

State of Wisconsin

DEPARTMENT OF EMPLOYMENT RELATIONS

- COMPENSATION & LABOR RELATIONS BULLETIN -

Date: May 13, 2003

Locator No: CLR/PP-220

Subject: Length of Service Payment for Fiscal Year 2002-2003
for Certain Represented & Nonrepresented Employees

I. BACKGROUND

In accordance with certain collective bargaining agreements and the 2001-2003 Compensation Plan, a Length of Service Payment (LOSP) will be provided to eligible permanent and project employees in the **classified service**. No employee shall be granted more than one LOSP for the 12-month period beginning July 1, 2002, and ending June 30, 2003. Eligible classified employees will receive LOSP checks on June 30, 2003.

II. ELIGIBILITY

- A. Eligible. All classified permanent (employment types 01, 02, 03, 06) and project employees (employment type 05), with the exception of employees listed in B., below, are eligible for a LOSP provided that the required number of years of service has been completed prior to July 1, 2003.
- B. Ineligible. Employees in the Building Trades Crafts bargaining unit (represented employees with a DP unit code of 04).

III. SCHEDULE OF PAYMENTS

- A. The schedule of payments for all eligible employees **with the exception of eligible employees in the Professional Research, Statistics and Analysis** bargaining unit will be as follows:

Full Years of Service*	Annual Rate	Hourly Rate Conversion	Must Have Been Hired on or Before
5 through 9	\$ 50	\$.023946/hr.	July 1, 1998
10 through 14	\$100	\$.047892/hr.	July 1, 1993
15 through 19	\$150	\$.071839/hr.	July 1, 1988
20 through 24	\$200	\$.095785/hr.	July 1, 1983
25 or more	\$250	\$.119731/hr.	July 1, 1978

*Full years of service is based on an employee's seniority date (adjusted continuous service date) as of June 30, 2003.

- B. The schedule of payments for all eligible employees **in the Professional Research, Statistics and Analysis bargaining unit** will be as follows:

Full Years of Service*	Annual Rate	Hourly Rate Conversion	Must Have Been Hired on or Before
1 through 4	\$ 50	\$.023946/hr.	July 1, 2002
5 through 14	\$100	\$.047892/hr.	July 1, 1998
15 through 24	\$150	\$.071839/hr.	July 1, 1988
25 or more	\$200	\$.095785/hr.	July 1, 1978

*Full years of service is based on an employee’s seniority date (adjusted continuous service date).

IV. PRORATION OF PAYMENTS

- A. General

Payments to eligible classified employees will be prorated according to the number of hours in pay status in a permanent or project position in the classified service from July 1, 2002, through June 30, 2003, inclusive, excluding any overtime hours worked.

The formula for prorating LOSP is as follows:

$$\begin{aligned} & \text{Number of Hours in Pay Status in an Eligible Position} \\ & \times \text{Hourly Rate Conversion} \\ & = \text{Length of Service Payment} \end{aligned}$$

Example: Assume a half-time employee (1044 hours) has six years of service (\$50 annual rate, Schedule of Payment A). The LOSP should be prorated as follows:

$$\begin{aligned} & 1044 \text{ Hours in Pay Status in an Eligible Position} \\ & \times \text{\$.023946 Hourly Rate Conversion for \$50 Annual Payment} \\ & = \$24.999624 \\ & = \underline{\text{\$25.00}} \quad \text{Rounded to Nearest Whole Cent} \end{aligned}$$

- B. Movement Between Eligible and Ineligible Positions

Employees in the Building Trades Crafts (DP unit code 04), all employees covered by Section B of the 2001-2003 Compensation Plan (i.e., elected officials, appointed Executive Salary Group Employees and Certain Other Unclassified Employees) and unclassified employees included in the Assistant District Attorney (DP unit code 20) and State Public Defenders (DP unit code 21) are not covered by any LOSP provisions and, therefore, are **ineligible** to receive a LOSP. This means that if an employee in an ineligible position terminates from that position and accepts employment in an eligible position, **only** those hours in pay status in the eligible position count toward the LOSP.

