

State of Wisconsin

DOA – DIVISION OF PERSONNEL MANAGEMENT

– COMPENSATION AND EMPLOYMENT RELATIONS BULLETIN –

Date: February 20, 2018

Subject: Processing Fiscal Year 2017-2018
Compensation Plan Pay Provisions

Locator No: DPM-0464-CER/PP

This information will assist appointing authorities to determine and process the fiscal year 2017-2018 pay provisions provided in Sections A, B, C, D, E, G, I, J, and L of the 2017-2019 Compensation Plan. (Fiscal Year 2018-2019 pay provisions will be covered in a subsequent bulletin.) All provisions covered in this bulletin represent changes from the 2015-2017 Compensation Plan and **are effective February 18, 2018, except where a future effective date is specifically noted.**

SECTION I. COVERAGE UNDER THIS BULLETIN

- A. **Covered Classified Employees.** All permanent and project employees are covered by this bulletin, except represented employees of the public safety bargaining unit (i.e., State Patrol Troopers and Inspectors).
- B. **Covered Unclassified Employees.** All indefinite-term GSEG, ESG and Non-ESG employees described in Sections B, 3.01 (1) through (3), and Section C, of the 2017-2019 Compensation Plan.

SECTION II. ORDER OF PAY ADJUSTMENTS WITH THE SAME EFFECTIVE DATE

- A. **Covered Classified Employees**

Pursuant to Section I, 4.01 of the 2017-2019 Compensation Plan, multiple pay adjustments that are effective February 18, 2018, will be applied in the following order:

Use 2015-2017 pay schedules for adjustments 1 through 11:

1. Reallocation/regrade adjustment;
2. Reclassification/regrade adjustment;
3. Progression adjustment provided under Section A, 2.03 of the Plan;
4. Promotion, except when considered a return to previous level;
5. Career executive movement to a higher class;
6. Demotion;
7. Career executive reassignment or voluntary movement to a lower class;
8. Transfer;
9. Career executive reassignment or voluntary movement to a position allocated to a classification in the same pay range;
10. Reinstatement and return to previous level;
11. Restoration.

Use FY 2017-2018 pay schedules for adjustments 12 through 22:

12. Implementation of the FY 2017-2018 pay schedules, including raising employees in Pay Schedules 20 and 21 to the new minimums if needed;
13. Reassignment of classifications to new broadband pay ranges in Schedule 36;
14. Reassignment of Assistant Attorney General from pay range 9-76 to 9-75, including raising employees to the new minimum if needed;
15. Reassignment of Assistant Attorney General-Conf, -Mgmt, -Supv from pay range 71-02 to 71-01, including raising employees to the new minimum if needed.
16. Compensation Plan pay adjustments in the order provided in this bulletin below;
17. Progression adjustments other than those under Section A, 2.03 of the Plan.
18. Establishment of a raised minimum rate (RMR);
19. Discretionary Equity or Retention Adjustment (DERA);
20. Discretionary Merit Compensation (DMC);
21. Parity adjustments;
22. Original appointment, except when considered a return to previous level.

B. Covered Unclassified Employees

1. Multiple pay adjustments with the same effective date will be applied in an order consistent with the order of pay adjustments for analogous transactions in the classified service.
2. The only pay adjustments permitted for covered unclassified employees are those authorized in the Compensation Plan.

SECTION III. IMPLEMENTATION OF FY 2017-2018 PAY SCHEDULES

Effective February 18, 2018, the pay schedules for Fiscal Year 2017-18 are implemented. Two pay ranges have increased minimums and maximums. Per Section C 10.00, of the Compensation Plan, employees whose pay rate is below the new range minimum for 20-75 and 21-75 will be provided with a market funded structure adjustment to the new minimum. Affected unclassified job titles are:

- 97960 Assistant District Attorney (pay range 20-75)
- 97800 Assistant State Public Defender Attorney (pay range 21-75)

SECTION IV. ATTORNEY PAY RANGE REASSIGNMENTS

- A. Per Section C 10.00, of the Compensation Plan, effective February 18, 2018, pay range 09-76 will be eliminated and the classification of Assistant Attorney General (class code 30200) will be reallocated to pay range 09-75.
- B. Per Section C 10.00, of the Compensation Plan, effective February 18, 2018, pay range 71-02 will be eliminated and the following classifications will be reallocated to pay range 71-01:
 - 30210 Assistant Attorney General-Confidential
 - 30240 Assistant Attorney General-Management
 - 30220 Assistant Attorney General-Supervisor
- C. Employees reallocated to pay range 09-75 or 71-01 whose current rates of pay will be less than the minimum of the new range will be provided with a market funded structure adjustment to the new minimum.

SECTION V. DNR WARDEN AND CAPITOL POLICE PAY STRUCTURE IMPLEMENTATION

- A. **Effective Date:** February 18, 2018
- B. **Eligible Classifications:**
 - 65100 Conservation Warden
 - 65110 Safety Specialist Warden
 - 65170 Special Investigative Warden
 - 65200 Police Officer
 - 65260 Police Detective
- C. **Pay Structure Implementation.** Per Section A, 2.02 of the Compensation Plan, permanent and project employees in pay status in the eligible classifications will be placed at the applicable progression point on the Law Enforcement Progression schedule shown below and found in Section Z of the Compensation Plan. Placement will be based

on full years of time spent in any of the eligible classifications. However, employees already paid more than the applicable progression point will keep their current pay rate, and employees with less than three full years of time spent in any of the eligible classifications will keep their current pay rate. With approval of DPM, other law enforcement experience within or outside state service may be considered as time previously spent in the eligible classifications.

