

# State of Wisconsin

## DEPARTMENT OF EMPLOYMENT RELATIONS

### - COMPENSATION & LABOR RELATIONS BULLETIN -

**Date:** May 16, 2003

**Locator No:** REPLACEMENT  
CLR/PP-231; CLR/BLR-132

**Subject:** Information for Processing FY 2001-2003 General Wage Adjustments, Lump Sum Wage Payments, Market Adjustments, and Ongoing Administration of the Semi-Automatic Progression Structure for Certain Classifications for Employees in the State Engineering Association Bargaining Unit.

**This replacement bulletin is to correct pay range 22 pay progression rates A, B, and C shown in Attachments 2 and 3.**

This information is provided to assist appointing authorities in determining FY 2001-2003 general wage adjustments and lump sum wage payments, and market adjustments for employees in the State Engineering Association (SEA) bargaining unit. Wage adjustments on each effective date will be applied in the order set forth in this bulletin. These adjustments are granted in accordance with Article XII, Sections 1 through 4, of the 2001-2003 collective bargaining Agreement between the State and the State Engineering Association (SEA).

Information is also provided regarding ongoing administration of the semi-automatic progression structure for certain SEA classifications. The semi-automatic progression structure is administered in accordance with Appendix B (Semi-Automatic Progression Adjustments), of the 2001-2003 Agreement between the State and the SEA.

**NOTE: The effective date of the 2001-2003 Agreement with SEA is later than the stated effective dates of certain compensation provisions and pay schedules within that Agreement, due to the extraordinary delay in implementation of that Agreement in this biennium. Therefore, by Memorandum of Understanding with SEA, the pay provisions and pay schedules are to be administered utilizing the effective dates provided in this Bulletin, rather than those stated in the Agreement. Lump sum payment provisions in this Bulletin compensate for the delay in implementation of the Agreement.**

#### **SECTION I. ORDER OF PAY ADJUSTMENTS WITH THE SAME EFFECTIVE DATE**

Pursuant to § ER 29.04, Wis. Adm. Code, and the applicable provisions of the SEA Agreement, multiple pay adjustments with the same effective date will be applied in the order given below.

***For transactions that occur before the 1.0% General Wage Adjustment in Section II. A., below, please refer to the pay schedule included in Attachment 1.***

1. Completion of the first 6 months of a probationary/trial period adjustment
2. Reallocation/regrade adjustment
3. Reclassification/regrade adjustment
4. Promotion/upward movement adjustment
5. Demotion/downward movement adjustment
6. Transfer/lateral movement adjustment
7. Reinstatement
8. Restoration
- 9. Contractual adjustments in the order given in this bulletin;**
10. Establishment of a raised minimum rate (RMR)
11. Original appointment

**SECTION II. WAGE ADJUSTMENTS EFFECTIVE MAY 18, 2003****A. 1.0% General Wage Adjustment (GWA).****1. Eligibility.**

- a. Eligible.** Except as specified in b., below, all permanent employees (**employment types 01, 02, and 06**) in pay status on May 18, 2003, in the SEA bargaining unit (**DP unit code 14**) are eligible for the wage adjustments specified in 2., below. Subject to b., below, in those cases where a personnel transaction moves an employee, who was employed on July 1, 2001, into the bargaining unit after June 30, 2002, and the movement results in non-receipt of a FY 2001-02 adjustment, the employee will be granted a pay adjustment equal to the wage adjustment provided under 2., below.
- b. Ineligible.** Any employee who has previous state employment as a permanent classified employee, either represented or nonrepresented, and was considered for or received a FY 2001-02 base pay adjustment prior to his or her appointment to a position in the SEA bargaining unit.

**2. Amount.**

- a. GWA.** Effective May 18, 2003, each eligible employee will be granted a GWA of 1.0% of base pay, subject to the pay range maximum indicated in Attachment 2.
- b. Annualized Wage Adjustment Payment.** Eligible employees will be granted Annualized Wage Adjustment Payments as follows:
  - (1) Employees who receive a wage adjustment under a., above, of less than 1.0% of their base pay rate solely because of the pay range maximum limitation will receive an Annualized Wage Adjustment Payment equal to the difference between the value of 1.0% of the employee's base pay rate prior to the wage adjustments and the amount the employee actually received, multiplied by 2088, subject to (3), below.
  - (2) Employees who receive no wage adjustments under a., above, solely because of the pay range maximum limitation will receive an Annualized Wage Adjustment Payment equal to 1.0% of the employee's base pay rate, multiplied by 2088, subject to (3), below.
  - (3) The Annualized Wage Adjustment Payment provided under (1) or (2), above, will be prorated based on the employee's budgeted FTE on May 18, 2003.
  - (4) Employees who are not in pay status on the effective date of the Annualized Wage Adjustment Payment and who return from an approved leave of absence or layoff from a bargaining unit position during the term of the Agreement will receive any Annualized Wage Adjustment Payment for which they would otherwise have been eligible.

