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# Broadband Classification and Compensation Program

Updated June 2003



# Broadbanding Goals



- ① Simplify the classification and compensation structure
- ② Expand flexible pay structure to additional nonrep employees
- ③ Increase employee mobility
- ④ Replace reclassification transactions with pay flexibility
- ⑤ Eliminate Hiring Above Minimum (HAM) requests
- ⑥ Increase pay flexibility for agency recruitment and retention purposes

# Nonrepresented Pay Bands

- Senior Managers - Pay Band 81-01
- Mid Managers & Key Management Staff - Pay Band 81-02
- Professional Supervisors & Exempt Professional Nonrepresented Staff - Pay Band 81-03
- Supervisors of technical or paraprofessional staff **or** subordinate supervisors **or** entry-level nonrepresented professional staff - Pay Band 81-04
- Supervisors of blue collar or administrative support staff **or** nonrepresented administrative support staff - Pay Band 81-05

# Nonrepresented Pay Bands

- Nonrepresented Patient Treatment - Pay Bands 50-50, 50-51, 50-52
- Nonrepresented Law Enforcement into Pay Band 56-01
- IS Supervisors and Nonrepresented Professional IS Staff - Pay Band 70-02
- Nonrepresented Attorneys - Pay Band 71-01

# Represented Pay Bands

- Represented Wisconsin Professional Employees Council Pay Bands 7-02, 7-03, 7-04 and 7-05
- Represented WSAA Attorneys - Pay Band 9-75
- Represented Patient Treatment - Pay Band 10-49, 10-50, 10-51, 10-52
- Professional Represented Science Senior levels and higher - Pay Bands 15-02 and 15-03

# Band 81-01

## ➡ Pay Band Information

- Career executive status
- May 18, 2003 through June 26, 2004: (\$55 - \$116K)
  - Appt. Max. = \$86K
  - WRPS = 0.799 per hour (\$1668/annually)

# Band 81-02

## ➡ Pay Band Information

- Career executive status
- May 18, 2003 through June 26, 2004: (\$47 - \$104K)
  - Appt. Max. = \$76K
  - WRPS = 0.685 per hour (\$1430/annually)

# Band 81-03

## ➡ Pay Band Information

- May 18, 2003 through June 26, 2004: (\$40 - \$85K)
  - Appt. Max. = \$63K
  - WRPS = 0.586 per hour (\$1223/annually)

# Band 81-04

## ➡ Pay Band Information

- May 18, 2003 through June 26, 2004: (\$31 - \$68K)
  - Appt. Max. = \$50K
  - WRPS = 0.450 per hour (\$939 annually)

# Band 81-05

## ➡ Pay Band Information

- May 18, 2003 through June 26, 2004: (\$22 - \$51K)
  - Appt. Max. = \$37K
  - WRPS = 0.329 per hour (\$686 annually)

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- Bulletin on Recruitment & Compensation Policy Guidelines

- Refer to DER Bulletin CLR/POL-51/MRS 205, dated February 21, 2000

# Bands 50-50, 50-51, 50-52

## ➡ Pay Band Information

– May 18, 2003 through June 26, 2004:

- 50-50 (\$99K - \$158K)
  - Appt. Max: \$128K
  - WRPS \$1.426 (\$2977/annually)
- 50-51 (\$121K - \$194K)
  - Appt. Max \$157K
  - WPRS \$1.743 (\$3639/annually)
- 50-52 (\$132K - \$211K)
  - Appt. Max \$171K
  - WRPS \$1.901 (\$3969/annually)

# Band 56-01

## ➡ Pay Band Information

- May 18, 2003 through June 26, 2004:
  - (\$44K - \$88K)
    - Appt. Max: \$66K
    - WRPS \$0.633 (\$1321/annually)

# Band 56-02

- ➡ Pay Band Information
- ➡ Nonrepresented Law Enforcement
- ➡ Includes State Patrol Trooper-Confidential and Police Officer-Confidential
  - May 18, 2003 through June 26, 2004:
    - (\$35K - \$53K)
      - Appt. Max: \$44K
      - WRPS \$0.510 (\$1064/annually)