LAW ENFORCEMENT PROGRESSION
For Broadband Pay Schedules 05-63 and 36-63

Conservation Warden, Police Officer		Police Detective, Safety Specialist Warden, Special Investigative Warden	
Progression Points:		Progression Points:	
3 yrs	23.75	3 yrs	25.25
5 yrs	24.50	5 yrs	26.00
7 yrs	26.00	7 yrs	27.50
9 yrs	28.00	9 yrs	29.50
11 yrs	31.00	11 yrs	32.50

- D.** Future appointments to eligible classifications will be placed in a similar manner according to law enforcement experience.

SECTION VI. PAY RANGE 05-31 AND 05-32 PROGRESSION IMPLEMENTATION

- A. Effective Date:** February 18, 2018 (This progression structure was already implemented for the Department of Corrections (DOC) under the 2015-2017 Compensation Plan; therefore, this implementation is new for employees of the Department of Health Services and a continuation for DOC.)
- B. Eligible Classifications:** All classifications assigned to pay range 05-31 or 05-32.
- C. Pay Structure Implementation.** Per Section A, 2.06 of the Compensation Plan, after completion of the months of adjusted continuous service designated in the table below, permanent and project employees in pay status in the eligible classifications will be paid the greater of the employee's current pay rate or the applicable progression point in the table.

Effective February 18, 2018	Pay Range 05-31	Pay Range 05-32
6 months	\$16.49 per hour	Not Applicable
12 months	\$16.99 per hour	Not Applicable
18 months	\$17.48 per hour	Not Applicable
24 months	\$17.97 per hour	\$19.89 per hour

- D. Funding.** Costs of these pay adjustments will NOT be supplemented under the authority of s. 20.865, Wis. Stats., and the affected agency will be required to provide the necessary funding.

SECTION VII. DHS-FUNDED PAY RANGE 05-31 AND 05-32 ADJUSTMENTS

- A. Effective Date:** February 18, 2018
- B. Eligible Classifications:** Per Section L, 2.03 of the Compensation Plan, all classifications assigned to pay range 05-31 or 05-32 and employed by the Department of Health Services (DHS).
- C. Ineligible Employees.**
- DHS employees who received a pay increase of at least \$0.80 per hour upon implementation of the pay range 05-31 and 05-32 progression structure under Section A, 2.06 of the Compensation Plan. (See Section VI of this bulletin.)
 - DHS employees who were employed by the Department of Corrections (DOC) on June 26, 2016, and received a Corrections Security Pay System adjustment on that date, unless the adjustment was not retained for any reason.
 - DHS employees who were appointed by the DOC after June 26, 2016 to a position assigned to pay range 05-31 or 05-32 and received a pay rate reflecting the new security pay rate structure, unless the pay rate was not retained for any reason.
- Note.** The administrative intent is to prevent “double-dipping” by DHS employees who were previously DOC employees in a pay range 05-31 or 05-32 classification on or after June 26, 2016, and retained upon movement to DHS a pay rate reflecting the DOC security pay structure.
- D. Amount.** DHS will provide eligible employees in pay status in eligible classifications a pay adjustment of \$0.80 per hour, subject to the pay range maximum. However, employees who received a pay adjustment of greater than \$0.00 per hour but less than \$0.80 per hour upon implementation of the pay range 05-31 and 05-32 progression structure under Section A, 2.06 of the Compensation Plan will receive the difference between \$0.80 per hour and the amount received upon implementation of the progression.

- E. Funding.** Costs of these pay adjustments will NOT be supplemented under the authority of s. 20.865, Wis. Stats., and DHS will be required to provide the necessary funding.

SECTION VIII. MARKET AND PARITY ADJUSTMENTS

- A. Funded Market Adjustments.** Effective February 18, 2018, eligible permanent and project employees in pay status in classifications listed in 1. through 4., below, (from Section L, 2.02 of the Compensation Plan), will receive the base pay increase indicated for the employee's classification, subject to the pay range maximum. See paragraph C., below for ineligible employees.

1. Classifications receiving a \$0.30 market adjustment

Code	Classification	Code	Classification
83102	Automotive/Equipment Tech-Dev	91300	Laborer
83101	Automotive/Equipment Tech-Entry	86501	Laundry Worker
87100	Barber	20472	Material Reprocessing Asst-Obj
87400	Beautician	62102	Microfilm Tech-Sr
16100	Clerical Asst	80401	Motor Vehicle Operator-Light
89161	Custodian	35070	Ophthalmic Asst
89162	Custodian Lead	46001	Research Tech 1
19031	Employment Security Asst 1	21201	Revenue Tax Asst-Entry
84801	Food Service Asst 1	88802	Seamer 2
84802	Food Service Asst 2	65512	Security Officer 2
91050	Groundskeeper	20171	Shipping and Mailing Assoc
20500	Inventory Control Asst		