Example of Movement Between Eligible & Ineligible Positions:

Assume an employee with 12 years of service (\$100 annual rate, Schedule of Payment A) serves 520 hours of the period between July 1, 2002 and June 30, 2003, in an unclassified **(ineligible)** position and 1568 hours in an **eligible** position. The LOSP would be prorated as follows:

$$\begin{array}{r}
 1568 \text{ Hours in Pay Status in an Eligible Position} \\
 \times \$.047892 \text{ Hourly Rate Conversion for } \$100 \text{ Annual Payment} \\
 \hline
 = \$75.094656 \\
 \\
 = \underline{\$75.09} \quad \text{Rounded to Nearest Whole Cent}
 \end{array}$$

Likewise, if an employee in an eligible position accepts an appointment to an ineligible position, he or she should be paid a prorated LOSP **immediately** upon leaving the eligible position.

C. Movement Between Eligible Positions

Following is an example of an employee moving from an eligible position in Schedule of Payment A to an eligible position in the Professional Research, Statistics and Analysis bargaining unit.

Example of Movement Between Two Eligible Positions:

Assume an employee has 21 years of service. Between July 1, 2002 and June 30, 2003, the employee worked 520 hours in a represented or nonrepresented position (eligible for \$200 annual rate, Schedule of Payment A) and 1568 hours in a Professional Research, Statistics and Analysis (RSA) bargaining unit (DP code 08) position (eligible for \$150 annual rate, Schedule of Payment B). The LOSP would be computed as follows:

$$\begin{array}{r}
 520 \text{ hours} \times \$0.095785 \text{ (Schedule of Payment A: hourly conversion rate} \\
 \hspace{15em} \text{for 20-24 full years of service)} \\
 + 1568 \text{ hours} \times \underline{\$0.071839} \text{ (Schedule of Payment B: hourly conversion rate} \\
 \hspace{15em} \text{for 15-24 full years of service)} \\
 \hline
 = \$162.451752 \\
 \\
 = \underline{\$162.45} \quad \text{Rounded to Nearest Whole Cent}
 \end{array}$$

V. AGENCY PROCESSING INSTRUCTIONS

LOSPs for employees on the Department of Administration (DOA) Central Payroll System or the University of Wisconsin Payroll System will be processed in accordance with the directives published by each processing center.

Legislative Service Agencies that are not on DOA Central Payroll will be required to independently calculate any LOSP due their classified employees. These manual payrolls must be submitted for processing to DOA, State Controller’s Office, for eligible employees by 12:00 noon on June 9, 2003.

VI. MOVEMENT BETWEEN AGENCIES AFTER WORKSHEETS ARE PRODUCED

Coordination between agencies is necessary when an eligible employee moves between agencies after the worksheets are produced. The employing agency on June 1, 2003 will be responsible for the entire LOSP for the fiscal year for eligible employees.

VII. DISTRIBUTION OF CHECKS

A. DOA Central Payroll

LOSP checks for eligible employees will be dated June 30, 2003, and will be distributed to eligible employees on that date. LOSP checks will be available to agencies from the Treasurer’s Office at the same time you pick up your pay period 13-A checks.

B. Legislative Service Agencies Not on DOA Central Payroll

LOSP checks for eligible employees will be dated June 30, 2003, and will be distributed to eligible employees on that date.

C. University of Wisconsin Processing Center-Payroll Services

LOSP checks for eligible employees will be dated June 30, 2003, and will be distributed to eligible employees on that date.

VIII. REFERRAL OF QUESTIONS

A. Questions regarding information contained in this bulletin may be directed to Paul Ostrowski by e-mail at paul.ostrowski@der.state.wi.us or by phone at (608) 267-0343.

B. DOA Central Payroll

Dave Peterson..... (608) 266-2310

UW Processing Center-Payroll Enrollment and Membership.....(608) 262-5031

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