

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

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### INTRODUCTION

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

**NOTE:** The provisions in this Section (Section E) shall be superseded by applicable collective bargaining provisions.

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

## Section E - Introduction

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

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

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

#### 1.01 General

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

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

#### 1.02 Raised Minimum Rate (RMR)

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

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

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

### 1.03 Hiring Above the Minimum (HAM)

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

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

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

### 1.04 Trainee Minimum Rate

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

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

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

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

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

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

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

## **2.02 Other Project Appointees**

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

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

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

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

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

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

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

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

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

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

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

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

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