2. Classifications receiving a \$0.50 market adjustment

Code	Classification	Code	Classification
83104	Automotive/Equipment Tech-Master	20501	Inventory Control Coord
83103	Automotive/Equipment Tech-Senior	20502	Inventory Control Coord-Adv
76020	Building/Grounds Supv	20520	Inventory Control Supv
34003	Chemistry Lab Tech-Tech	18401	Legal Secretary
54301	Child Care Subsidy Spec	91302	Locksmith-Journey
54302	Child Care Subsidy Spec-Obj	70401	Meat Safety Inspector-Entry
54303	Child Care Subsidy Spec-Sr	70402	Meat Safety Inspector-Obj
07601	Community Services Spec	70420	Meat Safety Supv
26362	Construction Rep-Journey	41061	Microbiologist
74701	Consumer Protection Investigator	34403	Microbiologist Lab Tech-Sr
74703	Consumer Protection Investigator-Adv	80402	Motor Vehicle Operator-Heavy

74702	Consumer Protection Investigator-Sr	27771	Nuclear Engineer
04371	Contracts Spec	21105	Payroll & Benefits Systems Coord
04372	Contracts Spec-Sr	21312	Payroll & Benefits Spec-Adv
84202	Corrections Food Service Leader 2	21311	Payroll & Benefits Spec
84203	Corrections Food Service Leader 3	56271	Plant Pest & Disease Spec
84204	Corrections Food Service Leader 4	77101	Power Plant Operator
54071	Economist	77102	Power Plant Operator-Sr
93001	Electronics Tech Agency	12262	Publications Editor 3
93172	Electronics Tech Media-Int	46002	Research Tech 2
93173	Electronics Tech Media-Sr	46003	Research Tech 3
93071	Electronics Tech Security	46004	Research Tech 4
19032	Employment Security Asst 2	54161	Revenue Economist-Conf
19033	Employment Security Asst 3	04361	Risk Mgmt Spec
19034	Employment Security Asst 4	92200	Sales and Marketing Spec
76101	Facilities Maintenance Spec	80470	Semi Driver
76102	Facilities Maintenance Spec-Adv	24906	Urban and Regional Planner
76125	Facilities Repair Worker	77700	Utility Plan Operator
76126	Facilities Repair Worker-Adv	50771	Veterans Claims Officer 1
84901	Food Retail/Catering Leader 1	23700	Volunteer Coord
04271	Grants Spec	19992	Workers Comp Asst 2
77261	HVAC/Refrigeration Spec	19993	Workers Comp Asst 3
77262	HVAC/Refrigeration Spec-Adv	47801	Workers Comp Spec
55111	Hydrogeologist	47802	Workers Comp Spec-Sr

3. Classifications receiving a \$0.70 market adjustment

Code	Classification	Code	Classification
28363	Agricultural Engineer-Adv	27773	Nuclear Engineer-Adv
28362	Agricultural Engineer-Sr	27772	Nuclear Engineer-Sr
80300	Aircraft Pilot	21107	Payroll & Benefits Systems Coord-Adv
26040	Architect/Engineer Mgmt	21106	Payroll & Benefits Systems Coord-Sr
26020	Architect/Engineer Supv	21140	Payroll & Benefits Program Officer
76120	Building/Grounds Superintendent	21120	Payroll & Benefits Program Supv
41520	Chemist Supv	56250	Plant Pest & Disease Mgr
41563	Chemist-Adv	56273	Plant Pest & Disease Spec-Adv
41562	Chemist-Sr	56272	Plant Pest & Disease Spec-Sr
06630	Chief of Central Payroll	77103	Power Plant Operator-in-Charge
54304	Child Care Subsidy-Adv	25603	Public Service Engineer-Adv
26563	Civil Engineer-Adv	25602	Public Service Engineer-Sr
07602	Community Services Spec-Sr	12263	Publications Editor 4
07420	Community Services Supv	12220	Publications Supv
26363	Construction Rep-Sr	54163	Revenue Economist-Conf-Adv