# Bands 70-02

## ➡ Pay Band Information

- May 18, 2003 through June 26, 2004:
  - 70-02 (\$47K - \$104K)
    - Appt. Max. 1= \$76K; Appt. Max. 2= \$87K
    - WRPS \$.685 (\$1430/annually)

# Band 71-01

## ➡ Pay Band Information

- May 18, 2003 through June 26, 2004: (\$41 - \$105K)
  - Appt. Max. = \$73K
  - WRPS = 0.592 per hour (\$1236/annually)

# Bands 7-02, 7-03, 7-04, 7-05

## ☛ Pay Band Information

### – April 20, 2003 through June 30, 2003:

- 7-02 (\$47K - \$104K)
  - Appt. Max 1 \$76K Appt. Max 2 \$87K
  - WPRS \$.685 (\$1430/annually)
- 7-03 (\$40K - \$85K)
  - Appt. Max 1 \$63K
  - WPRS \$.586 (\$1223/annually)
- 7-04 (\$31K - \$68K)
  - Appt. Max 1 \$50K
  - WPRS \$.450 (\$939/annually)
- 7-05 (\$24K - \$55K)
  - Appt. Max 1 \$40K
  - WPRS \$.357 (\$745/annually)

# Band 9-75

## ➡ Pay Band Information

- **July 1, 2001 through June 30, 2003: (\$41K - \$105K)**
  - Appt. Max \$73K
  - WPRS \$.592 (\$1236/annually)

# Bands 10-50, 10-51, 10-52

## ➡ Pay Band Information

### – April 6, 2003 through June 30, 2003:

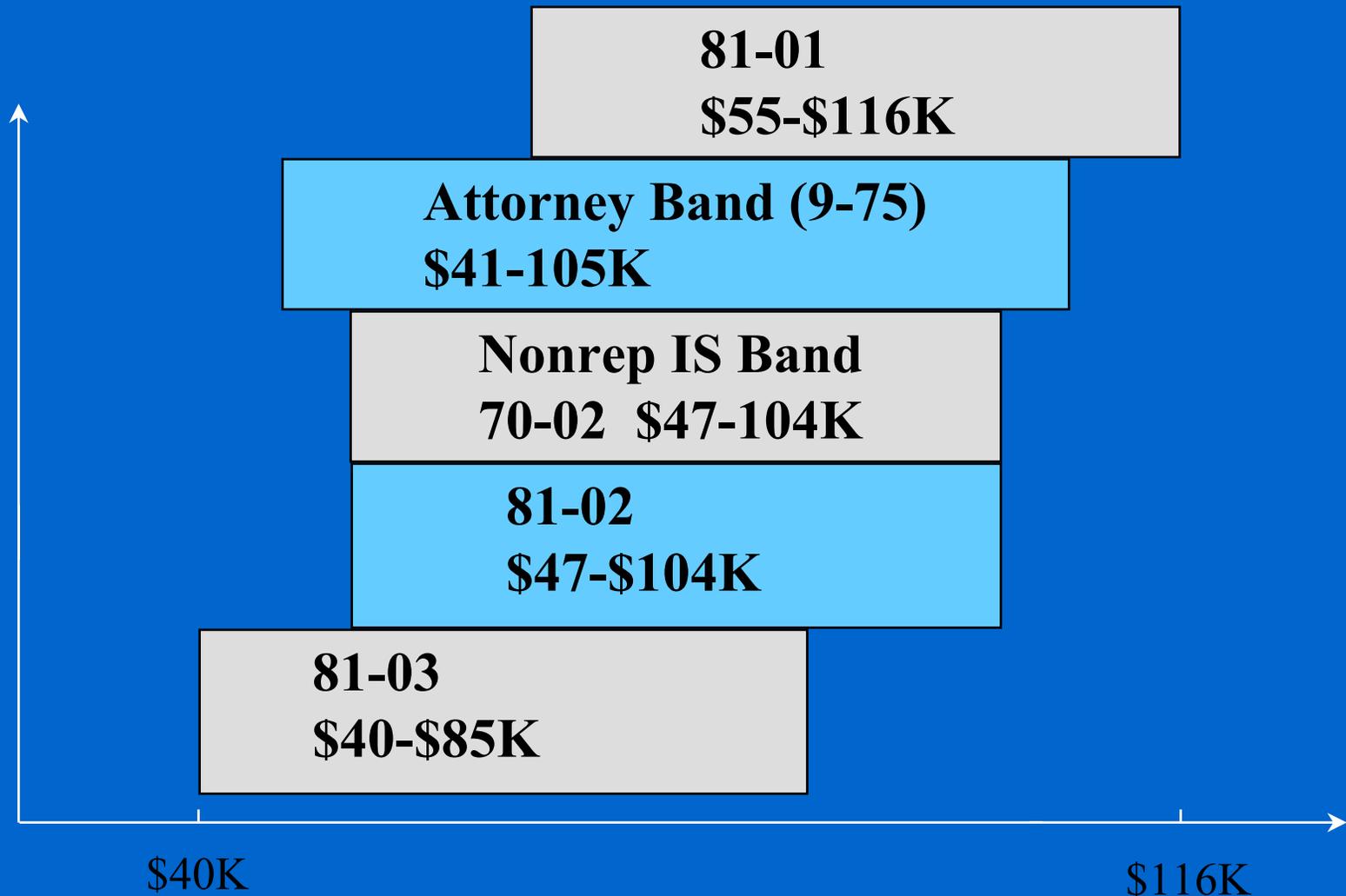
- 10-50 Dentist & Optometrists (\$98K - \$157K)
  - Appt. Max: \$127K
  - WRPS \$1.411 (\$2946/annually)
- 10-51 Physician (\$120K - \$192K)
  - Appt. Max \$156K
  - WPRS \$1.725 (\$3601/annually)
- 10-52 Psychiatrist (\$130K - \$209K)
  - Appt. Max \$170K
  - WPRS \$1.882 (\$3929/annually)

