\$134,403	\$137,092	\$138,470

2.04 Pay Administration for District Attorneys

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

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Prosecutorial Unit Size (as determined under s. 978.12(1)(a)1., Wis. Stats.)	Incumbent's June July 24, 2005 Pay Rate	June July 24, 2005 – June 24, 2006 Rate for Office	June 25, 2006 – March 31, 2007 Rate for Office	April 1, 2007 – June 23, 2007 Rate for Office
More than 500,000	\$115,705	\$118,021	\$120,382	\$121,587
More than 250,000 but not more than 500,000	\$104,260	\$106,344	\$108,472	\$109,558
More than 100,000 but not more than 250,000	\$98,790	\$100,767	\$102,784	\$103,814
More than 75,000 but not more than 100,000	\$98,790	\$100,767	\$102,784	\$103,814
More than 50,000 but not more than 75,000	\$93,858	\$95,737	\$97,654	\$98,631
More than 35,000 but not more than 50,000	\$93,858	\$95,737	\$97,654	\$98,631
More than 20,000 but not more than 35,000	\$83,451	\$85,120	\$86,824	\$87,692
Not more than 20,000	\$83,451	\$85,120	\$86,824	\$87,692

3.00 Pay Administration for Appointed Unclassified Employees

3.01 Coverage

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

- (1) "ESG" employees in positions identified under ss. 20.923(4), (8), (9), and (12), Wis. Stats., in the executive or legislative branches;
- (2) "GSEG" employees in positions identified under s. 20.923(7), Wis. Stats; and
- (3) All other nonrepresented unclassified civil service ("Non-ESG") employees in the executive branch, except:
 - (a) Employees of the University of Wisconsin System who are not employees in positions under 3.01(1).
 - (b) Stenographers under s. 230.08(2)(g), Wis. Stats.

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- (c) Employees of the Investment Board under s. 230.08 (2)(p), Wis. Stats.
 - (d) Three sales representatives of prison industries and one sales manager of prison industries identified under s. 303.01(10), Wis. Stats.
 - (e) Employees who would be limited term employees if their employment were in the classified service. (See Section D.)
- (4) Employees in Assistant District Attorney and Assistant State Public Defender Attorney positions covered by a collective bargaining agreement are only covered under the pay on appointment provisions of 3.02(3) and (4) of this Section (Section B).

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

3.02 Pay on Appointment

- (1) The rate payable upon appointment to any unclassified civil service position identified in 3.01(1) ("ESG" position) of this Section (Section B) will be set by the appointing authority at a rate that most adequately reflects both the individual's qualifications and the economic and employment conditions prevailing at the time of appointment subject to the following restraints:
- (a) For positions identified under s. 20.923(4), Wis. Stats., the rate must be within the range of the appropriate ESG. (See 3.04 for special provisions regarding fixed-term positions under s. 20.923(4), Wis. Stats.)
 - (b) For positions identified under ss. 20.923(8) through (12), Wis. Stats., the rate must not exceed the maximum of the appropriate ESG.
 - (c) With the exception of certain University of Wisconsin System positions specified under ss. 20.923(4g), Wis. Stats., the pay of an incumbent of a position, whose salary is subject to a limitation under s. 20.923, Wis. Stats., is limited to a rate below that paid the governor (salary of the current governor).
- (2) The rate payable upon appointment to any unclassified civil service position identified in 3.01(2) ("GSEG" position) of this Section (Section B) will be set by the appointing authority at a rate that most adequately reflects both the individual's qualifications and the economic and employment conditions prevailing at the time of appointment subject to the following restraints:

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- (a) For positions identified under s. 20.923(7), Wis. Stats., the rate must be within the range of the appropriate GSEG.
 - (b) The pay of an incumbent of a position is not limited to a rate below that paid the governor (salary of the current governor).
- (3) The rate payable upon appointment to an unclassified civil service position identified in 3.01(3) ("Non-ESG" position), excluding the unclassified attorney positions covered by Section C of this Plan, and 3.01(4) of this Section (Section B) will be determined in accordance with the principle of equal pay for work that requires equal skill, effort, and responsibility, and that is performed under similar working conditions. Thus, the rate upon appointment should be equal to the rate that would be payable upon appointment to a similar position in the classified service, as determined by the appointing authority. In addition, the rate will not exceed the pay rate or range maximum under 3.03(3).
- (4) The provisions of Section E regarding Hiring Above the Minimum are applicable in determining pay upon appointment of assistant district attorneys and assistant state public defender attorneys, provided all of the applicable requirements of Section E of this Plan are met.

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

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

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

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

- (2) ESG assignments of unclassified division administrators.

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

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

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1. Administration, Department of: Office of Justice Assistance.
 2. Agriculture, Trade and Consumer Protection, Department of: Division of Management Services.
 3. Commerce, Department of: Division of Administrative Services; Division of Community Development; and Division of International and Export Services.
 4. State Employment Relations, Office of: Division of Affirmative Action.
 5. Justice, Department of: Division of Management Services.
 6. Military Affairs, Department of: Division of Emergency Management.
 7. Public Service Commission: Division of Administrative Services.
- (b) Positions assigned to Executive Salary Group 3 (ESG 3).
1. Administration, Department of: Division of Administrative Services; Division of Buildings and Police Services; Division of Energy and Intergovernmental Relations; and Division of Gaming.
 2. Agriculture, Trade and Consumer Protection, Department of: Division of Agricultural Development; Division of Agricultural Resource Management; Division of Food Safety; and Division of Trade and Consumer Protection.
 3. Commerce, Department of: Division of Economic Development; and Division of Environmental and Regulatory Services.
 4. Educational Communications Board: Division of Education; Division of Engineering; Division of Television Programming/Operations; and Division of Wisconsin Public Radio.
 5. Financial Institutions, Department of: Division of Banking; Division of Corporate and Consumer Services; Division of Savings and Loan; and Division of Securities.
 6. Historical Society, State: Division of Archives and Research Services; Division of Historic Preservation; Division of Museum; Library Division; and Division of Development and State Relations.
 7. Justice, Department of: Division of Law Enforcement Services.

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8. Public Service Commission: Division of Electric; Division of Natural Gas; Division of Telecommunications; and Division of Water, Compliance and Consumer Affairs.
 9. Revenue, Department of: Division of Administrative Services.
 10. Veterans Affairs, Department of: Division of Veterans Home; and Division of Veterans Programs.
 11. Workforce Development, Department of: Division of Equal Rights and Division of Workers Compensation.
- (c) Positions assigned to Executive Salary Group 4 (ESG 4).
1. Administration, Department of: Division of Facilities Development; and Division of State Agency Services.
 2. Agriculture, Trade and Consumer Protection, Department of: Division of Animal Health.
 3. Commerce, Department of: Division of Safety and Buildings.
 4. Corrections, Department of: Division of Management Services.
 5. State Employment Relations, Office of: Division of Compensation and Labor Relations.
 6. Health and Family Services, Department of: Division of Management and Technology.
 7. Historical Society, State: Division of Historic Sites.
 8. Natural Resources, Department of: Division of Administration and Technology; Division of Customer Assistance and External Relations; and Division of Enforcement and Science.
 9. State Public Defender, Office of: Trial Representation Division.
 10. 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.
 11. Revenue, Department of: Division of Lottery; Division of Research and Analysis; and Division of State and Local Finance.
 12. Transportation, Department of: Division of Business Management; Division of Motor Vehicles; and Division of State Patrol.

