

State of Wisconsin

DEPARTMENT OF EMPLOYMENT RELATIONS

- CLASSIFICATION & COMPENSATION BULLETIN -

Date: April 7, 1998

Locator No: CC/POL-47

Subject: Summary of Actions Taken by JCOER on
March 23, 1998, and Notice of Changes to
ch. ER 18, Wis. Adm. Code

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 March 23, 1998, meeting, and of permanent changes to ch. ER 18, Wis. Adm. Code, that became effective April 1, 1998. The changes to the 1997-99 Compensation Plan will be issued as replacement pages and will be distributed to individuals who purchased a copy of the Plan through Document Sales. The changes to ch. ER 18, Wis. Adm. Code, are included in the copy of that chapter attached to this bulletin (Attachment A).

Summary of Compensation Plan Changes

- Modifications to Provide Base Pay Parity Adjustments and Related Lump Sum Payments to Classified Nonrepresented Patient Treatment-Related Classifications: To provide parity with the represented Patient Treatment employees, a two-part market stratification adjustment, with corresponding lump sum payments for the period July 6, 1997, to the effective date of the adjustment, will be provided to nonrepresented Patient Treatment-Related employees. The market adjustments will be effective on April 12, 1998. The FY 1997-98 pay range minimums, PSICMs, and maximums will be increased on that same date to conform to the negotiated amounts for represented Patient Treatment employees; for FY 1998-99, the pay range minimums will be increased by 3.5% and the range maximums adjusted to maintain a 60% range spread.

In addition, the supplemental pay provisions for these employees will be modified. First, the management add-on will be expanded to include the newly created classification of Dentist-Management. Second, the add-on amounts will be increased to reflect the increases to the pay range minimums in both fiscal years. Finally, the maximum supplemental pay that an appointing authority may grant to employees in positions requiring Board Certification will be increased from 25 percent to 30 percent.

Finally, a Discretionary Compensation Adjustment concept will be created effective on the same date as that for represented Patient Treatment employees. This concept will allow appointing authorities to grant base pay increases or lump sum payments in recognition of permanent

changes in job duties, increased competencies, or to address pay equity or retention needs. [This concept is essentially the same as that currently in place for Schedule 70 (Information Systems) and Schedule 80 (Senior Managers).]

- Modification of Schedule 70 Appointment Maximums for FY 1998-99. The appointment maximums for Schedule 70 ranges will increase effective July 5, 1998, to rates greater than those previously approved by the Committee. The increased appointment maximums will assist agencies in their ability to effectively and efficiently recruit employees because they will have the ability to pay market rates without requesting an increased hiring rate from this department. The increase in the appointment maximums does not affect the pay rates of any current state employees. (A copy of the proposed changes to the appointment maximums was sent to each agency personnel director as an attachment to the JCOER letter.)
- Technical Corrections Relating to Crafts Operations Manager, UW-Milwaukee position. At its September 9, 1997, meeting, the Committee approved the expansion of the crafts-related pay provisions to include this nonrepresented classification. As a result of further review of the compensation plan's provisions, two additional changes were identified that were necessary to completely remove this classification from the traditional nonrepresented pay structure. Specifically, the classification was removed from eligibility for the General Discretionary Award for 1998-99 and from eligibility for Performance Recognition Awards or Payments effective March 29, 1998.

Summary of Changes to ch. ER 18, Wis. Adm. Code

In a bulletin dated October 28, 1997 (CC/POL-42/CBB-55), information about emergency administrative rules regarding sick leave credits, adjustment of sick leave balances for nonrepresented employees, and changes to certain catastrophic leave provisions, were provided to appointing authorities.

Effective April 1, 1998, permanent rule changes that provide essentially the same changes as the emergency rules went into effect. The key provisions of the changes to the rules are summarized below. A copy of the amended administrative rules is attached and should be distributed within each agency as deemed appropriate. The new version may be distinguished by the "Register, March, 1998," footer.

- Changes to sick leave accrual (s. ER 18.03(2)(a), Wis. Adm. Code): The increase in the accrual rate of sick leave credits from 0.05/hour to 0.0625/hour has been made permanent.
- Adjustment to sick leave balance of employees on unpaid leave of absence (s. ER 18.03(6), Wis. Adm. Code): This provision allows for the sick leave balances of employees who began an unpaid leave of absence on or after July 6, 1997 and before October 12, 1997, to be recomputed at the higher accrual rate upon their return to a position covered by that section.

- Adjustment to sick leave balance of certain employees (s. ER 18.03(7)(b), Wis. Adm. Code: (NOTE: This provision was not in the emergency rules.) It requires that the sick leave balances of employees who moved after October 12, 1997, from a position covered by a collective bargaining agreement under subch. V of ch. 111, Stats., to a position covered by this section shall be recomputed at the higher accrual rate and an adjustment to the employee's sick leave balance made based on the number of hours in pay status from July 6, 1997, to the effective date of the employee's appointment to a position covered by this section. This provision only applies if the employee's sick leave balance was not previously adjusted for those hours and will not apply after June 30, 1999.
- Changes to catastrophic leave provisions (s. ER 18.15, Wis. Adm. Code): The changes to this section mirror those in the emergency rules. In brief, the changes allow for leave credits to be donated and received between represented and nonrepresented employees, as well as allowing donations across agencies upon the approval of both the donor's and the recipient's respective appointing authority.
- Miscellaneous Technical Changes: Several nonsubstantive technical changes were made to reflect the proper cross-references and newly added provisions to the statutes or rules.

Referral of Questions

Questions regarding the information provided in this bulletin should be directed to:

Jeanne Meyer, Division of Classification and Compensation, (608) 267-5164
Eileen Kellor, Division of Classification and Compensation, (608) 267-7617

James A. Pankratz, Administrator
Division of Classification and Compensation

Attachment: Chapter ER 18, Wis. Adm. Code