**B. 2.0% GWA.****1. Eligibility.**

- a. Eligible.** Except as specified in b., below, all permanent employees (**employment types 01, 02, and 06**) in pay status on May 18, 2003, in the SEA bargaining unit (**DP unit code 14**) are eligible for the wage adjustments specified in 2., below. Subject to b., below, in those cases where a personnel transaction moves an employee, who was employed on June 30, 2002, into the bargaining unit after May 18, 2003, and the movement results in non-receipt of a FY 2002-03 adjustment, the employee will be granted a pay adjustment equal to the wage adjustment provided under 2., below.
- b. Ineligible.** Any employee who has previous state employment as a permanent classified employee, either represented or nonrepresented, and was considered for or received a FY 2002-03 base pay adjustment prior to his or her appointment to a position in the SEA bargaining unit.

**2. Amount.**

- a. GWA.** Each eligible employee will receive a GWA of two percent (2.0%) of the employee's base pay rate, subject to the pay range maximum indicated in Attachment 2. An employee who is not eligible to receive some or all of the GWA due solely to the pay range maximum limitation will be eligible to receive an Annualized Wage Adjustment Payment under b., below.
- b. Annualized Wage Adjustment Payment.** Eligible employees will be granted Annualized Wage Adjustment Payments as follows:
  - (1) Employees who received a GWA under a., above, of less than two percent (2.0%) of their base pay rate solely because of the pay range maximum limitation will receive an Annualized Wage Adjustment Payment equal to the difference between the value of two percent (2.0%) of the employee's base pay rate prior to application of the GWA and the amount the employee actually received, times 2088, subject to (3), below.
  - (2) Employees who received no GWA under a., above, solely because of the pay range maximum limitation will receive an Annualized Wage Adjustment Payment equal to two percent (2.0%) of their base pay rate, times 2088, subject to (3), below.
  - (3) The Annualized Wage Adjustment Payment provided under (1) and (2), above, will be prorated based on the employee's budgeted FTE on May 18, 2003.
  - (4) The Annualized Wage Adjustment Payments will be provided as soon after the effective date of the GWA as administratively feasible.
  - (5) Employees who are not in pay status on the effective date of the Annualized Wage Adjustment Payment and who return from an approved leave of absence or layoff from a bargaining unit position during the term of the Agreement will receive any Annualized Wage Adjustment Payment for which they would otherwise have been eligible.

**C. Pay Schedule Implementation.** The pay range and pay progression schedules indicated in Attachment 2, effective May 18, 2003, only, are implemented. (These pay schedules are used as reference for processing both the 1.0% and 2.0% GWAs provided above.)

**D. Public Service Engineer-Advanced Market Adjustment.** Effective May 18, 2003, employees in pay status in a position allocated to one of the subtitles listed below of the Public Service Engineer-Advanced classification shall receive a base pay increase equal to three-quarters (0.75) of one within range pay step, according to the within range pay steps of the pay schedule effective May 18, 2003, only, indicated in Attachment 2, and subject to the pay range maximum.

**Eligible Classification Subtitles for Public Service Engineer-Advanced**

- Electric Generation Planning
- Electric Transmission System Planning
- Pipeline Safety Program Coordinator
- Telecommunications

**E. Market Stratification.** Effective May 18, 2003, **excluding** all employees in classifications allocated to pay range 14-03, 14-22, 14-46, or 14-55, bargaining unit employees in pay status shall receive a base pay increase as indicated in the table below. The within range pay steps of pay schedule 14 effective May 18, 2003, only, indicated in Attachment 2, shall be used to calculate the increases, subject to the pay range maximum of the same schedule.

<b><u>Adjusted Continuous Service Year</u></b>	<b><u>Within Range Pay Steps</u></b>
1985 or earlier	1.10
1986-1990	0.70
1991-1992	0.50
1993-1994	0.40
1995-1998	0.25
1999 or later	0.00

**F. 2.5%GWA.**

**1. Eligibility.**

**Eligible.** All permanent employees (**employment types 01, 02, and 06**) in pay status on May 18, 2003, in the SEA bargaining unit (**DP unit code 14**) are eligible for the wage adjustments specified in 2., below.

