

State of Wisconsin

DEPARTMENT OF EMPLOYMENT RELATIONS

- COMPENSATION AND LABOR RELATIONS BULLETIN -

Date: May 16, 2003	Subject: Information Necessary to Process FY 2002-2003 General Wage Adjustments, Market Adjustments, and Lump Sum Payments, and Accelerated Annual Leave Schedule Implementation for Employees in the Professional Education Bargaining Unit
Locator No: CLR/PP-226 CLR/BLR-124	

This information is provided to assist appointing authorities in determining FY 2002-2003 general wage adjustments, market adjustments, and lump sum payments, and for accelerated annual leave schedule implementation for employees in the Professional Education bargaining unit. These general wage adjustments and market adjustments are granted in accordance with the wage provisions (Article XII) of the 2001-2003 Agreement between the State of Wisconsin and the Wisconsin Education Association Council (WEAC), and must be applied in the order set forth in this bulletin.

SECTION I. MULTIPLE BASE PAY ADJUSTMENTS EFFECTIVE ON THE SAME DATE, ORDER OF APPLICATION

Pursuant to Article 12, Section 6 of the Professional Education Agreement, multiple pay adjustments with the same effective date will be applied in the order provided below.

SECTION II. FY 2001-2002 GENERAL WAGE ADJUSTMENTS

There is no General Wage Adjustment (GWA) for FY 2001-2002 because members of the unit will be receiving accelerated vacation in lieu of the GWA (See Section VIII., below, for detailed information). Pay schedule I in Attachment A will be implemented on May 18, 2003.

SECTION III. FY 2002-2003 GENERAL WAGE ADJUSTMENTS (June 30, 2002)

- A. Effective Date.** The general wage adjustment (GWA) is effective May 18, 2003.
- B. Eligibility.**
 - 1. Eligible.** All permanent employees (**employment types 01, 02, and 06**) in pay status on May 18, 2003, are eligible for an adjustment in the amount set forth in 3., below.
 - 2. Ineligible.** Employees who previously have been considered for or received a FY 2002-2003 2.0% wage adjustment, or analogous increase, provided under the Compensation Plan or another collective bargaining agreement are ineligible for the GWA provided under this section.
- C. Amount.** Each eligible employee in pay status on May 18, 2003, will receive a GWA equal to 2.0% of the employee's current base pay rate.

- D. Pay Schedule Implementation.** After the May 18, 2003, GWA has been granted to eligible employees, pay schedule II. in Attachment A will be implemented.

SECTION IV. FY 2002-2003 MARKET ADJUSTMENTS ((December 29, 2002)

- A. Effective Date.** The market adjustment is effective May 18, 2003.
- B. Eligible.** All permanent employees (**employment types 01, 02, and 06**) in pay status on May 18, 2003, are eligible for an adjustment in the amount set forth in 3., below.
- C. Amount.** Eligible employees will receive a base pay adjustment equal to \$0.360 per hour.

SECTION V. FY 2002-2003 GENERAL WAGE ADJUSTMENTS (April 6, 2003)

- A. Effective Date.** The GWA is effective May 18, 2003.
- B. Eligibility.** All permanent employees (**employment types 01, 02, and 06**) in pay status on May 18, 2003, are eligible for an adjustment in the amount set forth in C., below.
- C. Amount.** Each eligible employee in pay status on May 18, 2003, will receive a GWA equal to 2.5% of the employee's current base pay rate.
- D. Pay Schedule Implementation.** After the May 18, 2003, GWA has been granted to eligible employees, pay schedule III in Attachment A will be implemented.

SECTION VI. LUMP SUM PAYMENTS FOR DELAY IN FY 2002-2003 GENERAL WAGE ADJUSTMENT

- A. Granting Date.** The lump sum wage payment will be made as soon as administratively feasible after the effective date of the GWA.
- B. Eligibility.**
- 1. Eligible.** The following employees are eligible for a lump sum wage payment:
 - a.** Employees who were at all times in the bargaining unit between June 30, 2002 and May 18, 2003.
 - b.** Employees who were laid off from the bargaining unit or returned from layoff to the bargaining unit after June 30, 2002 and before May 18, 2003.
 - c.** New state employees hired into the bargaining unit between June 30, 2002 and May 18, 2003.
 - d.** Employees hired into the bargaining unit from another certified state bargaining unit between June 30, 2002 and May 18, 2003, and prior to the effective date of the FY 2002-2003 2.0% GWA, or analogous increase, of the employee's former bargaining unit.

