

## **State of Wisconsin**

# **DEPARTMENT OF EMPLOYMENT RELATIONS**

### **- CLASSIFICATION & COMPENSATION BULLETIN -**

**Date:** May 8, 1998

**Subject:** Summary of Actions Taken by JCOER on April 29, 1998

**Locator No:** CC/POL-45

The purpose of this bulletin is to inform appointing authorities of the modifications to the 1997-99 Compensation Plan that were approved by the Joint Committee on Employment Relations (JCOER) at its April 29, 1998, meeting. These modifications are necessary to provide equity to certain nonrepresented classified employes in light of the 1997-99 wage provisions agreed to for employees in the Fiscal and Staff Services bargaining unit and to provide necessary technical revisions to the administrative details of the Senior Manager (Schedule 80) and Information Systems (Schedule 70) broadbanding systems. The modifications will be issued as replacement pages and will be distributed to individuals who purchased the 1997-99 Compensation Plan through Document Sales.

#### **Changes Related to Parity with Fiscal and Staff Services Bargaining Unit Provisions**

- Increase in the CPA add-ons for certain professional confidential, supervisory or management fiscal classifications: Effective May 10, 1998, the pre-certification and post-certification CPA add-on amounts will increase from \$0.15/hour to \$0.25/hour each, for a total not to exceed \$0.50/hour. Eligibility criteria and other provisions in the 1997-99 Compensation Plan regarding the CPA add-ons will remain the same.
- Creation of a \$0.30/hour Certified General Appraiser add-on: Effective May 10, 1998, a \$0.30/hour add-on will be available to an eligible nonrepresented employe in a position of which the primary responsibility is property assessment or real estate appraisal. The employe must possess a current certification as a Certified General Appraiser from the Department of Regulation and Licensing, and the certification must be relevant to the position's assigned duties and responsibilities as determined by the appointing authority.
- Modification to the Discretionary Compensation Award (DCA) provisions applicable to Schedule 70 positions: Effective May 10, 1998, an appointing authority will be able to submit a request to the Secretary of the Department of Employment Relations (DER) to exceed the limitation on DCAs of four (4) within-range pay step per fiscal year. This request must be accompanied by a comprehensive justification, and must be approved by **both** the Secretary of

DER and the Secretary of the Department of Administration before any DCAs that exceed the four (4) within-range pay step limit may be granted. This provision will act as a “safety valve”, allowing appointing authorities to request authority to grant increases to Information Systems employes who have significantly higher job offers from other employers and to address serious internal equity concerns.

- Provision of discretionary market adjustments: Discretionary market adjustments will be provided to avoid creation of pay compression between nonrepresented supervisory and counterpart employes that are closely related to WPEC-represented classifications receiving pay increases upon pay range reassignment as follows:
  1. Effective May 10, 1998, employes in the Excise Tax Agent Supervisor classification will be eligible for a discretionary market adjustment of up to one (1) within-range pay step of the applicable pay range.
  2. Effective July 5, 1998, nonrepresented employes in positions that are closely related to WPEC positions receiving pay increases upon pay range reassessments or market adjustments on the same date will generate 3.0% of their base pay after application of the FY 1998-99 General Discretionary Awards (GDAs). The distribution of these funds to eligible employes will be at the discretion of the appointing authority.

**NOTE:** Some of the classifications to which these positions are allocated will also be reassigned to higher pay ranges. A list of the classifications affected, the pay ranges to which they will be assigned, and additional processing information will be provided in other DER Bulletins.

### Other Technical Modifications

- Addition of language for the order of multiple pay adjustments: Language has been added to the 1997-99 Compensation Plan indicating that if multiple pay adjustments occur on the same effective date, DCAs will be applied to an employe's base pay **after** all other adjustments included under s. ER 29.04(13), Wis. Adm. Code.
- Addition of language for converting lump sum DCAs to an hourly equivalent: Language has been added to the 1997-99 Compensation Plan indicating that, for the purpose of applying the four (4) within-range pay step limit for DCAs, the base pay equivalent of a lump sum DCA is calculated by dividing the lump sum amount by the number of standard work hours in that fiscal year.
- Change in FY 1998-99 GDA provisions to guarantee a minimum award to certain nonrepresented employes: Language has been changed in the 1997-99 Compensation Plan to allow employes in Schedules 70 and 80 who are not eligible for a GDA because they are serving

the first six months of an original appointment or equivalent trial period for a career executive or project appointment to receive the lesser of either the percentage by which the pay minimum is increase or the guaranteed minimum award, if these employees were appointed above the pay range minimum. This change provides the same fiscal year pay increases to newly-hired broadband employees as those provide to employees who are appointed with a Hiring Above the Minimum (HAM) rate when the minimums of the applicable pay ranges increase on the same date as the GDA distribution.

### **Referral of Questions**

Questions regarding the actions noted above should be directed to:

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