

State of Wisconsin

## DEPARTMENT OF EMPLOYMENT RELATIONS

*-CLASSIFICATION & COMPENSATION BULLETIN-*

*-COLLECTIVE BARGAINING BULLETIN-*

**Date:** October 16, 1998

**Locator No:** CC/PP-151  
CBB-83 (24.0442)

**Subject:** Supplemental Information Regarding the Processing of  
Discretionary Compensation Awards for Certain  
Represented and Nonrepresented Employees

The purpose of this bulletin is to provide additional information to assist agencies in processing Discretionary Compensation Awards (DCA) for certain represented and nonrepresented employees, and to clarify information required on DCA reporting forms.

### SECTION I. SUPPLEMENTAL DISCRETIONARY COMPENSATION AWARDS (DCA) INFORMATION

#### A. Agency DCA Criteria

1. Written criteria must be **filed and approved** by DER, DCC before an agency may grant DCAs to employees. A copy of the criteria must be submitted to Dana Denny, DER, Division of Classification and Compensation, 137 East Wilson Street, Madison, WI 53702.
2. In accordance with CC/POL-46, appointing authorities are reminded to distribute a copy of their agency DCA Criteria to **all represented and nonrepresented employees** covered by the broadbanding pay provisions in pay schedules 01, 07, 10, 50, 70, and 80.

#### B. Additional Information to Accompany Agency Quarterly DCA Reports

At the end of each quarter, agencies must complete and provide DER with a copy of DCA Quarterly Report - Schedule 07 (Form #15 - revised) and/or DCA Quarterly Report - Schedules 01, 10, 50, 70, or 80 (Form #16 - revised) (see CC/PP-145 for additional information). To obtain more comprehensive information for program evaluation purposes, DER is requesting that agencies also submit copies of agency justifications for each DCA recipient listed on the applicable form.

### C. Reporting Requirements

The quarterly reports provided as attachments to CC/PP-145; CBB-80 have been revised to reflect the inclusion of additional pay schedules and pre-DCA and post-DCA base hourly rates. At the end of each quarter, agencies must complete and provide DER with a copy of the revised DCA Quarterly Report - Schedule 07 (Form # 15 - revised) and/or DCA Quarterly Report - Schedules 01, 10, 50, 70, and 80 (Form # 16 - revised). Revised attachment forms are included with this bulletin; electronic copies of Forms #15 and #16 may be provided to agencies upon request. Reports should be submitted to **Dana Denny, DER, 137 East Wilson Street, Madison, WI, 53702**. All quarterly reports must specify each of the items listed below.

1. The name, classification, pay range, and employment type of each employe who received a DCA during the previous quarter;
2. Identification of the criteria for which the award was granted;
3. The effective date of each award;
4. The base hourly salary of the employe **prior** to receiving the DCA;
5. The amount granted: 1) base pay increase and/or lump sum amount awarded during the past quarter and, 2) the total amount awarded to the employe from the beginning of the fiscal year to date;
6. The base hourly salary of the employe **following** receipt of the DCA;
7. A copy of the agency justification, written by the employe's supervisor or manager, supporting in detail why the employe should receive the DCA.

**D.** DCA Quarterly Report due dates      1/15/99 for the period 10/1/98-12/31/98  
remaining for the 1997-99                4/15/99 for the period 1/1/99-3/31/99  
biennium are:                                7/15/99 for the period 4/1/99-6/30/99

**E.** In lieu of the Quarterly Report specified in B., above, Legislative Service Agencies and the University of Wisconsin System are required to complete the attached revised Pay Adjustment Report 4B (Schedule 07 only) and/or revised Pay Adjustment Report 4C (Schedules 01, 50, 70, and 80) to report DCAs granted to classified employes. These forms should be mailed to the contacts identified at the bottom of the form **at the time the DCAs are submitted for payroll processing**.

## **SECTION II. REFERRAL OF QUESTIONS**

Questions regarding information included in this bulletin may be addressed to Dana Denny at the Division of Classification & Compensation, (608) 267-0342, or via email at **ddenny@mail.state.wi.us**, or to John Vincent at the Division of Classification & Compensation, (608) 266-1729, or via email at **jvincent@mail.state.wi.us**.

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James A. Pankratz, Administrator  
Classification and Compensation

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Joseph Pellitteri, Acting Administrator  
Division of Collective Bargaining

JAP:dd

Attachments: Revised DCA Reporting Forms (10/98)