**2. Amount.**

- a. GWA:** Each eligible employee will receive a GWA of two and one-half percent (2.5%) of the employee’s base pay rate, subject to the maximum of the pay range effective May 18, 2003 through June 30, 2003, indicated in Attachment 3. An employee who is not eligible to receive some or all of the GWA due solely to the pay range maximum limitation will be eligible to receive an Annualized Wage Adjustment Payment under b., below.
- b. Annualized Wage Adjustment Payment:** Eligible employees will be granted Annualized Wage Adjustment Payments as follows:

- (1) Employees who received a GWA under a., above, of less than two and one-half percent (2.5%) of their base pay rate solely because of the pay range maximum limitation will receive an Annualized Wage Adjustment Payment equal to the difference between the value of two and one-half percent (2.5%) of the employee's base pay rate prior to application of the GWA and the amount the employee actually received, times 480, subject to (3), below.
- (2) Employees who received no GWA under a., above, solely because of the pay range maximum limitation will receive an Annualized Wage Adjustment Payment equal to two and one-half percent (2.5%) of their base pay rate, times 480, subject to (3), below.
- (3) The Annualized Wage Adjustment Payment provided under (1) and (2), above, will be prorated based on the employee's budgeted FTE on May 18, 2003.
- (4) The Annualized Wage Adjustment Payments will be provided as soon after the effective date of the GWA as administratively feasible.
- (5) Employees who are not in pay status on the effective date of the Annualized Wage Adjustment Payment and who return from an approved leave of absence or layoff from a bargaining unit position during the term of the Agreement will receive any Annualized Wage Adjustment Payment for which they would otherwise have been eligible.

**G. Pay Schedule Implementation.** The pay range and pay progression schedules indicated in Attachment 3, effective April 6, 2003, through June 30, 2003, are implemented.

**H. Pay Progression.** Semi-automatic pay progression adjustments are granted to eligible employees in accordance with the Ongoing Administration provisions in Appendix B of the 2001-2003 SEA Agreement. Reference the pay progression schedule shown in Attachment 3. (No substantive changes in the on-going administration have been made for the 2001-2003 Agreement.)

### **SECTION III. LUMP SUM PAYMENTS FOR DELAY IN IMPLEMENTATION OF AGREEMENT**

**A. Granting Date.** The lump sum payments provided under C., below, will be provided as soon after the effective date of the collective bargaining agreement as administratively feasible.

**B. Eligibility.**

- 1. Eligible.** The following employees will be eligible to receive a lump sum payment for the delay in implementation of the 2001-2003 Agreement:
  - a. Employees who were at all times in the bargaining unit between July 1, 2001, and May 18, 2003.
  - b. Employees who left the bargaining unit for other state employment between July 1, 2001, and May 18, 2003, subject to 2., a., below.
  - c. Employees who were laid off from the bargaining unit or returned from layoff to the bargaining unit after July 1, 2001, and before May 18, 2003.

- d. New state employees hired into the bargaining unit between July 1, 2001, and May 18, 2003.
- e. Employees hired into the bargaining unit from another certified state bargaining unit between July 1, 2001, and May 18, 2003, and prior to the effective date of an analogous wage adjustment in the employee's former bargaining unit.
- f. Former employees of the bargaining unit who retired from state service between July 1, 2001, and May 18, 2003. Such payments shall not be considered earnings for retirement and benefit purposes.
- g. Employees in the bargaining unit who are on or returned from a leave of absence between July 1, 2001, and May 18, 2003. Employees who went on a leave of absence from a position in the bargaining unit after July 1, 2001, and have not returned to pay status will receive no payment until they return to pay status in the bargaining unit during the term of the Agreement.

**2. Ineligible.**

- a. Any employee who has previous state employment as a permanent classified employee, either represented or nonrepresented, and was considered for or received a FY 2001-02 or 2002-03 GWA prior to his or her appointment to a position in the SEA bargaining unit shall not be eligible for a lump sum payment associated with any such GWA.
- b. Any employee who is on a leave of absence on May 18, 2003, and who fails to return from such leave prior to June 30, 2003.

**C. Amount.** Eligible employees will receive a lump sum payment equal to the sum of the following (retirees receive this lump sum payment for base pay increases they would have received if there had been no delay in implementation of the Agreement):

1. The hourly amount received as a base pay increase under Section II. A., above, multiplied by the number of hours in pay status in the bargaining unit from July 1, 2001, through May 17, 2003.
2. The hourly amount received as a base pay increase under Sections II. B., and C., above, multiplied by the number of hours in pay status in the bargaining unit from June 30, 2002, through May 17, 2003.
3. The hourly amount received as a base pay increase under Sections II. D., and E., above, multiplied by the number of hours in pay status in the bargaining unit from December 29, 2002, through May 17, 2003.
4. The hourly amount received as a base pay increase under Sections II. F., and G., above, multiplied by the number of hours in pay status in the bargaining unit from April 6, 2003, through May 17, 2003.
5. The lump sum wage payment shall also reflect an increase in the premium rate portion of overtime wages earned during the applicable period stated in 1., 2., 3., or 4., above.