# Bands 15-02, 15-03

## ➡ Pay Band Information

- April 20, 2003 through June 30, 2003:
  - 15-02 (\$74K - \$103K)
    - Appt. Max: \$89K
    - WRPS \$1.067 (\$2227/annually)
  - 15-03 (\$40K - \$85K)
    - Appt. Max \$63K
    - WPRS \$.586 (\$1223/annually)

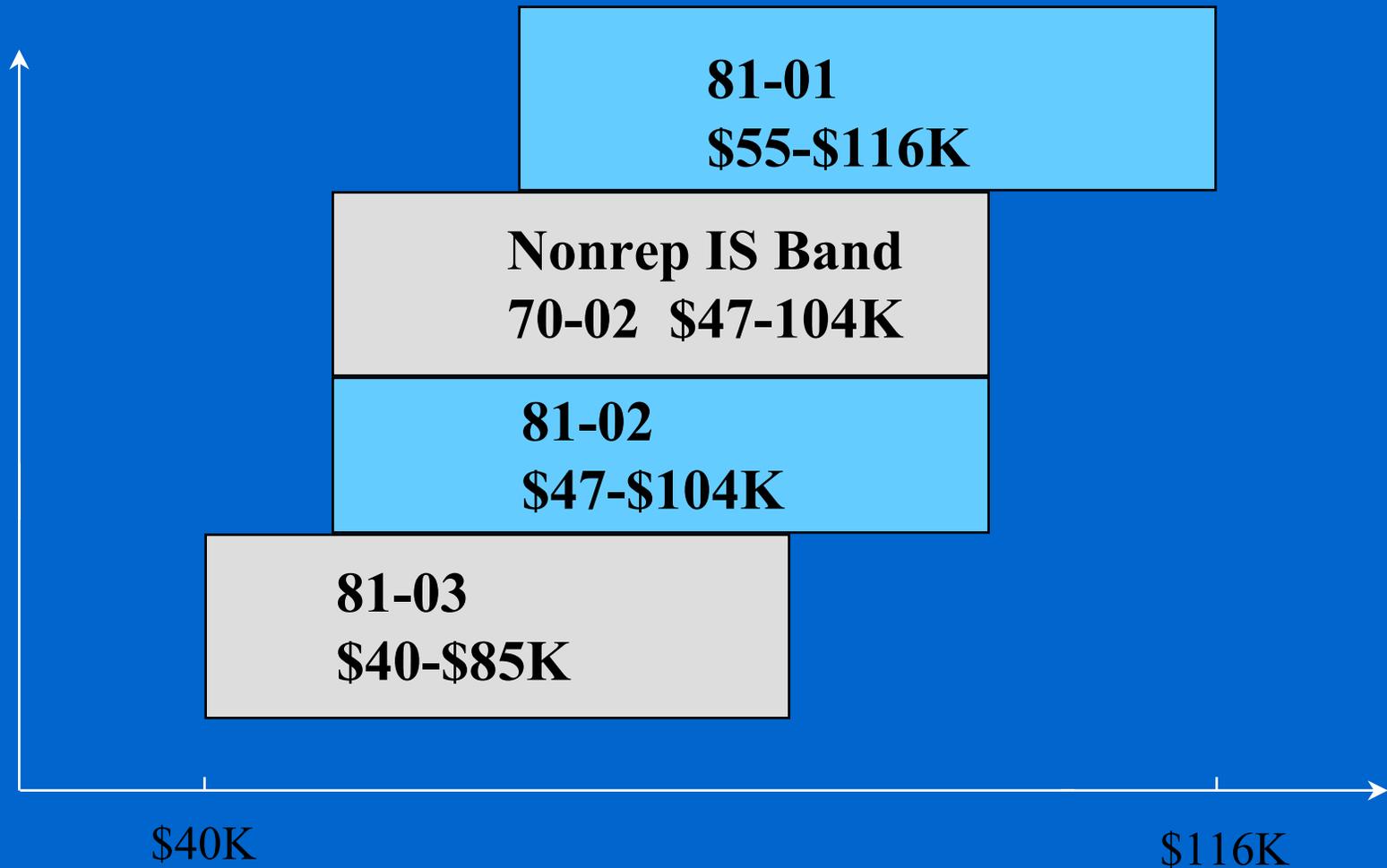
# COMPENSATION



\$40K

\$116K

# COMPENSATION



# COMPENSATION



# What Broadbanding Accomplishes

- Compensates employees for what they bring to the organization
- Directs employee attention toward career growth
- Encourages acquisition of additional skills and responsibilities to benefit the agency and the employee

# • • Broadbanding and the Recruitment & Selection Process

- Ability to announce vacancies with a wider range of pay
- Pay flexibility applies to both internal and external candidates
- May attract a larger number of candidates
- More opportunity for lateral movements and consideration for different positions without formal examination process



# Flexible Pay Structure

- Provides more flexibility in setting pay on appointment
