

# DEPARTMENT OF EMPLOYMENT RELATIONS

## - CLASSIFICATION & COMPENSATION BULLETIN -

**Date:** May 13, 1996

**Locator No:** CC/POL-31

**Subject:** Summary of March 21, 1996, JCOER Meeting and Notification of Changes to the 1995-97 Compensation Plan for Nonrepresented and Certain Unclassified Employees

### I. INTRODUCTION

The purpose of this bulletin is to inform agencies of changes to the 1995-97 Compensation Plan which were approved by the Joint Committee on Employment Relations (JCOER) on March 21, 1996.

### II. NARRATIVE SUMMARY OF COMPENSATION PLAN MODIFICATIONS AND AMENDMENTS

**NOTE:** Detailed pay processing instructions for those changes relating to pay adjustments were issued separately. The instructions included relevant pay schedules and/or grids, including any changes to them from those originally approved by JCOER. The bulletin numbers are:

**CC/PP-52/CBB-18** (24.0441): April 12, 1996: Represented Engineering Employees

**CC/PP-53:** April 12, 1996: Engineering-Related Parity Adjustments

**CC/PP-54/CBB-19** (24.0442): April 12, 1996: Represented Fiscal and Staff Services Employees

**CC/PP-55:** April 12, 1996: Fiscal and Staff Services-Related Parity Adjustments

**CC/PP-56:** April 12, 1996: General Nonrepresented Parity Adjustments

**CC/PP-57/CBB-21** (24.0445): April 12, 1996: Represented Professional Research, Statistics and Analysis Employees

**CC/PP-58:** April 12, 1996: Research, Statistics and Analysis-Related Parity Adjustments

**CC/PP-59/CBB-20** (24.0446): April 12, 1996: Represented Professional Science Employees

**CC/PP-60:** April 12, 1996: Science-Related Parity Adjustments

Replacement pages for the 1995-97 Compensation Plan will be distributed in the same manner as the original Plan. Individuals who purchased the Plan from Document Sales will receive the updated pages directly from Document Sales. The original purchase price included the cost of producing these replacement pages. Agencies that printed copies of the Plan at their own expense will need to do the same for the replacement pages.

**A. PROFESSIONAL EMPLOYEES IN RESEARCH, STATISTICS AND ANALYSIS- (PERSA), STATE ENGINEERING ASSOCIATION- (SEA), WISCONSIN PROFESSIONAL EMPLOYEES COUNCIL- (WPEC), WISCONSIN SCIENCE PROFESSIONALS- (WSP) RELATED and GENERAL NONREPRESENTED Changes:**

The FY 1995-97 pay provisions originally approved for nonrepresented PERSA-, SEA-, WPEC-, and WSP-related and General Nonrepresented employees were modified to reflect the wage provisions agreed to for the represented PERSA, SEA, WPEC, and WSP employees and to provide equitable compensation to related nonrepresented employees. These provisions cover permanent and project employees in classifications assigned to counterpart pay schedules 28, 34, 27, 35, and 01 and to related supervisory employees assigned to pay schedules 48, 54, 47, 55 and 41. These provisions also include project employees in classifications assigned to the pay schedules used for PERSA, SEA, WPEC, and WSP employees (schedules 08, 14, 07 and 15). The general concepts of the changes are as follows:

1. Supplemental Adjustments FY 1995-96: Nonrepresented employees who received a fiscal year lump sum payment instead of a base pay adjustment, or for whom the average grid increase effective January 7 of this year was less than the average value of the base pay increase for the related represented employees, will receive a supplemental pay adjustment effective the same day as the wage increase for the related represented employee. This supplemental adjustment will result in a base pay increase for FY 1995-96 that is comparable on average to that provided to the related represented employee group. Lump sum payments will be provided to those employees to supplement the fiscal year lump sum payment they already received and to provide a comparable dollar-value increase for the fiscal year.
2. Market Adjustments: Select represented classifications covered by the PERSA and WSP agreements will receive negotiated market adjustments. A parity adjustment of 2.75 within-range pay steps was approved for employees in the Veterans Loans Supervisor and Director, Bureau of Veterans Loans and Grants classifications on the same date as the market adjustment for the corresponding represented Loan Analyst 2 and 3 classifications.
3. Supervisory and Counterpart FY 1996-97 Changes:
  - a. Supervisory and Counterpart WSP- and PERSA-Related employees will receive a 2% general discretionary award to be granted on July 7, 1996, in place of the discretionary grid adjustment or fiscal year lump sum payment previously approved for these employees.
  - b. Supervisory and Counterpart SEA-Related employees will receive a 1% general discretionary award on that date rather than a grid movement.
  - c. Supervisory and Counterpart WPEC-Related and General Nonrepresented employees will receive a discretionary grid adjustment, if their pay rate is less than the grid endpoint. A revised grid that relates to the structure of the FY 1995-97 WPEC grid will be implemented. Nonrepresented WPEC-related and General Nonrepresented employees whose pay is at or above the grid endpoint, will receive an increase of 1.6%, subject to the pay range maximum; additionally, those employees will receive a supplementary fiscal year lump sum payment equal to 0.4% of their base pay rate prior to application of the FY 1996-97 wage adjustment.