**D. Determining the “Hours in Pay Status.”**

1. Determine the sum of all “hours in pay status” as a represented employee in the SEA 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 during the applicable period stated in C. 1., 2., 3., or 4., above.
2. Hours excluded from hours in pay status:
  - a. “Hours in pay status” as a project employee (**employment type 05**) or as an LTE employee (**employment types 10 and 23**);
  - b. “Hours in pay status” as a nonrepresented employee in a permanent position;
  - c. “Hours in pay status” in any bargaining unit other than the SEA bargaining unit;
  - d. “Hours in pay status” in the SEA bargaining unit after the employee was a permanent classified employee who was considered for or received a FY 2001-02 or FY 2002-03 GWA under the 2001-2003 Compensation Plan or analogous wage adjustment under any other collective bargaining agreement. However, hours in pay status shall be excluded only in relation to the particular general wage adjustment the employee previously received or for which was previously considered. Also, hours under B., 1., b., above, shall be considered “hours in pay status” unless otherwise excluded.
  - e. Work hours for which holiday or compensatory time-off credits were earned but not used;
  - f. Any leave without pay hours.
3. For purposes of calculating employee benefits, except for former employees who have retired, any lump sum wage payment received under this section for the delay in implementation of the Agreement shall be considered as salary or wages earned during the applicable period from July 1, 2001 through May 17, 2003.

**SECTION IV. ONGOING ADMINISTRATION OF SEMI-AUTOMATIC PROGRESSION ADJUSTMENTS**

Ongoing administration of semi-automatic progression adjustments will be in accordance with Appendix B of the collective bargaining agreement. (No substantive changes in the on-going administration have been made for the 2001-2003 agreement.)

**SECTION V. PERSONNEL TRANSACTION PAY ADJUSTMENT PROVISIONS**

All personnel transaction pay adjustments for employees of the SEA bargaining unit will be determined in accordance with Chapter ER 29, Wis. Adm. Code.

**SECTION VI. 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:**

Employer questions regarding the *pay provisions* contained in this bulletin should be referred to John Wiesman of the Division of Compensation and Labor Relations at: Phone: (608) 266-3381 or E-mail: john.wiesman@der.state.wi.us.

Employer questions regarding *all other contract provisions* should be referred to Kathy Kopp of the Division of Compensation and Labor Relations at: Phone: (608) 266-0711 or E-mail: kathy.kopp@der.state.wi.us.

Employer questions concerning payroll processing or file maintenance procedures should be referred to the appropriate payroll center:

**DOA Central Payroll:**

**Shelley Schwartz (608) 264-9571**

**UW-Processing Center:**

**Enrollment and Membership (608) 262-5031**

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James A. Pankratz, Administrator  
Division of Compensation & Labor Relations

JAP: JMW

Attachment 1: Pay Schedule 14 and progression schedules effective December 31, 2000 through May 17, 2003.

Attachment 2: Pay Schedule 14 and progression schedules effective May 18, 2003, only.

Attachment 3: Pay Schedule 14 and progression schedules effective May 18, 2003 through June 30, 2003.



**Attachment 1**

**SCHEDULE 14: PROFESSIONAL ENGINEERING**

**Effective December 31, 2000 through May 17, 2003**

Official Hourly Basis

Pay Range	Minimum	PSICM	Maximum	Within Range	
					Step
14-03	12.886	13.273	21.510		0.387
14-04	17.066	17.578	25.599		0.512
14-05	18.340	18.891	27.509		0.551
14-06	19.654	20.244	29.480		0.590
14-22	12.886	13.273	19.228		0.387
14-23	15.697	16.168	23.545		0.471
14-24	16.882	17.389	25.321		0.507
14-25	18.340	18.891	27.509		0.551
14-26	19.654	20.244	29.480		0.590
14-46	15.598	16.066	27.446		0.468
14-47	21.390	22.032	32.084		0.642
14-48	22.916	23.604	34.375		0.688
14-55	15.598	16.066	23.565		0.468
14-56	18.408	18.961	27.612		0.553
14-57	21.262	21.900	31.892		0.638