- All employees in bands will be eligible for Discretionary Compensation Awards (DCAs) consideration
- Employees will still be eligible for the annual general wage adjustment as well as Performance Recognition Awards (PRAs) and Performance Recognition Payments (PRPs)

# Pay Upon Appointment

- Designed to Improve Recruitment
  - Hiring from outside state service
  - Promoting within state service
  - Transferring within a broadband

# Pay Upon Appointment

## New Hires

- Not less than the minimum
- Not greater than the appointment maximum
- May need to meet agency criteria

# Pay Bands:

## Appointment Maximum

- Designed to be an Upper Limit on the monetary amount an Employee may be paid when appointed to a position.
- It is **NOT** the maximum of the pay range, **NOR** is it the maximum amount an Employee may earn.

# Pay Bands:

## Temporary Appointment Maximum

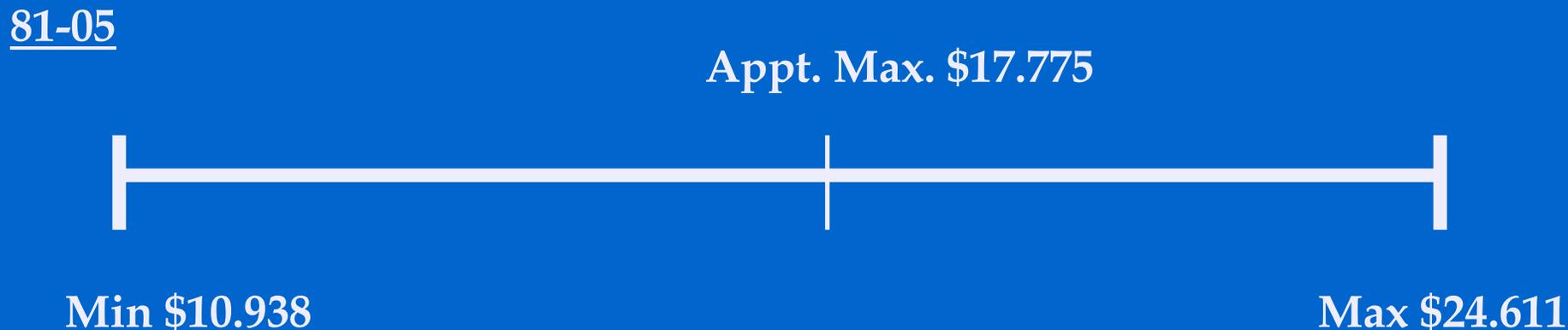
- DER approval required prior to announcement
- Position Specific
  - Approved for a specific position(s)
  - NOT a raised minimum rate
- Disappears After Appointment
- Applies to current and prospective employees