74820	Consumer Protection Supv	54162	Revenue Economist-Conf-Sr
04373	Contracts Spec-Adv	04380	Risk Mgmt Mgr
54072	Economist-Adv	04320	Risk Mgmt Officer
29363	Electrical Engineer-Adv	04362	Risk Mgmt Spec-Sr
29263	Electronic Engineer-Adv	52461	School Psychologist
29262	Electronic Engineer-Sr	52462	School Psychologist-Sr
93002	Electronics Tech Agency-Sr	26803	Structural Engineer-Transpr-Adv
93072	Electronics Tech Security-Sr	26802	Structural Engineer-Transpr-Sr
73025	Elevator Safety Inspector-Obj	26820	Structural Engineer-Transpr-Supv
24263	Eng. Conslt-Bldg Systems-Adv	58200	Teacher
24262	Eng. Conslt-Bldg Systems-Sr	24907	Urban & Regional Planner-Adv
24363	Eng. Conslt-Elec Systems-Adv	24920	Urban & Regional Planner Supv
24563	Eng. Conslt-Fire Suppr Systems-Adv	50772	Veterans Claims Officer 2
24463	Eng. Conslt-HVAC-Adv	33262	Veterinarian Spec-Adv
24462	Eng. Conslt-HVAC-Sr	33261	Veterinarian Spec-Sr
24663	Eng. Conslt-Plumbing Prod Rev-Adv	33202	Veterinarian-Sr
24473	Eng. Conslt-Refrigeration Systems-Adv	33640	Veterinary Program Mgr
24472	Eng. Conslt-Refrigeration Systems-Sr	33620	Veterinary Supv
24763	Eng. Conslt-Uniform Dwelling-Adv	27863	Waste Mgmt Engineer-Adv
24762	Eng. Conslt-Uniform Dwelling-Sr	27862	Waste Mgmt Engineer-Sr
26080	Entrprs Architect/Engineer Supv	27263	Wastewater Engineer-Adv
27030	Envir Engineer Supv	27262	Wastewater Engineer-Sr
41403	Envir Toxicologist-Adv	27963	Water Reg & Zoning Engineer-Adv
40801	Epidemiologist	27962	Water Reg & Zoning Engineer-Sr
40802	Epidemiologist-Adv	55833	Water Reg & Zoning Spec-Adv
04272	Grants Spec-Adv	55832	Water Reg & Zoning Spec-Sr
04280	Grants Supv	28063	Water Resources Engineer-Adv
55110	Hydrogeologist Program Coord	28062	Water Resources Engineer-Sr
55113	Hydrogeologist-Adv	55973	Water Resources Mgmt Spec-Adv
55112	Hydrogeologist-Sr	55972	Water Resources Mgmt Spec-Sr
70330	Metrologist	27463	Water Supply Engineer-Adv
41063	Microbiologist-Adv	27462	Water Supply Engineer-Sr
41062	Microbiologist-Sr	55883	Water Supply Spec-Adv
73103	Mining Safety Inspector 3	55882	Water Supply Spec-Sr
27163	Nat Res Engineer-Adv	47803	Workers Comp Spec-Adv

4. Classifications receiving a \$0.75 market adjustment

Code	Classification
73901	Wts & Measures Petro Systems Spec-Entry
73902	Wts & Measures Petro Systems Spec-Sr
73920	Wts & Measures Petro Systems Supv

- B. Parity Adjustments.** Per Section L, 2.01 of the Compensation Plan, agencies may recommend for DPM parity approval permanent and project employees in additional classifications, or individual positions, if such positions provide technical supervision, spend a majority of their time in, or are primarily responsible for duties related to those performed by employees in classifications listed in 1. through 4., above.

Parity may also be requested for employees that provide direct supervision to security employees in pay ranges 05-31 and 05-32, and parity may be requested in relation to the following listed classifications receiving agency-funded market/equity adjustments under Section L. Parity will be provided only upon an agency recommendation and DPM approval.

Agency-Funded Classification

Meat Safety Inspector-Entry

Meat Safety Inspector-Objective

Meat Safety Supervisor

Special Agent

Special Agent-Senior

Special Agent In-Charge

Employee Benefit Plan Policy Advisor-Entry

Employee Benefit Plan Policy Advisor-Advanced

C. Employees Ineligible for Market and Parity.

1. Any employee whose performance was rated below satisfactory as a result of a formal performance evaluation conducted in the 12-month period ending February 17, 2018.
2. Any supervisor who has not completed formal performance evaluations on all subordinate employees, for whom performance evaluations are required, within the 12-month period ending February 17, 2018. If the required performance evaluations are performed by March 31, the supervisor may be provided with the delayed adjustment effective April 1, 2018, with no retroactive pay or lump sum payment for the delay.
3. Any employee paid at or above the pay range maximum.

- D. Funding.** Costs of market and parity adjustments will be supplemented under the authority of s. 20.865, Wis. Stats., subject to availability of funds for this purpose as determined by the Secretary of Administration. As a general rule, if the Section L adjustment is agency-funded, the parity must be agency-funded also.

SECTION IX. DATCP-FUNDED MEAT SAFETY ADJUSTMENT

- A. Effective Date.** February 18, 2018
- B. Pay Adjustment.** Per Section L, 2.04 of the Compensation Plan, permanent and project employees in the classifications listed below in pay status on the effective date will receive a pay adjustment of \$0.50 per hour, subject to the pay range maximum. This increase is separate and in addition to any increase provided under the funded market adjustments described in Section VIII, above.

<u>Code</u>	<u>Classification</u>
70401	Meat Safety Inspector-Entry
70402	Meat Safety Inspector-Obj
70420	Meat Safety Supv

- C. Funding.** Cost of pay adjustments under this provision will not be supplemented under the authority of s. 20.865, Wis. Stats., and the DATCP will be required to provide the funding.

SECTION X. DOJ-FUNDED SPECIAL AGENT EQUITY GENERATION

- A. Effective Date.** February 18, 2018
- B. Eligible Classifications.**

<u>Code</u>	<u>Classification</u>
67561	Special Agent
67562	Special Agent-Senior
67580	Special Agent In-Charge

- C. Generation.** Per Section L, 2.05 of the Compensation Plan, On February 18, 2018, each filled position in an eligible classification will generate \$4.00 per hour for distribution. Funds generated have no bearing on the rights of individual employees to these funds.
- D. Equity Adjustments.** The Department of Justice will submit a plan to DPM for final approval to distribute generated funds as base pay increases to employees in the eligible classifications. Any funds not distributed on the effective date will remain unspent.