- e. Former employees of the bargaining unit who retired from state service between June 30, 2002 and May 18, 2003. Such payment will not be considered earnings for retirement and benefit purposes.
- f. Employees in the bargaining unit who are on or returned from a leave of absence from a position in the bargaining unit between June 30, 2002, and May 18, 2003.

NOTE: Eligible employees who went on a leave of absence from a position in the bargaining unit after June 30, 2002, and have not returned to pay status by May 18, 2003, will not receive a lump sum wage payment until they return to pay status in the bargaining unit during the term of this Agreement.

2. Ineligible. The following employees are ineligible:

- a. Any employee who began a leave of absence from a position in the bargaining unit after June 30, 2002, and who fails to return from that leave during the term of this Agreement.
- b. Any former state employee, other than retirees, who has separated from state employment prior to May 18, 2003.
- c. Any employee or retired former employee who has previous state employment as a permanent classified employee, either represented or non-represented, and was considered for or received a FY 2002-2003 2.0% GWA, or analogous increase, or fiscal year lump sum payment prior to the hours in pay status in the Professional Education bargaining unit.

NOTE: Past status as a limited term, project, or unclassified employee does not affect an employee's eligibility for a lump sum payment under this bulletin.

C. Amount.

- 1. Eligible employees and eligible former employees will receive a lump sum wage payment in an amount equal to the value of any increases received under Section III, above, multiplied by the number of the employee's hours in pay status in the bargaining unit between June 30, 2002 and May 18, 2003. For eligible former employees, the amount used to determine the lump sum wage payment shall be the value of the adjustment which would have been received by the employee had s/he remained in the bargaining unit.
- 2. Eligible employees and eligible former employees will receive a lump sum wage payment in an amount equal to the \$0.360 per hour increase received under Section IV, multiplied by the number of the employee's hours in pay status in the bargaining unit between December 29, 2002 and May 18, 2003. For eligible former employees, the amount used to determine the lump sum wage payment shall be the value of the adjustment which would have been received by the employee had s/he remained in the bargaining unit.
- 3. Eligible employees and eligible former employees will receive a lump sum wage payment in an amount equal to the value of any increases received under Section V, above, multiplied by the number of the employee's hours in pay status in the bargaining unit between April 6, 2003 and May 18, 2003. For eligible former employees, the amount used to determine the lump sum wage payment shall be the value of the adjustment which would have been received by the employee had s/he remained in the bargaining unit.
- 4. Determining the "hours in pay status" for 1 through 3, above:

- a. Determine the sum of all “hours in pay status” as a represented employee in the Professional Education bargaining unit. “Hours in pay status” include the number of hours worked for cash payment plus the number of hours of paid leave time/compensatory time credits that were used.
- b. Hours not counted:
 - 1) “Hours in pay status” as a project employee (employment type 05) or as an LTE employee (employment types 10 and 23);
 - 2) “Hours in pay status” as a nonrepresented employee in a permanent position;
 - 3) “Hours in pay status” in any bargaining unit other than the Professional Education bargaining unit;
 - 4) “Hours in pay status” in the Professional Education bargaining unit after the employee was a permanent classified employee who was considered for or received a FY 2002-2003 GWA, or an analogous increase, or a corresponding lump sum payment under any other collective bargaining agreement or the 2001-2003 Compensation Plan;
 - 5) Work hours for which holiday or compensatory time off credits were earned but not used;
 - 6) Any leave without pay hours.
- 3, The lump sum wage payment shall also reflect an increase in the premium rate portion of overtime wages earned.

SECTION VII. PERSONNEL TRANSACTION PAY ADJUSTMENT PROVISIONS

All personnel transaction pay adjustments for employees in the Professional Education bargaining unit will be determined in accordance with the provisions set forth in Chapter ER 29.03, Wis. Adm. Code, **except** no six (6) month probationary increase will be granted to any permanent employee upon completion of the first six (6) months of an **original** probationary period. **Six (6) month probationary increases for promotions will be provided as set forth in Chapter ER 29.03, Wis. Adm. Code.**

SECTION VIII. ACCELERATED ANNUAL LEAVE SCHEDULE IMPLEMENTATION

Provisions regarding the accelerated annual leave schedule for exempt employees are found in Section 13/6/2/B. and MOU #5 of the 2001-2003 WEAC collective bargaining agreement. They are as follows:

- A. Employees are eligible for an accelerated annual leave schedule as follows. This schedule is effective on May 18, 2003.