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13. Wisconsin Technical College System Board: Division of Finance, Planning and Policy; and Division of Program and Economic Development.
 14. Workforce Development, Department of: Division of Administrative Services; and Division of Unemployment Insurance.
- (d) Positions assigned to Executive Salary Group 5 (ESG 5).
1. Administration, Department of: Division of Executive Budget and Finance; Division of Information Technology Services; and Division of Technology Management.
 2. Corrections, Department of: Division of Adult Institutions; Division of Community Corrections; and Division of Juvenile Corrections.
 3. Health and Family Services, Department of: Division of Children and Family Services; and Division of Public Health.
 4. Justice, Department of: Division of Legal Services.
 5. Natural Resources, Department of: Division of Air and Waste; Division of Forestry; Division of Lands; and Division of Water.
 6. Transportation, Department of: Division of Infrastructure Development; Division of Investment Management; and Division of Transportation Districts.
 7. Workforce Development, Department of: Division of Economic Support; Division of Vocational Rehabilitation; and Division of Workforce Excellence.
- (e) Positions assigned to Executive Salary Group 6 (ESG 6).
1. Health and Family 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.

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

3.04 Salary Adjustments for Employees Serving a Fixed Term

Certain incumbents of positions specified in s. 20.923(4) and (8), Wis. Stats., serve fixed terms. Incumbents of fixed-term positions are prohibited by Article IV, Section 26 of the Constitution from receiving pay increases during their term of office other than those granted pursuant to a predetermined schedule of increases

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authorized at the time of appointment. The pay range minimum and maximum for the ESG range in effect at the time of hire controls the salary potential during the period of the entire fixed-term appointment. (Refer also to incumbent salary limitation under s. 20.923(15)(b), Wis. Stats.)

3.05 Base Pay Adjustments for Fiscal Years 2005-06 and 2006-07 for Employees Not Serving a Fixed Term

For the 2005-07 biennium, these provisions apply to all indefinite-term employees identified in 3.01 except for deputy district attorneys, assistant state public defender attorney supervisors and the attorney appointed under s. 569.015(2), Wis. Stats., who are excluded from the GWA provisions under 3.05(1). These attorney positions remain covered, however, under all other applicable provisions of 3.00. (Refer to Section C for 2001-03 GWA provisions that apply to these unclassified Non-ESG attorneys.)

General Wage Adjustment (GWA).

- (1) Effective Dates. The GWAs will be effective July 24, 2005, in FY 2006; June 25, 2006 and April 1, 2007, in FY 2007.
- (2) Eligibility. All employees who are in pay status on the effective date are eligible to receive a GWA, except employees 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).
- (3) Amount. All eligible employees will receive a GWA of 2.0% on July 24, 2005, 2.0% on June 25, 2006, and 1.0% on April 1, 2007.

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- (a) An employee's new base pay after application of the GWA must not exceed the applicable 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) ESG employees must be paid at least the new pay range minimum of the appropriate ESG range, if a new pay range minimum takes effect on the same date as GWA distribution.
- (c) Non-ESG employees must be paid at least the applicable new pay range minimum if a new pay range minimum takes effect on the same date as GWA distribution.
- (d) No employee may, during any fiscal year, receive a total cumulative base pay adjustment (GWA) exceeding a total of 10% of the employee's base pay at the beginning of the fiscal year, immediately prior to GWA distribution.
- (e) Except for those positions specifically excluded by s. 20.923(15)(b), Wis. Stats., the pay of an incumbent of a position, whose salary is subject to a limitation under s. 20.923, Wis. Stats., is limited to a rate below that paid to the governor (salary of the current governor).

3.06 Lump Sum Payments Provided to Compensate for the Delay of the FY 2005-06 GWA

The same employees who are excluded from the GWA under 3.05 of this Section (Section B) are also from these lump sum payment provisions.

- (1) **Granting Date.** Lump sum payments will be granted as soon as administratively feasible after the July 24, 2005.
- (2) **Eligibility.** Any employee who received a FY 2005-06 GWA under 3.05 of this Section (Section B) is also eligible to receive a lump sum payment if the employee is in pay status during the period June 26, 2005 through July 23, 2005.
- (3) **Amount.**
 - (a) The amount of an employee's lump sum payment will be equal to the hourly base pay increase granted to the employee as FY 2005-2006 GWA multiplied by the number of hours in pay status during the period from June 26, 2005 through July 23, 2005.

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- (b) This payment is not the equivalent of a retroactive adjustment. Intervening pay and benefit transactions effective June 26, 2005 through July 23, 2005 will not be reconstructed.

3.07 Pay Increases if Level of Functions Increases

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

3.08 Overtime Compensation and Supplemental Pay

- (1) Definitions.
 - (a) The definitions contained in Section A. 4.01(1) through (4), (10), (12) and (13) of this Plan shall apply to unclassified employees.
 - (b) Supplemental pay. Pay in addition to the base rate for circumstances not reflected in the base rate or pay range. Such circumstances are identified under (4) and (5) below.
- (2) General Policy. The general policy provisions contained in Section A. 4.02(1) through (4) of this Plan shall apply to unclassified employees.

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- (3) Overtime for Unclassified Employees.
 - (a) Nonexempt Employees. Overtime pay for employees who are nonexempt from the overtime provisions of the FLSA shall be in accordance with the provisions of the FLSA and related federal regulations. See Chapter 520 of the Wisconsin Human Resources Handbook for an explanation of these provisions.
 - (b) Exempt Employees and Employees Not Covered by the FLSA.
 1. As provided in s. 20.923(16), Wis. Stats., the salary paid to any employee whose position is included under s. 20.923(2), (4), (5), (8), (9), (10) and (12), Wis. Stats., is deemed to compensate that employee for all work hours. No overtime compensation in the form of cash or compensatory time off may be paid to any such employee for hours worked in any workweek in excess of the standard basis of employment as specified in s. 230.35(5)(a), Wis. Stats.
 2. The salaries paid to exempt employees and employees not covered by the FLSA are generally intended to compensate for the total responsibilities of the position regardless of the number of hours worked. However, circumstances may exist where time off or cash payment for overtime hours is appropriate for certain employees identified in 3.01(2). Section A, 4.03(2)(b) of this Plan shall be used by agencies as a basis to establish practices for additional compensation for overtime hours. Time off or cash payment authorized in Section A, 4.03(2)(b) for similar positions in the classified service may be granted to exempt employees and employees not covered by the FLSA at the discretion of the appointing authority.
 3. Appointing authorities shall have the discretion in approving scheduled use of time off earned in lieu of cash payment for overtime hours. Time off earned in lieu of cash payment for overtime hours which cannot be scheduled by the appointing authority within 12 months after the end of the calendar year in which the time is earned shall be paid in cash at the employee's current regular rate times the unused time off hours earned.
- (4) Weekend and Night Differential for Unclassified Employees.
 - (a) Weekend Differential. Except as provided in (c), below, employees identified in 3.01(2) of this Section (Section B) may be paid up to sixty cents (\$.60) per hour for all weekend hours worked.
 - (b) Night Differential. Except as provided in (c), below, employees identified in 3.01(2) of this Section (Section B) may be paid up to forty-five cents (\$.45) per hour for all night hours worked. To qualify for night differential between the hours of 6:00 p.m. and 12:00 midnight, an

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employee must be assigned a minimum of two work hours between 6:00 p.m. and 1:00 a.m.

- (c) Employees identified under s. 20.923(10), Wis. Stats., are not eligible for weekend or night differential.

(5) Supplemental Pay Provisions for Supervisory Attorneys.