Employees whose performance was less than satisfactory on the most recent performance review may not receive an equity adjustment.

- E. Funding.** Cost of pay adjustments under this provision will not be supplemented under the authority of s. 20.865, Wis. Stats., and the DOJ will be required to provide the funding.

SECTION XI. ETF-FUNDED EMPLOYEE BENEFIT PLAN POLICY ADVISOR EQUITY GENERATION

- A. Effective Date.** February 18, 2018

- B. Eligible Classifications.**

<u>Code</u>	<u>Classification</u>
08611	Employee Benefit Plan Policy Advisor-Entry
08612	Employee Benefit Plan Policy Advisor-Advanced

- C. Generation.** Per Section L, 2.06 of the Compensation Plan, on February 18, 2018, each filled position in an eligible classification will generate \$1.50 per hour for distribution. Funds generated have no bearing on the rights of individual employees to these funds.
- D. Equity Adjustments.** The Department of Employee Trust Funds will submit a plan to DPM for final approval to distribute generated funds as base pay increases to employees in the eligible classifications. Any funds not distributed on the effective date will remain unspent. Employees whose performance was less than satisfactory on the most recent performance review may not receive an equity adjustment.
- E. Funding.** Cost of pay adjustments under this provision will not be supplemented under the authority of s. 20.865, Wis. Stats., and the DETF will be required to provide the funding.

SECTION XII. CERTIFIED NURSING ASSISTANT RETENTION ADD-ON

- A. Effective Date.** February 18, 2018.

Note. This add-on, specified at Section A, 4.36 of the Compensation Plan, is a continuation of a pilot add-on approved under the 2015-17 Compensation Plan. The eligibility provisions remain the same in the 2017-19 Compensation Plan as they were under the pilot add-on.

- B. Eligible Employees.** Employees who hold a current and valid license as a Certified Nursing Assistant and who have successfully completed all required agency-specific training to provide direct care for residents in the following classifications and locations:
- 1. Department of Health Services (DHS).** Employees classified as Resident Care Technician-Entry, Objective, or Advanced (class codes 38501, 38502, 38503) who provide direct care for residents at the Central Wisconsin Center, Northern Wisconsin Center, or Southern Wisconsin Center.
 - 2. Department of Veterans Affairs (DVA).** Employees classified as Nursing Assistant 1, 2, or 3 (class codes 38101, 38102, 38103) who provide direct care for residents at the Wisconsin Veterans Home in King or in Union Grove.
 - 3. Other Eligible DHS and DVA Employees.** Employees in other classifications who meet the specified licensing and training requirements and are assigned by facility management to provide direct care for residents at a facility named in 1. or 2., above, are eligible only for direct care hours worked beyond their normally scheduled work hours.
- C. Amount.**
- 1. FLSA Non-Exempt.** The add-on is \$0.80 per hour, for work hours only. Employees are subject to the overtime provisions of the Fair Labor Standards Act (FLSA). For overtime hours, a premium rate of 1.5 times the add-on rate will apply in accordance with FLSA and related federal regulations.
 - 2. FLSA Exempt.** The add-on is \$0.80 per hour for qualifying work hours for employees exempt from the overtime provisions of FLSA, except the add-on shall be \$1.20 for qualifying hours worked in excess of 80 hours in a pay period.
- D. Expiration.** The add-on will end immediately for any employee that leaves a covered classification or does not perform direct care for residents at a named facility.

SECTION XIII. YOUTH COUNSELOR RETENTION ADD-ON

- A. Effective Date.** February 18, 2018.
- B. Eligible Employees.** Per Section A, 4.37 of the Compensation Plan, employees in the classifications of Youth Counselor and Youth Counselor-Advanced (class codes 53760, 53703) employed at Lincoln Hills/Copper Lake Schools.
- C. Amount.** \$1.00 per hour, for work hours only.

- D. Expiration.** This add-on will expire June 22, 2019, unless an extension is approved by DPM. This add-on will end immediately for any employee that leaves a covered classification or Lincoln Hills/Copper Lake Schools.

SECTION XIV. MODIFICATIONS TO SUPPLEMENTAL AND OVERTIME PAY

- A. Effective Date.** The following modifications to supplemental pay are effective February 18, 2018, except as otherwise noted.
- B. Weekend Hours Definition.** The definition of weekend hours is clarified, without change in intent, to be work hours from 12:00 am Saturday to 12:00 midnight on Sunday. (Compensation Plan, Section A, 4.01(12))
- C. Night Differential for Permanent Employees.** Effective May 13, 2018, agencies will need approval from DPM to provide the Night Differential to employees who are FLSA-exempt. [Compensation Plan, Section A, 4.05(2)(b)]
- D. Weekend Differential for Permanent Employees.**
1. Effective May 13, 2018, agencies will need approval from DPM to provide the Weekend Differential to employees who are FLSA-exempt. [Compensation Plan, Section A, 4.06(2)(b)]
 2. Craftworkers in pay schedule 04 will now be eligible to receive the weekend differential of \$0.60 per hour under Section A, 4.06 of the Compensation Plan.
- E. Differentials for Permanent Positions in Certain Nursing Related Classifications.** Formerly known as responsibility differentials, the provisions at Section A, 4.07 for permanent classified employees providing professional nursing care are revised as follows:
1. The hours of eligibility for the \$1.40 per hour differential will now be from 6:00 pm to 6:00 am for any eligible employees.
 2. The hours of eligibility for the \$2.50 per hour differential for permanent night shift employees will now be from 6:00 pm to 6:00 am.
 3. Eligibility for the \$1.15 per hour differential for Nurse Clinician, Nursing Specialist, and Therapist classifications is clarified as assignment of shift lead responsibilities in the absence of a supervisory employee.
- F. Standby Pay for FLSA Exempt Employees.** Effective May 13, 2018, agencies will need approval from DPM to provide the Standby Pay to employees who are FLSA-exempt. [Compensation Plan, Section A, 4.08(1)]

