

**2001 - 2003 LABOR AGREEMENT
WISCONSIN PROFESSIONAL EMPLOYEES COUNCIL
SUMMARY OF CHANGES**

The following is a summary of the changes to the 2001-2003 Wisconsin Professional Employees Council (WPEC) labor agreement. Language provided in the Summary of Changes column is paraphrased only. Consult the 2001-03 WPEC Agreement for the complete provisions.

<u>ARTICLE</u>	<u>SECTION</u>	<u>SUMMARY OF CHANGES</u>
<u>II</u>		<u>UNION RECOGNITION</u>
	2/3/2	<u>Personnel Lists</u> : Employer agrees not to release any information relating to names, addresses, social security numbers, home addresses, or home phone numbers of WPEC employees.
	2/6/2	<u>E-Mail Use</u> : Local Union officers and stewards may use e-mail to conduct Union business. Employees may use e-mail to communicate with a Union representative and the Employer regarding disciplinary or grievance-related issues. Sunsets expire with expiration of contract.
	2/11/6	<u>Conventions</u> : Employees may use one day of existing professional development time (without loss of pay) to attend the WPEC annual convention. The Union agrees to schedule a majority of time on one day as educational programs related to employment with the State of Wisconsin. The Union will provide a copy of the agenda to DER as soon as possible.
	2/11/7	<u>Conventions</u> : The Union will provide DER and the agencies of covered events as soon as possible after scheduling. The Union will provide the names of employees attending to DER as soon as possible.
	2/12/1	<u>Leave Without Pay for Union Business</u> : Increased number of days for conducting Union business from 30 to 75. Use of such days is at the designation of the Executive Council of the Union.
	2/13/1	<u>Union Orientation</u> : New employees must receive an orientation within 90 days of hire. Timing, location, and content of the orientation is at the discretion of the appointing authority.
	2/14/1	<u>Notice of Employing Unit Changes</u> : The Employer will provide 30 days advance notice of employing unit changes, when practicable. The Union will have the opportunity to discuss such changes with DMRS and the head of the involved agency or designee.
<u>IV</u>		<u>GRIEVANCE PROCEDURE</u>
	4/2/2	<u>Step One</u> : Supervisor will return written decision within 7 calendar days of 1 st step meeting.
	4/2/3	<u>Step Two</u> : Meeting will be held within 7 calendar days of receipt of grievance. Written decision will be returned within 7 calendar days of the 2 nd step meeting.
	4/2/4	<u>Step Three</u> : Employee and representative will meet with agency representative within 21 calendar days of receipt of the grievance. Written decision will be returned within 14 calendar days of the 3 rd step meeting.

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<u>ARTICLE</u>	<u>SECTION</u>	<u>SUMMARY OF CHANGES</u>
<u>IV</u>	4/7/1	<u>GRIEVANCE PROCEDURE (CONT'D)</u> <u>Steward/Grievance Representatives</u> : Grievance representatives may all be WFT employees
	4/11/2	<u>Discipline</u> : Employee or representative may submit written request for status of an investigation no less than 60 days after the date of the investigatory meeting.
	4/11/6	<u>Discipline</u> : A. Except for B., reduced time suspensions remain in p-file to 2 years B. Discipline involving criminal violations remain in p-file 4 years C. Employees may request review after 12 months to consider removing discipline. Time periods (12 months and 2 and 4 years) are defined as time in pay status, excluding approved leaves of absence and paid leave time used during an approved leave of absence.
	4/11/7	<u>Discipline</u> : Employer agrees not to commence a disciplinary investigation based on information obtained from security monitoring systems unless the information has acquired information independent of the system. Exception: possible violations of the law.
<u>VI</u>	6/13/2	<u>HOURS OF WORK</u> <u>Overtime</u> : DOJ employees with protective occupation status will receive premium rate overtime.
	6/14/1	<u>Telecommuting</u> : Topic is appropriate for discussion at Union-Management meetings. Union will be provided opportunity to meet and discuss agency telecommuting policies prior to implementation.
<u>VII</u>	7/3/1	<u>TRANSFERS</u> <u>Non-Selection</u> : A. Interested employees will receive notice of non-selection. Upon written request, Employer will provide written reasons for non-selection. B. "Interested" employee defined as an employee who submitted his/her name for consideration on a register or as a result of a posting. "Interested" employees are those expressing interest upon initial contact.
<u>VIII</u>	8/1/4	<u>LAYOFF PROCEDURE</u> <u>Application of Layoff</u> : Employees will be notified in writing as soon as possible after Employer has determined they are "at risk" of layoff, unless otherwise provided 14 day layoff notice.
<u>IV</u>	9/12/4	<u>HEALTH, SAFETY & MISCELLANEOUS</u> <u>Employee Health & Safety</u> : Employer will provide Union and affected employees with 30 days advance notice, whenever feasible, prior to installation of new security monitoring systems.