Incumbents of attorney positions under 3.01(2) of this Section (Section B) or unclassified attorney positions covered by Section C of this Plan who supervise one or more permanent attorneys are eligible to receive a responsibility add-on in accordance with the following supplemental pay provisions:

- (a) Appointing authorities shall have the discretion to grant or adjust supplemental pay, subject to the maximum allowable amount specified in (3) below, based on their analysis of their organizational structure, internal and external relationships, size of staff supervised and any other reasonable criteria deemed appropriate. The add-on shall be immediately discontinued when the employee is no longer employed in a position covered by these provisions. Failure to do so will result in a salary overpayment, which must be recovered by the appointing authority.
- (b) Decisions to grant and adjust supplemental pay for deputy district attorneys are subject to the review and approval of the agency (i.e., Department of Administration) responsible for the general program operations relating to Chapter 978, Wis. Stats. The agency may elect to publish decision-making criteria consistent with (1) above, and delegate in writing certain such decisions to some or all appointing authorities of deputy district attorneys.
- (c) An add-on maximum for supervisory responsibility is established for eligible employees covered by these provisions at a rate **not to exceed \$2.75 per hour.**

4.00 Benefit Provisions

4.01 Health Insurance Premiums

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

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4.02 Retirement Contributions

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

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

5.00 Discretionary Compensation Adjustment (DCA)

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

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

1.00 Coverage

**2.00 General Wage Adjustment (GWA) and Annualized GWA for the Fiscal Years 2005-06
and 2006-07**

2.01 General Wage Adjustment (GWA)

2.02 Annualized General Wage Adjustment (GWA) Payment

2.03 Lump Sum Payments Provided to Compensate for the Delay of the FY 2005-06
GWA

3.00 Pay on Appointment

4.00 Discretionary Compensation Adjustment (DCA)

INTRODUCTION

This Section (Section C) includes provisions for GWA and Annualized GWA for nonrepresented classified attorneys and certain unclassified “Non-ESG” attorneys in state civil service. Nonrepresented classified attorneys are excluded from the following provisions of Section A of this Plan for the 2005-07 biennium: 2.01 (General Wage Adjustment (GWA)) and 2.02 (Annualized General Wage Adjustment (GWA) Payment). Unclassified “Non-ESG” attorneys are excluded from the pay on appointment and GWA provisions of Section B, 3.02(2) and 3.05(1) of this Plan for the 2005-07 biennium. Those employees, however, will remain covered under all of the remaining applicable pay and benefit provisions of Sections A (classified employees) or B (unclassified employees) of this Plan for the 2005-07 biennium.

1.00 Coverage

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

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

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

2.00 General Wage Adjustment (GWA) and Annualized GWA Payment for Fiscal Years 2005-06 and 2006-07

2.01 General Wage Adjustment (GWA)

- (1) **Effective Date.** There The GWA will be effective July 24, 2005, in FY 2005-06; June 25, 2006 and April 1, 2007.
- (2) **Eligibility.** All employees who are in pay status on the effective date are eligible to receive a GWA except the following:
 - (a) Employees whose job performances were rated below satisfactory as a result of formal performance evaluations conducted in the twelve-month period ending June 25, 2005, for FY 2005-06 and June 24, 2006, for FY 2006-07.
 - (b) 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 25, 2005, for FY 2005-06 and June 24, 2006, for FY 2006-07. (For purposes of these provisions, the requirements of Chapter ER 45, Wis. Adm. Code, will apply to both classified and unclassified employees.)

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

- (c) Any employee paid at or above the applicable pay range maximum. (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 may qualify for an Annualized GWA Payment under 2.02 of this Section.)

Section C – 2.01

(3) Amount.

All eligible employees will receive a GWA of 2.0% on July 24, 2005, 2.0% on June 25, 2006, and 1.0% on April 1, 2007. These increases are subject to the following restrictions:

- (a) An employee's new base pay after application of the GWA must not exceed the applicable pay range maximum (or the new pay range maximum if a new pay range maximum takes effect on the same date as GWA distribution). (Refer to Annualized GWA Payment provisions under 2.02 of this Section.)
 - (b) No employee may, during any fiscal year, receive a total cumulative adjustment (GWA) exceeding a total of 10% of the employee's base pay at the beginning of the fiscal year, immediately prior to GWA distribution.
- (4) Grievances. If an employee is dissatisfied with the evaluation methodology and results used by an agency to determine any GWA, the employee may file a grievance under s. 230.12(5)(e), Wis. Stats. The decision of the appointing authority is final and may not be appealed to the Employment Relations Commission under ss. 230.44 or 230.45(1)(c), Wis. Stats. Agencies will submit a copy of each grievance filed and the written decision of the appointing authority to the OSER Director within 14 days of the decision.

2.02 Annualized General Wage Adjustment (GWA) Payment

- (1) Granting Date. The Annualized GWA Payment will be granted as soon as administratively feasible after the effective date of any GWA granted under 2.01 of this Section (Section C).
- (2) Eligibility. Any employee may qualify for 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.
 - (b) The employee did not receive the full GWA because of the pay range maximum limitation.

Section C – 2.02

- (3) Amount. The amount of any Annualized GWA Payment granted to an employee is subject to the restrictions under (a) and (b) below:
 - (a) For employees who qualify for an Annualized GWA Payment because of the condition described in (2)(a) above: The hourly amount used in calculating an employee's Annualized GWA Payment will equal the full GWA amount (i.e., 2.0% on July 24, 2005, 2.0% on June 25, 2006 and 1.0% on April 1, 2007).
 - (b) For employees who qualify for an Annualized Payment because of the circumstances described under (2)(b) above: The hourly amount used in calculating an employee's Annualized GWA Payment will equal the difference between the full GWA amount (i.e., 2.0% on July 24, 2005, 2.0% on June 25, 2006 and 1.0% on April 1, 2007) and the partial GWA actually received by the employee.
- (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)(a) or (b) above, by 2088 for July 24, 2005 and June 25, 2006, and by 480 for April 1, 2007. Annualized GWA Payments provided to permanent part-time or seasonal employees will be prorated on the basis of the 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 distribution and who qualifies for an Annualized GWA Payment will receive the payment, subject to the following restrictions:
 - (a) The employee must return from the leave of absence to pay status by June 23, 2007, and the employee's restoration right must be derived from a position covered by the GWA Payment provisions of this Section (Section C) or Section A of this Plan.
 - (b) The employee will not receive a GWA Payment until he or she has returned to pay status.
 - (c) The hourly GWA amount used in the calculation of an employee's Annualized GWA payment will equal the amount determined to be appropriate under (3) above.

2.03 Lump Sum Payments Provided to Compensate for the Delay of the FY 2005-06 GWA

The same employees who are excluded from the GWA and Annualized GWA under 2.01 and 2.02 of this Section (Section C) are also from these lump sum payment provisions.

Section C – 2.03

- (1) **Granting Date.** Lump sum payments will be granted as soon as administratively feasible after the July 24, 2005.
- (2) **Eligibility.** Any employee who received a FY 2005-06 GWA under 2.01 of this Section (Section C) is also eligible to receive a lump sum payment if the employee is in pay status during the period June 26, 2005 through July 23, 2005.
- (3) **Amount.**
 - (a) The amount of an employee's lump sum payment will be equal to the hourly base pay increase granted to the employee as FY 2005-2006 GWA multiplied by the number of hours in pay status during the period from June 26, 2005 through July 23, 2005.
 - (b) This payment is not the equivalent of a retroactive adjustment. Intervening pay and benefit transactions effective June 26, 2005 through July 23, 2005 will not be reconstructed.
- (4) **Lump Sum Payments for Employees on Approved Leave of Absence.** Any employee who is on an approved unpaid leave of absence as of July 24, 2005, and who is granted a FY 2005-06 GWA upon restoration, will also receive a lump sum payment if the employee had any hours in pay status during the period June 26, 2005 through July 23, 2005, subject to the following:
 - (a) The employee must return from the leave to pay status by June 23, 2007, and the employee's restoration right must be derived from a position covered by provisions of this Section (Section A).
 - (b) The employee will not receive a lump sum payment until returning to pay status.