- G. Supplemental Pay for Psychologists.** The maximum add-on amounts for various Psychologist classifications under Section A, 4.10 in the Compensation Plan are increased to \$8.00 per hour for Chapter 980 classifications and to \$6.00 per hour for all other classifications. A new provision is that once awarded, the add-on amount can be subsequently changed only with DPM approval.
- H. Supplemental Pay for Attorney Supervisory and Managerial Positions.** The maximum add-on amount under Section A, 4.11 in the Compensation Plan for attorney supervisory or management classifications remains \$2.75 per hour. However, a new provision is that once awarded, the add-on amount can be subsequently changed only with DPM approval.
- I. Supplemental Pay for Teachers, Teacher Supervisors, Education Directors, and Juvenile Education Directors.** The add-on amounts and eligibility criteria remain the same under Section A, 4.12 of the Compensation Plan. However, if an add-on is granted, the effective date will now be the beginning of the first pay period following the appointing authority's approval of the add-on, rather than the date following receipt of proof that the relevant credits were earned.
- J. Supplemental Pay for Dentists, Physicians, and Psychiatrists.** The maximum add-on amounts for various medical treatment classifications under Section A, 4.13 in Compensation Plan are increased to the amounts shown in the following tables. A new provision is that once awarded, the add-on amount can be subsequently changed only with DPM approval.

Schedule of Supplemental Pay Amounts for Board Certification And Board Certification Eligibility		
Classification	Board Certification Eligibility	Board Certification
Physician Physician Supv. Physician Mgt.	NTE \$7.00/hr.	\$10.00/hr - \$21.00/hr
Psychiatrist Psychiatrist Supv. Psychiatrist Mgt.	NTE - \$8.00/hr	\$11.00/hr - \$23.00/hr

Schedule of Supplemental Pay Amounts for Supervisory and Management Responsibility		
Pay Range (Classification)	Supervisory	Management
Pay Range 50-50 (Dentist Supv.) (Dentist Mgt.)	NTE - \$6.00/hr.	NTE - \$17.00/hr.
Pay Range 50-51 (Physician Supv.) (Physician Mgt.)	NTE - \$7.00/hr.	NTE - \$21.00/hr.
Pay Range 50-52 (Psychiatrist Supv.) (Psychiatrist Mgt.)	NTE - \$8.00/hr.	NTE - \$23.00/hr.

- K. Supplemental Pay for Engineering Related Classifications.** The add-on amount and eligibility criteria remain the same under Section A, 4.14 of the Compensation Plan. However, if an add-on is granted, the effective date will now be the beginning of the first pay period following the appointing authority's approval of the add-on, rather than the date following receipt of proof that the registration or permit has been obtained.
- L. Certified Public Accountant (CPA) Add-on.** The add-on amounts and eligibility criteria remain the same under Section A, 4.15 of the Compensation Plan. However, if an add-on is granted, the effective date will now be the beginning of the first pay period following the appointing authority's approval of the add-on, rather than the date following receipt of proof that the CPA exam has been successfully completed or that the CPA certification has been obtained.
- M. Certified General Appraiser Add-on.** The add-on amount and eligibility criteria remain the same under Section A, 4.16 of the Compensation Plan. However, if an add-on is granted, the effective date will now be the beginning of the first pay period following the appointing authority's approval of the add-on, rather than the date following receipt of proof that the certification has been obtained.
- N. Supplemental Pay for Specific Department of Natural Resources Assignments.** The add-on amount and qualifying duties remain the same under Section A, 4.20 of the Compensation Plan. However, the classifications of NR Manager and NR Program Manager are removed from eligibility for the add-on.
- O. Aircraft Mechanics.** Under 4.24 of the Compensation Plan, Department of Administration aircraft mechanics required to pilot an aircraft will continue to receive \$5.00 per hour for such flight pay. However, the aircraft mechanics will no longer be

eligible for this add-on during the time they are a passenger on a flight for the purpose of acting as a pilot flying an aircraft to a remote location to park the aircraft or flying to a remote location to pick up a parked aircraft.