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# Pay Upon Appointment Overview

- New Hire Into State Service
- Promotion Into Broadbanded Pay Bands
- Transfer Within Broadbanded Pay Bands



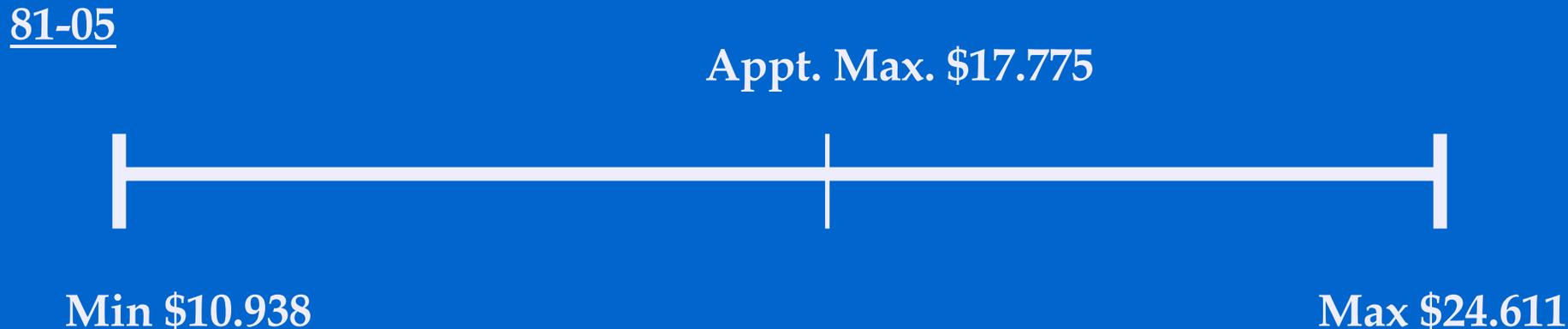
# Pay Upon Appointment Considerations

- Internal Equity
- Budget Considerations
- Recruitment and Retention Considerations
- “There’s more to life than \$\$...”