3.00 Pay on Appointment

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

<p>NOTE: Pay Schedule 71 will be used for pay transactions involving unclassified attorney positions covered by this Section (Section C).</p>
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4.00 Discretionary Compensation Adjustment (DCA)

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

SECTION F - UNIFORM TRAVEL SCHEDULE AMOUNTS

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- 1.02 Employee
- 1.03 Headquarters
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- 14.06 Penalty for Filing Fraudulent Travel Claim
- 14.07 Advancement of Travel Expenses

INTRODUCTION

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

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

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

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

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

Section F – Introduction

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

1.00 Definitions

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

Section F – 1.08

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

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

2.00 Authority for Travel

2.01 Authorization

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

2.02 Appropriateness

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

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

3.00 Mode of Transportation

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

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

Expenses for transportation will be reimbursed as follows:

Section F – 3.01

3.01 Air Travel

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

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

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

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

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

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

- (2) Flight insurance coverage for employees is not a reimbursable expense.
- (3) Reimbursement for use of private aircraft will be made at the rate of 38.5 cents per mile if under s. 20.916(5)(a), Wis. Stats., use of a private aircraft is authorized prior to travel by an appointing authority or designee who has confirmed that the individual has the required insurance coverage.
- (4) Miscellaneous Travel Supplier Fees: Fees incurred because travel arrangements were changed (such as, but not limited to, those changed by airlines) are reimbursable only when accompanied by a valid, written business reason for the change and approved by the appointing authority or designee.

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3.02 Travel by Train

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

3.03 Travel by Bus

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

3.04 Taxis and Airline Shuttles

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

3.05 Vehicle Transportation

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

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- (e) Traffic citations, parking tickets, locksmith calls for retrieving keys, etc., are not reimbursable.
- (2) Use Of Personally-Assigned State-Owned Vehicles
- (a) Based upon an employee's job responsibilities, an employee may be assigned a state-owned vehicle.
 - (b) Pursuant to s. 20.916(7), Wis. Stats., an employee who has a personally-assigned state-owned vehicle may use the vehicle for personal use in accordance with fleet guidelines, and must reimburse the state for such use at a rate of 38.5 cents per mile, plus sales tax.
 - (c) Traffic citations, parking tickets, locksmith calls for retrieving keys, etc., are not reimbursable.
- (3) Use Of Privately-Owned Vehicles
- (a) Reimbursable business miles are determined as follows:
 1. Actual miles driven by the most direct route between an employee's headquarters and a work site removed from the assigned headquarters
 2. Actual miles driven by the most direct route between work sites that are removed from the assigned headquarters
 3. For trips that start or end at an employee's home, the lesser of actual miles driven between an employee's home and the work site removed from the assigned headquarters or the mileage between an employee's assigned headquarters and the work site.
 4. When management determines that an employee's vehicle is not required for travel to a work site removed from the assigned headquarters, the employee will be reimbursed mileage from the employee's home to an approved pickup point which is in excess of the mileage from the employee's home to the assigned headquarters.
 5. Items 3.05(3)(a)1. through 3. should be used to determine reimbursable business mileage for each component of a trip when multiple stops are made during the day.
 6. Mileage from the employee's home to the assigned headquarters is not reimbursable.

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

- (b) An employee shall be reimbursed at the rate of 38.5 cents per mile if the employee meets DOA established Minimum Driving Standards and the accumulated personal car business mileage per round trip is:

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

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

- (e) Charges for repairs, tow services, lubrication, etc., are not reimbursable items. Traffic citations, parking tickets and other traffic violation expenses are the employee's responsibility.
- (f) Upon approval of the appointing authority or designee:
1. Pursuant to s. 20.916(4)(b), Wis. Stats., an additional 1 cent per mile may be paid to an employee for the use of a personal automobile on official state business when used as an emergency vehicle, or under conditions which may cause excessive wear or depreciation, such as the pulling of trailers, or which require the installation of special equipment.

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2. An additional 1 cent per mile may be paid to an employee whose automobile is used for transporting 2 or more passengers (not including the driver).
3. An additional 4 cents per mile may be paid to an employee when an automobile is operated off the roadway (construction areas, etc.).
4. Persons with disabilities who meet DOA established Minimum Driving Standards and use a privately-owned, specially equipped van on state business shall be reimbursed at a rate of 56 cents per mile. When a state-owned van which is specially equipped for persons with disabilities is available, the reimbursement rate shall be 51 cents per mile unless a non-availability slip has been obtained. Persons not meeting the above mentioned standards will be reimbursed at a rate of 51 cents per mile.

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

- (g) Employees shall be reimbursed for the use of privately-owned motorcycles on state business, in accordance with s. 20.916(4m), Wis. Stats. The rates for reimbursement shall be 19.2 cents per mile, whether a fleet vehicle is available or not, subject to the following conditions:
 1. Only one individual may be transported on a single motorcycle.
 2. The appointing authority or designee may require travel by automobile if the travel costs are anticipated to be less than the cost of travel by motorcycle, such as when two or more state employees are traveling to the same destination.
 3. Reimbursement for use of privately owned mopeds or bicycles on state business is not authorized by statute.
- (h) Pursuant to s. 20.916(4)(c), Wis. Stats., for travel between points convenient to be reached by railroad, bus or commercial airplane without reasonable loss of time, the allowance for the use of a personal automobile or motorcycle shall not exceed the lowest cost of the most practical means of public transportation between such points.

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The employee's appointing authority or designee shall give due consideration to the circumstances in each case when determining the amount of reimbursement for the most practical means of public transportation where a personal auto or motorcycle is utilized. Reimbursement for meals and lodging, as well as transportation, shall not exceed what would ordinarily have been incurred had the most practical means of public transportation been used.

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

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

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

When renting a vehicle:

- (a) State contract vendors shall be used unless the vendor is unable to provide a vehicle as needed. All contract vendors include Collision Damage Waiver (CDW) and liability insurance in their rates. Vehicles may be rented from non-contract vendors if a contract vendor is not available or the rental cost, including CDW and liability insurance is less expensive and services are equal to the contract vendors.

Section F – 3.05

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

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

3.06 Special Mode Transportation

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

4.00 Meal Expenses

4.01 Meal Claims

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

4.02 Maximum Meal Amounts

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

Section F – 4.02

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

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

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

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

4.03 Meal Receipts

Receipts for meals are not required except for the following:

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

Section F – 4.03

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

4.04 Timeframes for Meal Reimbursement

Except as provided in 4.05 of this Section (Section F), reimbursement for meals for employees who are on a day-shift basis (7:45 a.m. - 4:30 p.m.) will be allowed on trips only on the following conditions:

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

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

4.06 Alcoholic Beverages

The cost of alcoholic beverages is not reimbursable.

4.07 Bottled Water Reimbursement for International Travel

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

5.00 Hotel and Motel Expenses

5.01 Lodging Claims

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

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

Section F – 5.01

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

5.02 Maximum Lodging Rates

- (1) The maximum permitted amount per day, excluding tax, for lodging for all in-state travel in counties other than Milwaukee, Racine, and Waukesha shall be **\$62**.
- (3) (2) The maximum permitted amount for Milwaukee, Racine, and Waukesha counties shall be **\$72**.
- (3) The in-state maximum reimbursement rate per night shall also apply to out-of-state travel, except for lodging in higher cost cities as determined by OSER. For lodging maximums in higher cost cities, refer to the most recent issue of the OSER Bulletin entitled "Maximum Reimbursement for Lodging in High-Cost Out-of-State Cities."
- (4) If an employee is required to stay in a city not listed in the "Maximum Reimbursement for Lodging in High Cost Out-of-State Cities" bulletin, the

Section F – 5.02

greater of the rate for the nearest comparable city, or the maximum in-state lodging rate under (1) shall apply. DOA shall determine the nearest comparable city.