- P. AODA Treatment Programs Add-on.** Social Worker-Advanced has been added to the list of classifications eligible for the AODA certification add-on under Section A, 4.27 of the Compensation Plan.
- Q. Supplemental Pay Science Related Certifications, Licenses, and Registrations.** Section A, 4.33, of the Compensation Plan is revised to include a Registered Sanitarian certification from the National Environmental Health Association as a credential eligible for the \$0.30 per hour discretionary add-on.
- R. Supplemental Pay for the DOT Dignitary Protection Unit.** The discretionary add-on at Section A, 4.35 of the Compensation Plan for employees in certain State Patrol classifications who are permanently assigned to the Governor's Dignitary Protection Unit is modified to change the amount to not-to-exceed \$4.00 per hour. Because the add-on is discretionary, language that specified an effective date is eliminated.
- S. DPI Special Activities.** Section A, 5.02 of the Compensation Plan provides a revised list of lump sum payments for employees who work specific activities at the Wisconsin Center for the Blind and Visually Impaired and the Wisconsin Education Services Program for the Deaf and Hard of Hearing.

SECTION XV. SUPPLEMENTAL PAY ELIMINATIONS

- A. Motorcycle Pay.** The supplemental pay for Police Officers and Police Detectives required to operate motorcycles is eliminated.
- B. Supplemental Pay for PCT Trainers.** The add-on for Psychiatric Care Technicians performing training duty is eliminated.
- C. Supplemental Pay for Crafts Workers.** The add-on for spray painting is eliminated.

SECTION XVI. SIGN-ON BONUSES

- A. Sign-on Bonus.** Effective February 18, 2018, the sign-on bonus at Section A, 5.05 of the Compensation Plan, upon approval of the director of the DPM Bureau of Merit Recruitment and Selection, a sign-on bonus in an amount up to two thousand (\$2,000) dollars total may be paid under the following conditions:

1. The sign-on bonus may be provided in total with the employee's first paycheck, or may be split 50/50 between the employee's first paycheck and with the paycheck for the pay period during which the employee attains permanent status;
2. The sign-on bonus was included in the recruitment notice;
3. The employee has no state service in the previous five years in a permanent position in an executive branch, non-UW position and
4. The employee must sign an agreement, as drafted by the agency, agreeing to remain in that position for at least one year from the date of hire. If the employee leaves the position prior to that time for any reason, the employee must reimburse the agency for the entire amount of the sign-on bonus, unless the Employer agrees otherwise.

Note. Guidance will be provided by the DPM Bureau of Merit Recruitment and Selection regarding the process and criteria for requesting the use of sign-on bonuses. The use of sign-on bonuses for Nurse Clinician 2 and 3 positions in the Departments of Corrections, Health Services, and Veterans Affairs may continue to be used in the same manner as under the 2015-17 Compensation Plan without further DPM approval. However, any changes, such as increasing the bonus or providing it in split amounts, must be approved by the BMRS Director.

- B. Revenue Sign-on Bonus.** Effective February 18, 2018, the Department of Revenue sign-on bonus at Section A, 5.06 of the Compensation Plan is revised to allow the bonus to be split between the employee's first paycheck and with the paycheck for the pay period during which the employee attains permanent status.
- C. DVA Retention Bonus.** As provided at Section A, 5.05(5) of the Compensation Plan, the Department of Veterans Affairs may establish a program to provide \$500 retention bonuses to certified nursing assistants upon six months of service.

SECTION XVII. IMPLEMENTATION OF DNR WARDEN AND CAPITOL POLICE PAY PROGRESSION

- A. Eligibility.** All permanent and project employees in positions allocated to the following classifications will be eligible for base-building progression adjustments, except for those identified as ineligible. (Compensation Plan, Section A, 2.02) (Initial placement on the progression structure is covered in a previous section of this bulletin.)

<u>Code</u>	<u>Classification</u>
65100	Conservation Warden
65110	Safety Specialist Warden
65170	Special Investigative Warden
65200	Police Officer
65260	Police Detective

B. Ineligible for Progression.

1. An employee whose base pay rate is equal to or greater than the amount established for the employee's time spent in the eligible classifications.
2. An employee who has received an unsatisfactory performance (including those with an overall rating evaluation of "needs improvement" or "unacceptable") within twelve (12) months prior to the granting date. The denial of a progression adjustment based upon unsatisfactory performance is not grievable under s. 230.12(5)(e), Wis. Stats. Employees must be notified of the unsatisfactory performance in writing, and will receive a new performance evaluation within six (6) months. The written notification(s) will include:
 - a. Details of each occurrence of unsatisfactory performance;
 - b. Identification of goals and expectations stated in terms that are measurable and which specify how expectations are to be accomplished; and
 - c. Upon satisfactory completion of the goals and expectations, the supervisor will provide the employee with written notification of satisfactory performance.

- C. Granting Date.** Progression adjustments for eligible employees will be awarded following the employee's 3rd, 5th, 7th, 9th, and 11th year anniversary date, based on the total time spent in any of the eligible classifications. The time in class(es) anniversary date will be adjusted for absence from employment of more than one hundred and seventy four (174) work hours in a six (6) month period, approved leaves of absence, layoff and resignation. Adjustment of the anniversary date for the aforementioned reasons may be waived at the sole discretion of the appointing authority.

The progression adjustments will be effective on the first day of the pay period following the employee attaining the next progression interval. If the employee attains the next progression interval on the first day of a pay period, the semi-automatic progression adjustment will be effective on that date.

An employee who is ineligible for the progression adjustment due to unsatisfactory performance will receive the progression adjustment effective the first day of the pay

period following the employee's receipt of the written satisfactory performance evaluation.