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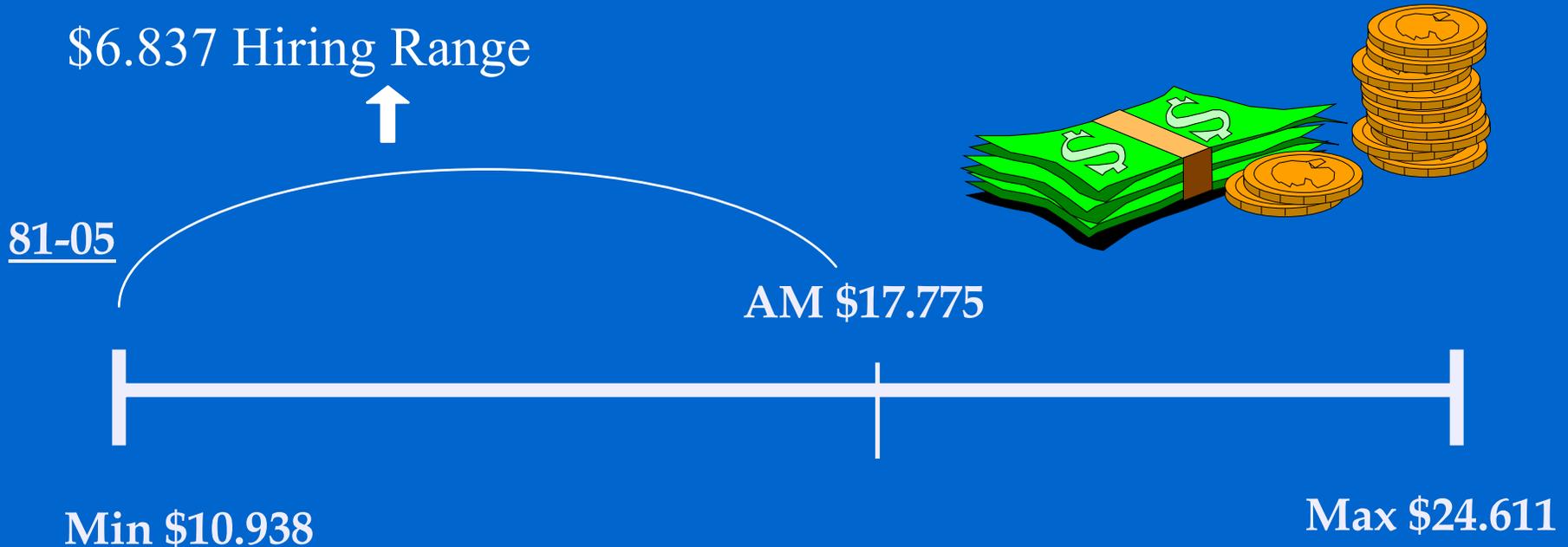
# Pay Upon Appointment Original Appointment

- Program Assistant - Confidential
- Assigned to Pay Band 81-05
- Appt. Max. \$17.775



# Pay Upon Appointment Original Appointment

◆ Flexibility to Set Pay Between \$10.938 & \$17.775



# Pay Upon Appointment Example: Original Appointment

- Pay Flexibility to Hire Between
  - \$10.938 Pay Band Minimum
  - \$17.775 Appointment Maximum
- Hire Mary at \$13.96

81-05



# Pay Transactions

- How to Determine Transaction?
- First, apply the counterpart pay range chart.
- If range is not on chart, Compare Pay Range Maximums!
  - Higher - Promotion
  - Lower - Demotion
  - Same - Transfer
- More Transfers in this System and Potential for Pay Increases



# Pay Transaction Question

What is the following transaction?

Movement From

81-05 Band Maximum: \$24.611

Moving To

81-04 Band Maximum: \$32.928

# Pay Upon Appointment Example: Promotion

- Mary \$13.96
- Program Assistant - Confidential (81-05) promoting to Program Assistant Supervisor - Advanced (81-04)

81-04

AM \$23.948

Min \$14.967

Max \$32.928



# Pay Upon Appointment Example: Promotion

- Pay Flexibility to Hire Between
  - \$14.967 Pay Band Minimum
  - \$23.948 Appointment Maximum
- Hire Mary at \$17.00

81-04



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- WPEC, Science, and Nonrepresented

# Pay Administration

- ➡ Broadbanded Classifications Effective May 21, 2000
  - Pay on reallocation or reclassification to a classification with a **higher appointment maximum** or **higher classification series level within the same pay range**
    - Employees will receive either 8% of the minimum or the minimum of the pay range, whichever is greater
  - Pay on promotion
    - May be set at any rate between the minimum and the appointment maximum
    - Employees will receive at least 8% of the minimum, subject to the appointment maximum. No six month probationary increase

# Pay Upon Appointment Example: Transfer

- Mary \$17.00
- Transfer from Program Assistant Supervisor - Advanced (81-04) to Human Resources Assistant - Advanced (81-04)

81-04

AM \$23.948

Min \$14.967

Max \$32.928



# • Pay Upon Appointment Example: Transfer

- Pay Flexibility to Hire Between
  - \$14.967 Pay Band Minimum
  - \$23.948 Appointment Maximum
- Transfer Mary at \$17.75