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

5.03 Exceeding the Maximum Lodging Rate

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

5.04 Checkout Times and Extended Stays

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

5.05 Lodging Receipt Requirement

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

5.06 Non-licensed Facilities

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

5.07 Government Discounts

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

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5.08 Negotiated Rates

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

6.00 Meeting Facilities

6.01 State-Sponsored Meetings, Training and Conferences

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

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

6.02 Exceptions

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

7.00 Other Allowable Travel Expenses

7.01 Laundry, Cleaning and Pressing Charges

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

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

Section F – 7.02

7.02 Telephone/Fax/Internet Connectivity

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

7.03 Hotel Gratuities and Porterage

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

7.04 Registration Fees

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

7.05 ATM Service Fees

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

Section F – 7.06

7.06 Passports and Visas

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

8.00 Expenses in an Employee's Headquarters City

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

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

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

10.00 Reimbursement for Moving Expenses

10.01 Authority

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

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

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10.02 Minimum Distance

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

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

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

10.03 Maximum Amount

The maximum dollar amount which may be permitted for reimbursement of any employee's moving costs is subject to the limitations set forth in s. 20.917(2)(b), Wis. Stats. DOA shall determine the maximum reimbursement which is the maximum amount as set forth in the rate tables of the major household goods tariff publishing bureaus to move household effects. In addition, a \$1,000 stipend may be paid for costs incidental to moving (subject to the limitations set forth in s. 20.917(1)(e), Wis. Stats.), as well as the cost of automobile travel for one vehicle at 38.5 cents per mile. Incidental costs include, but are not limited to: disconnection and/or hook up of appliances, extra insurance coverage, etc.

10.04 International Moves

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

<p>NOTE: See Section A., 2.03 for provisions which allow for granting a Relocation Incentive Award to classified nonrepresented employees under certain circumstances.</p>

11.00 Applicant Interview Expenses

Section 20.916(2), Wis. Stats., provides that reimbursement may be made to applicants for all or part of reasonable and necessary travel expenses actually incurred in connection with oral examination and employment interviews. All reimbursement actions under this

Section F – 11.00

provision shall be documented in writing and subject to review by the appointing authority or designee. Reimbursement for travel, meals and lodging shall conform to the provisions of 3.00, 4.00 and 5.00 of this Section (Section F).

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

12.00 Temporary Lodging Allowance

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

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

13.00 Food and Lodging Allowances for Legislators

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

14.00 Miscellaneous

14.01 Weekend Expenses

Weekend expenses are not reimbursable without:

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

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

14.02 Expenses for Volunteers

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

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

Section F – 14.03

14.03 Expenses for Reasonable Accommodations

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

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

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

14.04 Payment for Unauthorized Travel Prohibited

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

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

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

14.06 Penalty for Filing Fraudulent Travel Claim

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

Section F – 14.07

14.07 Advancement of Travel Expenses

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

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

1.00 Coverage

2.00 Parity Adjustments

2.01 Eligibility

2.02 Non-Discretionary Market Adjustments

2.03 Agency Adjustments

2.04 Additional Adjustments

3.00 Parity Lump Sum Payments

3.01 Eligibility

3.02 Non-Discretionary Lump Sum Payments

1.00 Coverage

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

- (1) A “permanent employee” is a person who is an employee as a result of an appointment to a position in which permanent status can be attained, whether or not the employee has attained permanent status.
- (2) A “project employee” is a person who is an employee as a result of an appointment to a project position under conditions of employment that do not provide for attainment of permanent status.

2.00 Parity Adjustments

2.01 Eligibility

- (1) Except for employees specified in (a) through (d), below, any employee in a position allocated to a classification listed in 2.02 through 2.04 of this Section (Section K) who is in pay status on the effective date indicated for a parity adjustment is eligible to be considered for that particular adjustment.
 - (a) Any employee whose performance was rated below satisfactory as a result of a formal performance evaluation conducted in the 12-month period ending June 25, 2005.
 - (b) Any supervisor who has not completed formal performance evaluations on all subordinate employees, for whom performance evaluations are required, within the 12-month period ending June 25, 2005.

- (c) Any employee paid at or above the pay range maximum.
- (2) All parity adjustments granted are subject to the applicable pay range maximum.
- (3) Permanent and project employees in positions allocated to other nonrepresented classifications in the classified service if such positions provide technical supervision, spend the majority of their time in, or are primarily responsible for the duties performed by the employees receiving market adjustments under a 2003-2005 collective bargaining agreement. **Such positions will be included only upon an agency's recommendation and OSER's approval.**
- (4) The individual increase limit provided in s. 230.12(5)(d), Wis. Stats., does not apply to base pay adjustments granted pursuant to this Section (Section K).

NOTE: The parity base pay rate adjustments provided under this Section (Section K) may be considered when determining pay on reinstatement or restoration in accordance with the applicable provisions relating to pay on reinstatement or restoration under Section I, 4.07 and 4.08 of this Plan. The base pay rate adjustments provided under 2.02 and 2.03 **shall** be considered when determining pay on restoration.

NOTE: The parity adjustments provided under this Section (Section K) will be applied in the order set forth below, and **immediately prior to the July 24, 2005 GWAs provided Section A.**

2.02 Non-Discretionary Market Adjustments

- (1) Effective Date. The market adjustments will be effective on applicable date provided in (4), below. Adjustments will be granted in the order they are shown in (4), below if an employee is eligible for more than one adjustment.
- (2) Amount. An eligible employee will receive the amount designated in (4), below (based on full years of seniority as indicated, when applicable).
- (3) Funding.
- (a) Each eligible employee in pay status on the effective date will generate the amount provided in (4), below.
- (b) Any funds that are not distributed on the effective date will remain unspent.
- (c) **Costs of pay adjustments will be supplemented under the authority of s. 20.865, Wis. Stats., subject to the availability of funds for this**

purpose as determined by the Secretary of the Department of Administration.

(4) Market Adjustments Effective July 24, 2005

- a) Any employee in pay status on the effective date with a base pay rate of less than \$13.000 per hour shall receive an increase of the lesser of \$0.150 per hour or the amount that would increase the employee's base pay rate to \$13.000 per hour.

<u>b)</u>	<u>Code</u>	<u>Classification</u>	<u>Per Hour Increase</u>
	06021	Academic Department Supv.	\$0.500
	65140	Administrative Warden	\$0.200
	80320	Aircraft Mechanic Supv.	\$0.300
	80220	Aircraft Pilot Supv.	\$0.300
	51560	Assistant Corrections Unit Supv.	\$0.250
	76120	Building/Grounds Supv.	\$0.300
	24130	Chief, Field Operations Section	\$0.300
	81320	Communications Technician Supv.	\$0.300
	51580	Corrections Unit Supv.	\$0.250
	19120	Customer Svcs. Supv.	\$0.500
	35620	Diagnostic Imaging Supv.	\$0.350
	23120	DOT Program Supv.	\$0.300
	25700	Eng. Program Mgt. Consultant	\$0.300
	67020	Fingerprint Technician Supv.	\$0.300
	84120	Food Svc. Supv.	\$0.520
	70520	Grain Inspector Supv.	\$0.300
	34520	Lab Tech Support Supv.	\$0.300
	86460	Laundry Svcs. Supv.	\$0.280
	29820	Lemay Forestry Center Supt.	\$0.300
	57620	Library Svcs. Supv.	\$0.500
	76520	Maintenance Supv.	\$0.300
	41120	Medical Technologist Supv.	\$0.350
	56080	Nat. Res. Area Supv.	\$0.300
	65080	Nat. Res. Law Enforcement Supv.	\$0.200
	90920	Nat. Res. Operations Supv.	\$0.300
	56020	Nat. Res. Region Team Supv.	\$0.300
	55220	Park Manager	\$0.200
	21120	Payroll & Benefit Program Supv.	\$0.500
	21020	Payroll & Benefit Supv.	\$0.500
	36420	Pharmacy Technician Supv.	\$0.350
	82620	Printing Svcs. Program Supv.	\$0.300
	82520	Printing Svcs. Supv.	\$0.300
	66180	Psychiatric Care Supv.	\$0.200
	38581	Resident Care Supv.	\$0.350
	35960	Respiratory Therapy Supv.	\$0.350
	20120	Shipping & Mailing Supv.	\$0.340