<u>ARTICLE</u>	<u>SECTION</u>	<u>SUMMARY OF CHANGES</u>
<u>X</u>	10/2/1	<u>PROFESSIONAL DEVELOPMENT</u> <u>Professional Meetings</u> : Reduced the number of professional meeting days from 5 to 3 for exempt employees.
<u>XI</u>	11/1/1	<u>WAGES</u> <u>Wage Adjustments</u>
	11/6/4	<u>Insurance Examiner/Insurance Financial Examiner Add-Ons</u> : Add-on of \$0.25 / hour for employees' designated as Accredited Insurance Examiner or Accredited Financial Examiner. Additional \$0.25 / hour (total \$0.50 / hour) for employees earning a Certified Insurance Examiner or Certified Financial Examiner designation.
	11/7/1	<u>HAM</u> : Semi-annually, DER will provide WFT locals with HAM forms and names and starting salaries of employees hired during the previous six months. Sunsets 6/30/03.
<u>XII</u>	12/4/2	<u>EMPLOYEE BENEFITS</u> <u>Sick Leave</u> : When a sick leave certificate is required, the reason behind the requirement will be provided to the employee, upon request.
	12/5/2	<u>Paid Annual Leave of Absence</u> : Enhanced annual leave schedule for exempt employees.
	12/5/3	Formula for calculating pro-rated annual leave.
	12/12/1	<u>Holidays</u> : Updated dates
	12/21/1	<u>Catastrophic Leave</u> : Sunset removed.
	12/21/4	Excludes certain unclassified staff and elected officials as "covered employees."
<u>NEG. NOTES</u>	1	<u>Y2K Related Vacation Carryover</u> : Deleted
<u>MOUs</u>	2	<u>DCA Criteria Justification Provided to DCA Advisory Groups (New)</u> : Clarifies information that must be provided to the Group.
	3	<u>Employee Medical Certification Information (New)</u> : Establishes joint Union/Management committee to meet and discuss issue and develop guidelines for agencies for handling of employee medical certification information.
	4	<u>Parking/Public Transit Account (New)</u> : Authorizes participation by WPEC-covered employees in the event ETF develops a system for pre-tax deductions for work-related parking and transit.
	5	<u>Special Agent Progression Placement (New)</u> : DOJ to reassess progression placement of certain Special Agents based on relevant law enforcement experience.

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<u>APPENDICE</u> <u>S</u>	6	<u>Special Agent-Sr Pay Progression (New)</u> : States Employer’s intent to continue progression system for Special Agent-Sr in future biennia if sufficient GPR is available. Sunsets the progression 6/30/03 regardless of extension of the contract.
	7	<u>Additional Vacation Due to Delay in Agreement Implementation (New)</u> : Provides for calculation of additional vacation hours for exempt employees receiving enhanced vacation schedule back to July 1, 2001, to the effective date of the contract. Provides for carryover of additional hours through June 30, 2003.
	A	<u>Section 4 Transaction Pay Adjustments</u> : E. Pay on Promotion: Clarifies calculation of pay F. Pay on Voluntary Transfer: Clarifies calculation of pay K. Reporting Requirements: Removes “percentage change” as an item to be reported & increases to 45 the number of days DER has to submit report after the end of the quarter <u>Section 5 Discretionary Compensation Adjustment</u> B. Concept: Removes Increased Competencies as a criterion F. DCA Advisory Group: Provides 5 days for review, when feasible. Chair determines amount of time in which response will be provided. G. Reporting Requirements: Removes “nominating supervisor” and “justification” as items to be reported & increases to 45 the number of days DER has to submit report after the end of the quarter. Requires agencies to keep copies of justifications on file and provide them to the Union upon request. J. Employees may discuss DCA opportunities with their supervisor at their annual performance reviews. K. Employees may self-nominate for DCAs no more than once per fiscal year.
	C	<u>Progression Adjustment for Certain WPEC Classes</u> : Provides either one- or two-time progression adjustments in the amount of \$1.20 to employees in certain classes on their seniority date.
	I	<u>Classifications</u> : Classification listing including old and new titles and old and new pay ranges, as needed.