81-04



# WPEC & Science Pay

## Administration

- ➡ Broadbanded Classifications Effective July 2, 2000
  - Pay on voluntary transfer to a class assigned to a **higher appointment maximum or higher classification series level within the same pay range**
    - May be set at any rate between the minimum and the appointment maximum
    - Employees will receive at least 8% of the minimum, subject to the appointment maximum
  - Pay on involuntary transfer (for other than disciplinary purposes) to a class assigned to a **higher appointment maximum or higher classification series level within the same pay range**
    - Employees will receive at least 8% of the minimum, subject to the appointment maximum

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# Pay Upon Appointment Provisions for Current Classified Employees



# Pay Upon Appointment Provisions For Current Employees

- An employee's base pay may be set in accordance with either of the following:
  - 1. The minimum of the pay range through its applicable appointment maximum; or
  - 2. The minimum of the pay range through a rate equal to the employee's current base pay rate plus 4 WRPS, subject to the pay range maximum



# • Pay Upon Appointment Provisions For Current Employees

- Nonrepresented Compensation Plan Language that describes this concept in simpler language:
- An employee's base pay may be set in accordance with either of the following:
- The minimum of the pay range through its applicable appointment maximum; or
- The minimum of the pay range through a rate equal to the employee's current base pay rate plus 4 WRPS, subject to the pay range maximum



# • Pay Upon Appointment -Provisions Current Employees

- Vacancy Assigned to 81-04

81-04

AM \$23.948

Min \$14.967

Max \$32.928

# Pay Upon Appointment -Provisions

## Current Employees

- Promotion Into Broadband 81-04
- Transfer Within Broadband 81-04



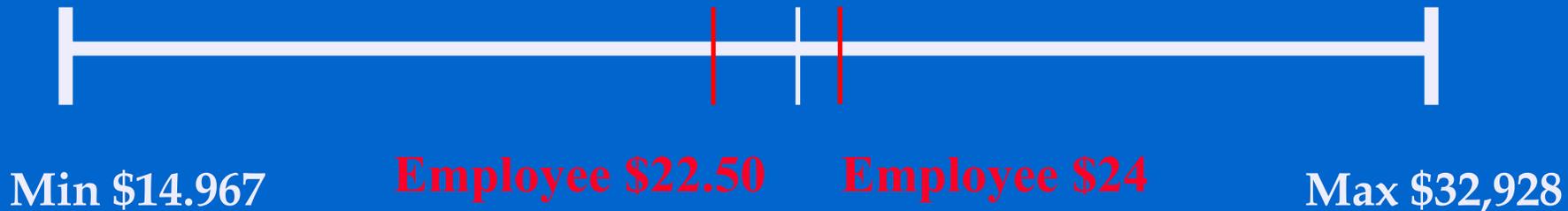
# Pay Upon Appointment -Provisions

## Current Employees

- Option to Provide Up to Four WRPS
- $\$0.450 * 4 = \$1.80$
- Subject to the Pay Band Maximum

81-04

AM \$23.948



# Pay Upon Appointment -Provisions

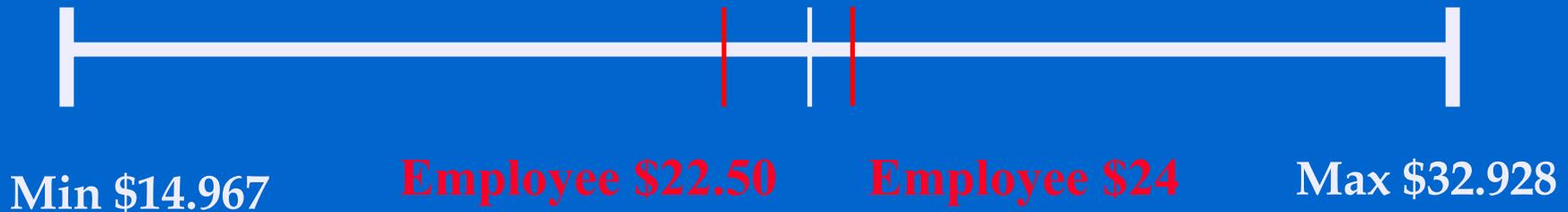
## Current Employees

- $\$0.450 * 4 = \$1.80$
- $\$23.948 - \$1.80 = \$22.148$
- $\$22.50 \ \& \ \$24.00 > \$22.148$