66581	Supervising Officer 1	\$0.200
66582	Supervising Officer 2	\$0.250
66320	Supervising Officer-DHFS	\$0.250
53880	Supervising Youth Counselor	\$0.250
53550	Supervisor, Childrens Living	\$0.300
35320	Veterinary Technician Supv.	\$0.300

c) Code Classification Per Hour Increase

21110	Executive Payroll Coordinator	*
21410	Payroll & Benefits Spec.-Adv.-Conf.	*
21310	Payroll & Benefits Spec.-Conf.	*

***Full Years of Adjusted Continuous Service as of June 12, 2005**

	Per Hour Increase
10 through 14	\$0.100
15 through 19	\$0.200
20 through 24	\$0.250
25 through 29	\$0.300
30 through 34	\$0.350
35 through 39	\$0.400
40 through 44	\$0.450
45 or more	\$0.500

d) Code Classification Per Hour Increase

07110	Executive Staff Secretary	\$1.185
19410	Human Resources Assistant	\$1.185
19510	Human Resources Assistant-Adv.	\$1.185
10110	Human Resources Coordinator	\$1.185
02580	Insurance Supv.	\$1.185
04810	Office Management Spec.	\$1.185
16410	Program Assistant-Adv.-Conf.	\$1.185
16310	Program Assistant-Conf.	\$1.185
16320	Program Assistant Supv.	\$1.185
16420	Program Assistant Supv.-Adv.	\$1.185
16330	Program Assistant Supv.-Conf.	\$1.185
16430	Program Assistant Supv.-Conf.-Adv	\$1.185
16520	Program Support Supv.-DOC	\$1.185

2.03 Agency Adjustments

- (1) Effective Date. The agency market adjustments will be effective on the applicable date provided in (4), below.
- (2) Amount. Appointing authorities may grant market adjustments to eligible employees affected by pay compression or inequities resulting from the

negotiated adjustments provided to represented subordinate or counterpart employees covered by the 2003-2005 collective bargaining agreements.
Criteria for distribution of the discretionary market adjustments will be applied in a uniform manner throughout the agency or employing unit.

(3) Funding.

(a) Subject to (b) through (e), below, on the effective date designated in (4), below, agencies will generate the amount indicated for each employee in positions allocated to the classifications listed.

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

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

(d) Costs of pay adjustments will 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.

(e) Funds generated for distribution in (4), below, may not be combined with the discretionary parity funds provided for distribution in any other section of this Plan.

(4) Agency Market Adjustment Generation Effective July 24, 2005

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

<u>(b)</u>	<u>Code</u>	<u>Classification</u>	<u>Per Hour Increase</u>
	67020	Fingerprint Technician Supv.	\$1.000
	29820	Lemay Forestry Center Supt.	\$1.600
	90020	UW Agriculture Supv.	\$3.000

2.04 Additional Adjustments

There may be unique situations related to the Administrative Support Survey in which the adjustment(s) provided under 2.02(4)(d), above, did not significantly reduce the pay compression or inequities resulting from the negotiated adjustments provided to represented subordinate or counterpart employees covered by the 2003-2005 collective bargaining agreements. Appointing authorities may request additional adjustments for individual employees receiving market adjustments under

2.02(4)(d), above, for these unique situations. Such requests shall be made in the same manner as requests made under 2.01(3), above. **Additional adjustments will be included only upon an agency's recommendation and OSER's approval.**

3.00 Parity Lump Sum Payments

3.01 Eligibility.

- (1) Except for employees specified in (a) through (c), below, any employee in a position allocated to a classification listed in 2.02 or 2.03 of this Section (Section K) who is in pay status on July 24, 2005, is eligible for lump sum payment consideration.
 - (a) The employee did not have hours in pay status in the "qualifying position" during the applicable period.
 - (b) Any employee that did not qualify for FY 2005-2006 General Wage Adjustment because his or her job performance was rated below satisfactory as a result of a formal performance evaluation conducted in the 12-month period ending June 25, 2005.
 - (c) Any supervisor who has not completed formal performance evaluations on all subordinate employees, for whom performance evaluations are required, within the 12-month period ending June 25, 2005.
- (2) Permanent and project employees in positions allocated to other nonrepresented classifications in the classified service if such positions provide technical supervision, spend the majority of their time in, or are primarily responsible for the duties performed by the employees receiving market adjustments under a 2001-2003 collective bargaining agreement. **Such positions will be included only upon an agency's recommendation and OSER's approval.**

NOTE: Any employee who is on an approved unpaid leave of absence as of July 24, 2005, and who otherwise would be eligible will also receive any applicable Parity Lump Sum Payment upon restoration, subject to the following restrictions:

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

3.02 Non-Discretionary Lump Sum Payments

- (1) Granting Date. Non-discretionary lump sum payments shall be granted as soon as administratively feasible after the date specified.
- (2) Funding.

- (a) Each eligible employee in pay status on the effective date will generate the amount provided in (3), below.
- (b) Any funds that are not distributed on the effective date will remain unspent.
- (c) Costs of lump sum payments associated with pay adjustments in 2.02, above, will be supplemented under the authority of s. 20.865, Wis. Stats., subject to the availability of funds for this purpose as determined by the Secretary of the Department of Administration.
- (d) Costs of lump sum payments associated with pay adjustments in 2.03, above, will NOT be supplemented under the authority of s. 20.865, Wis. Stats.

(3) Lump Sum Payments.

- (a) Employees in pay status on July 24, 2005, who received a base pay rate increase under 2.02(4) or 2.03(4)(a), above, will receive a lump sum payment equal to the amount of the base rate received multiplied by the number of hours in pay status in those classifications for the period June 12, 2005 through July 23, 2005.
- (b) Employees in pay status on July 24, 2005, who received a base pay rate increase under 2.03(4)(b), above will receive a lump sum payment equal to the amount of the base rate received multiplied by the number of hours in pay status in those classifications for the period June 27, 2004 through July 23, 2005.
- (c) Employees who receive additional adjustments under 2.04, above, will receive a lump sum payment equal to the amount of the base rate received multiplied by the number of hours in pay status for the same period determined for their lump sum payment under (a), above.

NOTE: These payments are not the equivalent of a retroactive adjustment. Intervening pay and benefit transactions between the specified date and July 23, 2005, will not be reconstructed.