<u>Seniority</u>	<u>Hours</u>
0 yr. to 5 yrs.	120 hrs.
5+ yrs. to 10 yrs.	160 hrs.
10+ yrs. to 15 yrs.	176 hrs.
15+ yrs. to 20 yrs.	200 hrs.
20 yrs. or more	216 hrs.

- B. Employees will receive additional hours of annual leave for the period beginning July 1, 2001 to May 18, 2003. Except as noted in C. and D., below, an employee in pay status on May 18, 2003, will receive annual leave hours equal to what would have been received under the accelerated annual leave schedule shown in A., above, for all hours in pay status in a WEAC classification from July 1, 2001 to May 18, 2003, minus the amount actually received for that time period.

- C.** Employees on leave of absence from a bargaining unit position during the period July 1, 2001 to May 18, 2003, will not receive annual leave hours under B., above, until they return to pay status in an eligible position during the term of the Agreement.
- D.** Employees who were laid off from a bargaining unit position during the period July 1, 2001 to May 18, 2003, will receive a lump sum payment for the value of annual leave hours calculated under B., above, for hours in pay status in a WEAC classification from July 1, 2001 to the date of layoff.
- E.** For July 1, 2001 through December 31, 2002, annual leave hours calculated under B., above, will be credited as termination/sabbatical leave and recorded on employee check stubs as soon as administratively feasible. All annual leave hours for calendar year 2003 will be reflected in employees' annual leave balances. However, hours earned under B., above, for the period January 1, 2003 through May 17, 2003, may be banked, at employees' discretion, as termination/sabbatical leave at the time designated for making **all** 2003 conversions. Such hours will be credited as, or converted to, termination/sabbatical leave even if an employee is not eligible for termination/sabbatical leave pursuant to other provisions of the Agreement.
- F.** Employees designated as exempt after May 18, 2003 are eligible for a prorated portion of the accelerated annual leave schedule on the date they become exempt.

SECTION IX. REFERRAL OF QUESTIONS

Employee Questions:

Individual employees with questions regarding their pay rates or pay adjustments indicated in this bulletin should contact their Agency Human Resources or Payroll Office directly.

Employer Questions :

- A.** Employer questions regarding the pay provisions contained in this bulletin should be referred to Paul Ostrowski, Division of Compensation and Labor Relations, at (608) 267-0343, email Paul.Ostrowski@der.state.wi.us.
- B.** Employer questions regarding other provisions of the Professional Education collective bargaining agreement should be referred to Fred Bau, Division of Compensation and Labor Relations, at (608) 267-9604, email Fred.Bau@der.state.wi.us.
- C.** Employer questions regarding payroll processing or file maintenance procedures should be referred to the appropriate payroll center:

DOA Central Payroll	Shelley Schwartz	(608) 264-9571
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UW-Processing Centers:	Enrollment and Membership	(608) 262-5031
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James A. Pankratz, Administrator
Division of Compensation and Labor Relations

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Attachments: Attachment A – Pay Schedule 13

Attachment A

Wisconsin Education Association Council (WEAC)

I. Pay Schedule 13
Effective May 18, 2003 for Certain Transactions Only

Range	Minimum	Maximum	WRPS
1	15.290	26.758	0.459
2	16.334	28.585	0.491
3	19.826	34.696	0.595
4	23.132	40.481	0.694
5	16.323	28.566	0.490

II. Pay Schedule 13
Effective May 18, 2003 for Certain Transactions Only

Range	Minimum	Maximum	WRPS
1	15.650	27.388	0.470
2	16.694	29.215	0.501
3	20.186	35.326	0.606
4	23.492	41.111	0.705
5	16.683	29.196	0.501

III. Pay Schedule 13
Effective May 18, 2003 through June 30, 2003

Range	Minimum	Maximum	WRPS
1	16.042	28.074	0.482
2	17.112	29.946	0.514
3	20.691	36.210	0.621
4	24.080	42.140	0.723
5	17.101	29.927	0.514