**Semi-Automatic Pay Progression Series**

**Effective December 31, 2000 through May 17, 2003**

Specialist (14-03)		Specialist- Transportation (14-22)		Engineer (14-46)		Construction Rep. & Facility Designer (14-55)	
Minimum	12.886	Minimum	12.886	Minimum	15.598	Minimum	15.598
PSICM	13.273	PSICM	13.273	PSICM	16.066	PSICM	16.066
A (year 1)	14.134	A (year 1)	14.237	A (year 1)	17.258	A (year 1)	17.031
B	14.995	B	15.202	B	18.451	B	17.996
C (year 2)	15.856	C (year 2)	16.168	C (year 2)	19.646	C (year 2)	18.961
D	16.718			D	20.838		
E (year 3)	17.578			E (year 3)	22.032		

## Attachment 2

### SCHEDULE 14: PROFESSIONAL ENGINEERING Effective May 18, 2003, only (for administration of the 1.0% and 2.0% general wage adjustments and market adjustments)

#### Official Hourly Basis

Pay Range	Minimum	PSICM	Maximum	Within Range
				Step
14-03	13.276	13.675	22.161	0.399
14-04	17.582	18.110	28.132	0.528
14-05	18.895	19.462	30.232	0.567
14-06	20.249	20.857	32.399	0.608
14-22	13.276	13.675	21.242	0.399
14-23	16.172	16.658	25.876	0.486
14-24	17.393	17.915	27.829	0.522
14-25	18.895	19.462	30.232	0.567
14-26	20.249	20.857	32.399	0.608
14-46	16.070	16.553	28.276	0.483
14-47	22.037	22.699	35.260	0.662
14-48	23.609	24.318	37.775	0.709
14-55	16.070	16.553	25.712	0.483
14-56	18.965	19.534	30.344	0.569
14-57	21.905	22.563	35.048	0.658

#### Semi-Automatic Pay Progression Series

Effective May 18, 2003, only\*

Specialist (14-03)		Specialist- Transportation (14-22)		Engineer (14-46)		Construction Rep. & Facility Designer (14-55)	
Minimum	13.276	Minimum	13.276	Minimum	16.070	Minimum	16.070
PSICM	13.675	PSICM	13.675	PSICM	16.553	PSICM	16.553
A (year 1)	14.562	A (year 1)	14.668	A (year 1)	17.780	A (year 1)	17.547
B	15.448	B	15.663	B	19.009	B	18.540
C (year 2)	16.336	C (year 2)	16.657	C (year 2)	20.240	C (year 2)	19.535
D	17.224			D	21.468		
E (year 3)	18.110			E (year 3)	22.699		

\*Due to the delay in implementation of the Agreement, this pay progression schedule is not actually used. Progression adjustments granted on May 18, 2003, will be according to the pay progression schedule shown in Attachment 3.

**Attachment 3**

**SCHEDULE 14: PROFESSIONAL ENGINEERING**

**Effective May 18, 2003 through June 30, 2003**

Official Hourly Basis

Pay Range	Minimum	PSICM	Maximum	Within Range
				Step
14-03	13.608	14.017	22.716	0.409
14-04	18.022	18.563	28.836	0.541
14-05	19.368	19.950	30.988	0.582
14-06	20.756	21.379	33.209	0.623
14-22	13.608	14.017	21.774	0.409
14-23	16.577	17.075	26.523	0.498
14-24	17.828	18.363	28.525	0.535
14-25	19.368	19.950	30.988	0.582
14-26	20.756	21.379	33.209	0.623
14-46	16.472	16.967	28.983	0.495
14-47	22.588	23.266	36.142	0.678
14-48	24.200	24.926	38.720	0.726
14-55	16.472	16.967	26.355	0.495
14-56	19.440	20.024	31.103	0.584
14-57	22.453	23.127	35.925	0.674

**Semi-Automatic Pay Progression Series**

**Effective May 18, 2003 through June 30, 2003**

Specialist (14-03)		Specialist- Transportation (14-22)		Engineer (14-46)		Construction Rep. & Facility Designer (14-55)	
Minimum	13.608	Minimum	13.608	Minimum	16.472	Minimum	16.472
PSICM	14.017	PSICM	14.017	PSICM	16.967	PSICM	16.967
A (year 1)	14.927	A (year 1)	15.035	A (year 1)	18.225	A (year 1)	17.986
B	15.835	B	16.055	B	19.485	B	19.004
C (year 2)	16.745	C (year 2)	17.074	C (year 2)	20.746	C (year 2)	20.024
D	17.655			D	22.005		
E (year 3)	18.563			E (year 3)	23.267		