SECTION Z - NONREPRESENTED CLASSIFIED AND COVERED UNCLASSIFIED EMPLOYEE PAY SCHEDULES FOR THE 2005-2007 BIENNIUM

INTRODUCTION

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

- Pay Schedule 1: General Nonrepresented Pay Schedule (Effective July 24, 2005 through May 27, 2006)
- Pay Schedule 1: General Nonrepresented Pay Schedule (Effective May 28, 2006 through June 23, 2007)

- Pay Schedule 50: Nonrepresented Patient Treatment-Related Broadband (Effective July 24, 2005 through June 24, 2006)
- Pay Schedule 50: Nonrepresented Patient Treatment-Related Broadband (Effective June 25, 2006 through March 31, 2007)
- Pay Schedule 50: Nonrepresented Patient Treatment-Related Broadband (Effective April 1, 2007 through June 23, 2007)

- Pay Schedule 56: Nonrepresented Law Enforcement Broadband (Effective July 24, 2005 through June 24, 2006)
- Pay Schedule 56: Nonrepresented Law Enforcement Broadband (Effective June 25, 2006 through March 31, 2007)
- Pay Schedule 56: Nonrepresented Law Enforcement Broadband (Effective April 1, 2007 through June 23, 2007)

- Pay Schedule 70: Nonrepresented Information Systems-Related Broadband (Effective July 24, 2005 through June 24, 2006)
- Pay Schedule 70: Nonrepresented Information Systems-Related Broadband (Effective June 25, 2006 through March 31, 2007)
- Pay Schedule 70: Nonrepresented Information Systems-Related Broadband (Effective April 1, 2007 through June 23, 2007)

- Pay Schedule 71: Nonrepresented Professional Legal-Related Broadband (Effective July 24, 2005 through June 24, 2006)
- •Pay Schedule 71: Nonrepresented Professional Legal-Related Broadband (Effective June 25, 2006 through March 31, 2007)
- Pay Schedule 71: Nonrepresented Professional Legal-Related Broadband (Effective April 1, 2007 through June 23, 2007)

- Pay Schedule 81: Nonrepresented General Broadband (Effective July 24, 2005 through June 24, 2006)
- Pay Schedule 81: Nonrepresented General Broadband (Effective June 25, 2006 through March 31, 2007)
- Pay Schedule 81: Nonrepresented General Broadband (Effective April 1, 2007 through June 23, 2007)

- Pay Schedule 90: Executive Salary Group (ESG) (Effective July 24, 2005 through June 24, 2006)
- Pay Schedule 90: Executive Salary Group (ESG) (Effective June 25, 2006 through March 31, 2007)
- Pay Schedule 90: Executive Salary Group (ESG) (Effective April 1, 2007 through June 23, 2007)

- Pay Schedule 95: General Senior Executive Group (GSEG) (Effective July 24, 2005 through June 24, 2006)
- Pay Schedule 95: General Senior Executive Group (GSEG) (Effective June 25, 2006 through March 31, 2007)
- Pay Schedule 95: General Senior Executive Group (GSEG) (Effective April 1, 2007 through June 23, 2007)

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

PAY SCHEDULE 1: GENERAL NONREPRESENTED

July 24, 2005 through May 27, 2006

<u>Pav Range</u>	<u>Official Hourly Rate</u>				<u>Monthly Basis*</u>		<u>Annual Basis*</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Within Range Step</u>	<u>8% of Minimum</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
1-01	8.108	10.604	0.244	0.649	1,411	1,846	16,930	22,142
1-02	8.435	11.340	0.254	0.675	1,468	1,974	17,613	23,678
1-03	8.891	11.790	0.267	0.712	1,548	2,052	18,565	24,618
1-04	9.338	12.771	0.281	0.748	1,625	2,223	19,498	26,666
1-05	9.752	13.165	0.293	0.781	1,697	2,291	20,363	27,489
1-06	10.146	13.726	0.305	0.812	1,766	2,389	21,185	28,660
1-07	10.422	14.812	0.313	0.834	1,814	2,578	21,762	30,928
1-08	11.269	16.021	0.339	0.902	1,961	2,788	23,530	33,452
1-09	12.189	17.326	0.366	0.976	2,121	3,015	25,451	36,177
1-10	13.182	18.739	0.396	1.055	2,294	3,261	27,525	39,128
1-11	14.257	20.267	0.428	1.141	2,481	3,527	29,769	42,318
1-12	15.420	22.672	0.463	1.234	2,684	3,945	32,197	47,340
1-13	16.675	24.519	0.501	1.334	2,902	4,267	34,818	51,196
1-14	18.036	26.522	0.542	1.443	3,139	4,615	37,660	55,378
1-15	19.509	29.642	0.586	1.561	3,395	5,158	40,735	61,893
1-16	21.097	33.093	0.633	1.688	3,671	5,759	44,051	69,099
1-17	22.818	35.791	0.685	1.826	3,971	6,228	47,644	74,732
1-18	24.678	38.710	0.741	1.975	4,294	6,736	51,528	80,827
1-19	26.691	41.863	0.801	2.136	4,645	7,285	55,731	87,410
1-20	28.865	45.276	0.866	2.310	5,023	7,879	60,271	94,537
1-21	31.219	48.967	0.937	2.498	5,433	8,521	65,186	102,244
1-22	33.762	52.959	1.013	2.701	5,875	9,215	70,496	110,579
1-23	36.516	57.277	1.096	2.922	6,354	9,967	76,246	119,595
1-99**								

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

**Based on prevailing rates. See Section A, 4.08 of the Compensation Plan

PAY SCHEDULE 1: GENERAL NONREPRESENTED

May 28, 2006 through June 23, 2007

Pay
Range

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

NONREPRESENTED BROADBAND PAY SCHEDULES

July 24, 2005 through June 24, 2006

<u>Pav Schedule</u>	<u>Pav Range</u>	<u>Official Hourly Rate</u>				<u>Monthly Basis*</u>		<u>Annual Basis*</u>			
		<u>Minimum</u>	<u>Appointment Maximum 1</u>	<u>Appointment Maximum 2</u>	<u>Maximum</u>	<u>Within Range Step</u>	<u>8% of Minimum</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Patient Treatment-Related											
50	50-50	54.240	70.512	na	86.784	1.628	4.340	9,438	15,101	113,254	181,205
	50-51	59.833	77.834	na	95.835	1.795	4.787	10,411	16,676	124,932	200,104
	50-52	65.272	84.905	na	104.538	1.959	5.222	11,358	18,190	136,288	218,276
Law Enforcement											
56	56-01	21.731	32.647	na	43.563	0.652	1.739	3,782	7,580	45,375	90,960
	56-02	17.495	21.920	na	26.344	0.525	1.400	3,045	4,584	36,530	55,007
Information Systems-Related											
70	70-02	23.504	37.658	43.012	51.811	0.706	1.881	4,090	9,016	49,077	108,182
Professional Legal-Related											
71	71-01	20.304	36.248	na	52.191	0.610	1.625	3,533	9,082	42,395	108,975
General											
81	81-01	26.478	41.370	na	56.262	0.795	2.119	4,608	9,790	55,287	117,476
	81-02	23.504	37.658	na	51.811	0.706	1.881	4,090	9,016	49,077	108,182
	81-03	20.096	31.200	na	42.303	0.603	1.608	3,497	7,361	41,961	88,329
	81-04	15.420	24.723	na	34.026	0.463	1.234	2,684	5,921	32,197	71,047
	81-05	11.269	18.364	na	25.458	0.339	0.902	1,961	4,430	23,530	53,157

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

NONREPRESENTED BROADBAND PAY SCHEDULES

June 25, 2006 through March 31, 2007

<u>Pay Schedule</u>	<u>Pay Range</u>	<u>Official Hourly Rate</u>				<u>Monthly Basis*</u>		<u>Annual Basis*</u>			
		<u>Minimum</u>	<u>Appointment Maximum 1</u>	<u>Appointment Maximum 2</u>	<u>Maximum</u>	<u>Within Range Step</u>	<u>8% of Minimum</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Patient Treatment-Related											
50	50-50	55.325	71.923	na	88.520	1.660	4.426	9,627	15,403	115,519	184,830
	50-51	61.030	79.391	na	97.752	1.831	4.883	10,620	17,009	127,431	204,107
	50-52	66.578	86.604	na	106.629	1.998	5.327	11,585	18,554	139,015	222,642
Law Enforcement											
56	56-01	22.166	33.301	na	44.435	0.665	1.774	3,857	7,732	46,283	92,781
	56-02	17.845	22.358	na	26.871	0.536	1.428	3,106	4,676	37,261	56,107
Information Systems-Related											
70	70-02	23.975	38.412	43.874	52.848	0.720	1.918	4,172	9,196	50,060	110,347
Professional Legal-Related											
71	71-01	20.711	36.973	na	53.235	0.622	1.657	3,604	9,263	43,245	111,155
General											
81	81-01	27.008	42.198	na	57.388	0.811	2.161	4,700	9,986	56,393	119,827
	81-02	23.975	38.412	na	52.848	0.720	1.918	4,172	9,196	50,060	110,347
	81-03	20.498	31.824	na	43.150	0.615	1.640	3,567	7,509	42,800	90,098
	81-04	15.729	25.218	na	34.707	0.472	1.259	2,737	6,040	32,843	72,469
	81-05	11.495	18.732	na	25.968	0.345	0.920	2,001	4,519	24,002	54,222