4. Project Employees in PERSA, SEA, WPEC and WSP Classifications: Pay schedules used for PERSA, SEA, WPEC and WSP employees were approved for use for project employees assigned to classifications represented by PERSA, SEA, WPEC and WSP.
5. Pay schedule adjustments, WSP, SEA, PERSA, WPEC and General Nonrepresented FY 1995-96: The nonrepresented pay schedules related to the WSP (35, 55), SEA (34, 54), PERSA (28, 48), and WPEC (27, 47) schedules and the General Nonrepresented (01, 41) schedules were increased in order to maintain structural relationships between closely related groups of represented and nonrepresented employees. Effective the same day as the wage adjustments for the related represented employee group, and after application of any wage adjustments that are applied on that date, the minimum, maximum, and PSICM amounts of schedules 35, 55, 28, 48, 27, 47, 01, and 41 will be increased by 1%, and by 2% for schedules 34 and 54.
6. Pay Schedule Adjustments, WSP, SEA, PERSA, FY 1996-97: Effective July 7, 1996, after application of any wage adjustments that are applied on that date, the minimum, maximum, and PSICM amounts of schedules 35, 55, 28, and 48, will be increased by 2%. The minimum, maximum, and PSICM amounts of schedules 34 and 54 will be increased by 1%.

**B. Changes to the Senior Manager schedule (80) and Executive Salary Group (90) ranges:**  
For FY 1995-96, effective the same day as the wage adjustments for the employee groups noted above, and after application of any wage adjustments that are applied on that date, the minimum, maximum, and PSICM amounts of schedules 80 and 90 will be increased by 1%. Effective July 7, 1996, after application of any wage adjustments that are applied on that date, the minimum, maximum and PSICM amounts for schedules 80 and 90 will be increased by 2%. **See Schedules 80 and 90 attached.**

**C. Legislative member rate for office:** The legislative member rate for office will be increased 1%, effective the same date as the FY 1995-96 pay schedule changes noted above, and increased 2% effective July 7, 1996. The new rates for office will be \$38,440 and \$39,211, respectively.

**D. Technical amendments:**

1. Clerical Helper LTE Rate: The pay rate limitation for the Clerical Helper-LTE changed to NTE PR 01-04, effective March 31, 1996.
2. Supplemental Health Insurance Conversion Credit Program: Supplemental Health Insurance Conversion Credit (SHICC) program provisions were clarified. Provisions relating to “general” employees also applied to executive occupation category employees, i.e., both general and executive occupation groups are treated as “non-protective” for purposes of computing the amount of supplemental credits that may be available to an employee.
3. Annualized General Discretionary Award: Since pay range maximums will increase by the same amount as the GDA for most pay schedules for which a GDA will be granted in the second fiscal year, the annualized general discretionary award provision is eliminated.
4. Exceptional Performance Award Provisions: To provide the Department of Transportation with flexibility in making performance-based pay decisions, the EPA provisions were modified to allow that department to grant EPAs in amounts less than the minimum award amount of

\$100 if the EPA distribution is directly tied to structured performance measures and goals for an organizational subunit. This concept was approved on a pilot basis for the remainder of the biennium. The Department of Transportation must submit a report to the Secretary by April 1997, that evaluates the success of this pilot and includes a recommendation as to whether the pilot should be continued into the next biennium.

5. Designer of Engineering Systems Permit Add-On: Effective March 31, 1996, the Designer of Engineering Systems permit shall be included in the Supplemental Pay Add-Ons for Supervisory and Management Engineering and Related provisions.

### III. QUESTIONS

Any questions regarding the information contained in this bulletin should be directed to any member of the Compensation Administration Team:

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Attachments: FY 1995-96 Pay Schedules 80 and 90 effective 4/14/96  
FY 1996-97 Pay Schedules 80 and 90 effective 7/7/96