81-04

AM \$23.948



# Reinstatement or Restoration

- Still according to s. 29.03(6) or (7), Wisconsin Administrative Code

## Exception:

- If Appointment Maximum is Greater Than
  - Last Rate Received
  - Plus Intervening Adjustments
  - You May Reinststate Up to Appointment Maximum

# Reinstatement Example

- Reinstating Mary to Executive Staff Assistant Supervisor

81-04

AM \$23.948

Min \$14.967

Max \$32.928



# Reinstatement Example

- Last Rate Received Equals \$18.50
- Intervening Adjustments: 1% and 2% GWAs

81-04

AM \$23.948

Min \$14.967

Max \$32.928



# Reinstatement Example

Last Rate Received (LRR) = \$18.500

1st Intervening Adj. (IA) 1% = \$0.185

Total # 1 = \$18.685

2nd Intervening Adj. 2% = \$0.370

Total # 2 = **\$19.055**

**AM = \$23.948**

# Reinstatement Example

AM = \$23.948

LRR+IA = \$19.055

- Since  $AM > LRR+IA$
- Then Up To AM, or
- Between \$14.967 and \$23.948
- Note: Restoration is handled differently

# Reinstatement Exception

- If the last rate received plus intervening adjustments had been greater than the appointment maximum,
- Then you would be limited to the last rate received plus intervening adjustments

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• Discretionary Compensation  
Adjustment (DCA)

“Significant and permanent changes in job duties, increased competencies, or to address pay equity or retention needs.”

# Discretionary Compensation Adjustment (DCA)

- Awarded at the Sole Discretion of Agency Management
  - Agency Criteria
  - DCA Advisory Groups (for some represented employee groups)
  - Reporting Requirements
- Type of Award
  - Base Building
  - Lump Sum

# Discretionary Compensation Adjustment (DCA)

- Amount
  - Up to Four WRPS
  - Per Fiscal Year
  - Per Employee
- Funded From Agency Budgets

# Discretionary Compensation Adjustment (DCA)

## CONSIDERATIONS:

- Agency DCA Criteria
- Internal and/or External Comparisons
- Lump Sum and/or Base-Building Adjustment
- Budget Considerations



# Discretionary Compensation Adjustment (DCA)

- Subject to Pay Band Maximum
- 10% Limit Does NOT Apply
- Effective Date
- NOT Included for Calculating
  - Reinstatement or Restoration

# DCA Example - Lump Sum



- Mary Currently Making \$18.50
- Same Fiscal Year Receives Lump Sum DCA of \$2,000
  - $\$2,000 / 2088 \text{ Hours} = \$0.958$
  - $\$0.958 / \$0.450 = 2.128 \text{ WRPS}$
- Mary Still Making \$18.50
- 1.872 WRPS Remaining This Fiscal Year

# DCA Example - Base Building

- Mary Currently Making \$18.50
- Receives DCA of 1.5 WRPS
  - WRPS = \$0.450
  - $1.5 * \$0.450 = \$0.675$
- Mary Now Making \$19.175
- .372 WRPS Remaining This Fiscal Year



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# Where to go for more Information

- **2003-2005 Compensation Plan for the State of Wisconsin:**
  - Section I - Special Provisions for Administering the Broadband Pay Schedules
  - <http://www.der.state.wi.us/home/0103toc.htm>
- **2001-2003 Collective Bargaining Agreements**
  - <http://der.state.wi.us/home/0103contractmnu.htm>

# Where to go for more

## Information

- **Wisconsin Administrative Code**
  - Chapter ER 18 - Absences Chapter ER 29 - Compensation Administration Provisions
  - Chapter ER 30 - Career Executive Employment
  - ([www.legis.state.wi.us/rsb/code/er/er.html](http://www.legis.state.wi.us/rsb/code/er/er.html))
  - Chapter ER-MRS 30 - Career Executive Employment
  - ([www.legis.state.wi.us/rsb/code/er-mrs/er-mrs.html](http://www.legis.state.wi.us/rsb/code/er-mrs/er-mrs.html))



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# Where to go for more Information

- **Contact your Agency Human Resources Office**
- **Department of Employment Relations website**
  - <http://der.state.wi.us/static/dclr/BBMaterials.htm>