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

NONREPRESENTED BROADBAND PAY SCHEDULES

April 1, 2007 through June 23, 2007

<u>Pay Schedule</u>	<u>Pay Range</u>	<u>Official Hourly Rate</u>				<u>Monthly Basis*</u>		<u>Annual Basis*</u>			
		<u>Minimum</u>	<u>Appointment Maximum 1</u>	<u>Appointment Maximum 2</u>	<u>Maximum</u>	<u>Within Range Step</u>	<u>8% of Minimum</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Patient Treatment-Related											
50	50-50	55.879	72.643	na	89.406	1.677	4.471	9,723	15,557	116,676	186,680
	50-51	61.641	80.186	na	98.730	1.850	4.932	10,726	17,180	128,707	206,149
	50-52	67.244	87.470	na	107.696	2.018	5.380	11,701	18,740	140,406	224,870
Law Enforcement											
56	56-01	22.388	33.634	na	44.880	0.672	1.792	3,896	7,810	46,747	93,710
	56-02	18.024	22.582	na	27.140	0.541	1.442	3,137	4,723	37,635	56,669
Information Systems-Related											
70	70-02	24.215	38.796	44.313	53.377	0.727	1.938	4,214	9,288	50,561	111,452
Professional Legal-Related											
71	71-01	20.919	37.344	na	53.768	0.628	1.674	3,640	9,356	43,679	112,268
General											
81	81-01	27.279	42.621	na	57.962	0.819	2.183	4,747	10,086	56,959	121,025
	81-02	24.215	38.796	na	53.377	0.727	1.938	4,214	9,288	50,561	111,452
	81-03	20.703	32.143	na	43.582	0.622	1.657	3,603	7,584	43,228	91,000
	81-04	15.887	25.471	na	35.055	0.477	1.271	2,765	6,100	33,173	73,195
	81-05	11.610	18.919	na	26.228	0.349	0.929	2,021	4,564	24,242	54,765

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

PAY SCHEDULE 90: EXECUTIVE SALARY GROUP (ESG)

July 24, 2005 through June 24, 2006

Pay Range	Official Hourly Rate			Monthly Basis*		Annual Basis*	
	Minimum	Maximum	3% of Minimum**	Minimum	Maximum	Minimum	Maximum
90-01	26.478	41.041	0.795	4,607	7,141	55,286	85,694
90-02	28.597	44.326	0.858	4,976	7,713	59,711	92,553
90-03	30.885	47.872	0.927	5,374	8,330	64,488	99,957
90-04	33.356	51.702	1.001	5,804	8,996	69,647	107,954
90-05	36.025	55.839	1.081	6,268	9,716	75,220	116,592
90-06	38.907	60.307	1.168	6,770	10,493	81,238	125,921
90-07	42.020	65.131	1.261	7,311	11,333	87,738	135,994
90-08	45.382	70.343	1.362	7,896	12,240	94,758	146,876
90-09	49.013	75.971	1.471	8,528	13,219	102,339	158,627
90-10	52.935	82.050	1.589	9,211	14,277	110,528	171,320

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

**Equivalent to Within Range Pay Step.

PAY SCHEDULE 90: EXECUTIVE SALARY GROUP (ESG)

June 25, 2006 through March 31, 2007

Pay Range	Official Hourly Rate			Monthly Basis*		Annual Basis*	
	Minimum	Maximum	3% of Minimum**	Minimum	Maximum	Minimum	Maximum
90-01	27.008	41.863	0.811	4,699	7,284	56,393	87,410
90-02	29.169	45.212	0.876	5,075	7,867	60,905	94,403
90-03	31.503	48.830	0.946	5,482	8,496	65,778	101,957
90-04	34.024	52.738	1.021	5,920	9,176	71,042	110,117
90-05	36.746	56.957	1.103	6,394	9,911	76,726	118,926
90-06	39.686	61.514	1.191	6,905	10,703	82,864	128,441
90-07	42.861	66.435	1.286	7,458	11,560	89,494	138,716
90-08	46.290	71.750	1.389	8,054	12,485	96,654	149,814
90-09	49.994	77.491	1.500	8,699	13,483	104,387	161,801
90-10	53.994	83.691	1.620	9,395	14,562	112,739	174,747

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

**Equivalent to Within Range Pay Step.

PAY SCHEDULE 90: EXECUTIVE SALARY GROUP (ESG)

April 1, 2007 through June 23, 2007

Pay Range	Official Hourly Rate			Monthly Basis*		Annual Basis*	
	Minimum	Maximum	3% of Minimum**	Minimum	Maximum	Minimum	Maximum
90-01	27.279	42.283	0.819	4,747	7,357	56,959	88,287
90-02	29.462	45.667	0.884	5,126	7,946	61,517	95,353
90-03	31.819	49.320	0.955	5,537	8,582	66,438	102,980
90-04	34.365	53.266	1.031	5,980	9,268	71,754	111,219
90-05	37.115	57.529	1.114	6,458	10,010	77,496	120,121
90-06	40.085	62.132	1.203	6,975	10,811	83,697	129,732
90-07	43.292	67.103	1.299	7,533	11,676	90,394	140,111
90-08	46.756	72.472	1.403	8,136	12,610	97,627	151,322
90-09	50.497	78.271	1.515	8,786	13,619	105,438	163,430
90-10	54.537	84.533	1.637	9,489	14,709	113,873	176,505

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

**Equivalent to Within Range Pay Step.

PAY SCHEDULE 95: GENERAL SENIOR EXECUTIVE GROUP (GSEG)

July 24, 2005 through June 24, 2006

Pay Range	Official Hourly Rate		3% of Minimum**	Monthly Basis*		Annual Basis*	
	Minimum	Maximum		Minimum	Maximum	Minimum	Maximum
95-01	38.690	67.810	1.161	6,732	11,799	80,785	141,587
95-02	51.586	90.378	1.548	8,976	15,726	107,712	188,709

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

**Equivalent to Within Range Pay Step.

PAY SCHEDULE 95: GENERAL SENIOR EXECUTIVE GROUP (GSEG)

June 25, 2006 through March 31, 2007

Pay Range	Official Hourly Rate			Monthly Basis*		Annual Basis*	
	<u>Minimum</u>	<u>Maximum</u>	3% of <u>Minimum**</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
95-01	39.464	69.167	1.184	6,867	12,035	82,401	144,421
95-02	52.618	92.186	1.579	9,156	16,040	109,866	192,484

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

**Equivalent to Within Range Pay Step.

PAY SCHEDULE 95: GENERAL SENIOR EXECUTIVE GROUP (GSEG)

April 1, 2007 through June 23, 2007

Pay Range	Official Hourly Rate			Monthly Basis*		Annual Basis*	
	Minimum	Maximum	3% of Minimum**	Minimum	Maximum	Minimum	Maximum
95-01	39.859	69.859	1.196	6,935	12,155	83,226	145,866
95-02	53.145	93.108	1.595	9,247	16,201	110,967	194,410

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

**Equivalent to Within Range Pay Step.