

## State of Wisconsin

# DEPARTMENT OF EMPLOYMENT RELATIONS

### – COMPENSATION & LABOR RELATIONS BULLETIN –

**Date:** June 27, 2003

**Locator No:** CLR/PP-234

**Subject:** Processing FY 2003-2004 Adjustments (Effective June 29, 2003) for Nonrepresented Employees Covered by the 2003-2005 Compensation Plan

The 2003-2005 Compensation Plan provides **no General Wage Adjustment in FY 2003-2004**. This bulletin summarizes changes to other types of adjustments that will be effective June 29, 2003.

#### SECTION I. LENGTH OF SERVICE PAYMENTS

Length of Service Payments (LOSPs) have been deleted from the Compensation Plan. Therefore, any nonrepresented employee leaving state service during FY 2003-2004 should **not** receive any pro-rated payment as was done in the past.

#### SECTION II. EMPLOYEE HEALTH INSURANCE CONTRIBUTIONS

Governor Doyle's 2003-2005 budget proposed changing the current method of determining the State share of employee health insurance premiums from 105% of the lowest cost plan to a tiered, cost-sharing approach. Therefore, the employee monthly premium contributions due for January 2004 coverage shall be based on the following schedule:

##### Employee Monthly Contribution

	<u>Single</u>	<u>Family</u>
<b>Tier 1</b>	\$25.00	\$62.50
<b>Tier 2</b>	\$50.00	\$125.00
<b>Tier 3</b>	\$100.00	\$250.00

The current method of determining the State's share of the health insurance premium, under which the State pays 105% of the lowest cost plan, will continue through the health insurance coverage month of December 2003.

#### SECTION III. OTHER PROVISIONS CONTAINED IN SECTION A OF THE 2003-2005 COMENSATION PLAN

All other pay adjustments or payments contained in Section A of the 2003-2005 remain the same, with the exception of increased add-on amounts for Non-Represented Patient Treatment classifications. Please see Section A, 4.15 for more information regarding Non-Represented Patient Treatment add-on administration.

**NOTE:** *These add-on increases are subject to s. 20.928 (3), Wis. Stats., and therefore, shall not be paid out until after the State’s biennial budget is enacted.*

<b>Schedule of Supplemental Pay Amounts for Board Certification And Board Certification Eligibility</b>		
<b>June 29, 2003 – June 26, 2004</b>		
<b>Pay Range (Classification)</b>	<b>Board Certification Eligibility</b>	<b>Board Certification</b>
Pay Range 50-51 (Physician Supv.) (Physician Mgt.)	NTE - \$5.81/hr.	\$8.72 – \$17.43/hr.
Pay Range 50-52 (Psychiatrist Supv.) (Psychiatrist Mgt.)	NTE – \$6.34/hr.	\$9.51 – \$19.01/hr.

<b>Schedule of Supplemental Pay Amounts for Supervisory and Management Responsibility</b>		
<b>June 29, 2003 – June 26, 2004</b>		
<b>Pay Range (Classification)</b>	<b>Supervisory</b>	<b>Management</b>
Pay Range 50-50 (Dentist Supv.) (Dentist Mgt.)	NTE - \$4.76/hr.	NTE - \$14.26/hr.
Pay Range 50-51 (Physician Supv.) (Physician Mgt.)	NTE - \$5.81/hr.	NTE - \$17.43/hr.
Pay Range 50-52 (Psychiatrist Supv.) (Psychiatrist Mgt.)	NTE – \$6.34/hr.	NTE - \$19.01/hr.

**SECTION IV. UNIFORM TRAVEL SCHEDULE AMOUNTS**

Various technical changes were made to Section F of the 2003-2005 Compensation Plan. Also, several reimbursements that agencies could have provided in the past are now specifically mentioned in the Plan. The only true increase is the change in hotel gratuity reimbursement (Section F, 7.03) which states:

“Necessary gratuities to hotel employees are reimbursable, up to \$2.00 on the day of arrival, \$2.00 on day of departure and \$2.00 per each night of stay.”

## SECTION V. DISCRETIONARY COMPENSATION ADJUSTMENTS (DCAs) AND DISCRETIONARY COMPENSATION PERFORMANCE RECOGNITION ADJUSTMENTS (DCPRAs)

DCPRAs have been deleted from Section J of the 2003-2005 Compensation Plan, including the adjustments of up to two (2) within range steps. While agencies may still provide DCAs to eligible employees (up to four (4) within range pay steps), several broadband program policy changes have been implemented. These policy changes to Section J regarding DCAs include:

- Merit has been added as a DCA criterion.
- More stringent eligibility requirements to grant DCAs have been established.
- Size limits have been placed on agencies' granting authority delegation for DCAs.
- DER has been authorized to change an agency's granting authority delegation.
- DER has been authorized to adjust or rescind an employee's DCA and/or remove agency delegation if the delegation is abused.
- The minimum level of funded lump sum payment spending authority will **not** be provided in FY 03-04.

***NOTE:** Changes to Section I also allow DER to change the rate of pay of an appointed employee and/or rescind pay upon appointment flexibility from an agency if that flexibility is abused. Detailed information regarding changes to broadbanding in Sections I and J of the Plan will be provided in Chapter 540 of the Human Resources Handbook.*

## SECTION VI. REFERRAL OF QUESTIONS

### **Employee Questions:**

Individual employees with questions regarding information provided in this bulletin should contact their Agency Human Resources or Payroll Office directly.

### **Employer Questions:**

Employer questions regarding information contained in this bulletin should be directed to Paul Ostrowski by phone at (608) 267-0343 or by e-mail at [paul.ostrowski@der.state.wi.us](mailto:paul.ostrowski@der.state.wi.us), or Lynn Maulbetsch by phone at (608) 267-5164 or by e-mail at [lynn.maulbetsch@der.state.wi.us](mailto:lynn.maulbetsch@der.state.wi.us).

Employer questions regarding *payroll processing or file maintenance* should be directed to the appropriate payroll center:

<u>DOA Central Payroll:</u>	Shelley Schwartz (608) 264-9571
<u>UW-Processing Center:</u>	Enrollment and Membership (608) 262-5031

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Division of Compensation and Labor Relations

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