D. Amount.

On the effective date of a progression adjustment, the employee's base pay rate will be increased to the applicable progression point in accordance with the applicable Police and Warden Progression schedule provided in Section Z of the Compensation Plan. If the employee's base pay rate equals or exceeds the applicable progression point, the current rate of pay will be retained.

SECTION XVIII. NEW PAY TRANSACTION PROVISIONS

A. Pay Ranges 05-31 and 05-32. For promotions, return to previous level (as defined in Section I, 3.00 of the Compensation Plan), reinstatement, restoration, demotion, accretion, transfer, or other movements within state service to positions in pay ranges 05-31 and 05-32 prior to January 20, 2019, pay will be set according to the year of an employee's adjusted continuous service date, such that the employee's base pay rate will match that of the majority of other employees in the same pay range with an adjusted continuous service date in the same calendar year. Agencies will maintain a rate list based on adjusted continuous service. Except for a promotion, if the employee's current base pay rate exceeds that of the majority of other employees with adjusted continuous service dates in the same year, the employee may be appointed at the current rate at the sole discretion of the appointing authority, subject to the pay range maximum. An employee promoting to a position in pay ranges 05-31 or 05-32 will receive the greater of the pay rate calculated above or the employee's current rate increased by at least 8% or up to 12% of the new minimum. Employees who promote and subsequently fail probation but remain in the agency in a position allocated to pay range 05-31 or 05-32 will have pay set in accordance with the above language in this paragraph.

B. Definition of "Return to Previous Level." (Compensation Plan, Section I, 3.00(5))

"Return to Previous Level" means an original appointment or promotion to a position in the same, counterpart, or lower pay range that had been previously attained in a permanent position within five (5) years of the appointment.

C. Pay Upon Return to Previous Level for Non Broadbanded Classifications.
(Compensation Plan, Section E, 4.00 (7) through (9))

1. Except for movements to positions in pay ranges 05-31 and 05-32, pay upon return to previous level (as defined in Section I, 3.00 of the Compensation Plan) will be determined in accordance with s. ER 29.03(6), Wis. Admin. Code.

2. Pay for regrade due to reclassification or reallocation for an employee with eligibility to return to previous level (as defined in Section I, 3.00 of this Plan), when the previous level is the same as the level to which regraded, will be set in accordance with s. ER 29.03(6), the minimum of the new range, or the present rate of pay, whichever is greatest.
 3. Pay for regrade due to reclassification or reallocation for an employee with eligibility for return to previous level (as defined in Section I, 3.00 of this Plan), when the previous level is between the level from which regraded and the level to which regraded, will be set in accordance with s. ER 29.03(6), the minimum of the new range, or (1) above, whichever is greatest.
- D. Multiple Pay Adjustments on Same Date (Order of Application).** The new pay transaction concept of “return to previous level” has been added to the list of pay adjustments at Section I, 4.01 of the Compensation Plan, and occupies the same place in the order of transactions as Reinstatement. Note that some Original Appointments and Promotions will be treated as “return to previous level” for the purpose of setting pay.
- E. Pay on Appointment for Unclassified Attorneys.** Section I, 4.04(2)(b) of the Compensation Plan has been modified to include new appointments for current unclassified attorneys among the rehires to unclassified attorney positions that may be treated as if reinstated for setting pay.
- F. Broadband Pay on Appointment Modifications.**
1. **Certain Original Appointments.** For original appointments considered a “return to previous level,” the rate of pay will be calculated in accordance with the broadband Pay on Reinstatement provisions. (Compensation Plan, Section I, 4.04(2)(d))
 2. **Certain Promotions.** For promotions considered a “return to previous level,” the rate of pay will be calculated in accordance with the broadband Pay on Reinstatement provisions. (Compensation Plan, Section I, 4.04(3)(d)5.)
 3. **Certain Pay on Regrade Adjustments to a Higher Pay Range.** For pay on regrade for reallocations or reclassifications to a higher pay range under the Compensation Plan at Section I, 4.09, employees who are eligible for “return to previous level” will have their pay set at the greater of their present rate of pay, or the rate calculated as if they were reinstated.
 4. **Original Pay on Appointment to a Pay Progression Schedule.** For original appointments and project appointments to a pay schedule that includes specified pay progression rates for the classification, pay shall be set at the rate on the progression schedule applicable for an employee with no experience, unless otherwise approved by DPM. If there is no such specified rate, pay is set at a rate

below the lowest rate for experience, unless otherwise approved by DPM.
(Compensation Plan, Section I, 4.04(2)(e))

5. **Pay on Appointment for Movements to a Pay Progression Schedule.** For transactions which involve movement to a position in a broadband classification eligible for progression under Section A of the Compensation Plan, any pay increase must be approved by DPM. (Compensation Plan, Section I, 4.04(3)(b))
6. **Pay Increases for Voluntary Transfers or Certain Career Executive Movements.** An employee may not receive an increase upon voluntary transfer or Career Executive voluntary movement to the same range unless approved by DPM. DPM will consider an increase only if the position is considered a higher level in the same range or the appointing authority can prove the employee would experience pay compression, inversion, or inequity within the agency or statewide without an increase.

SECTION XIX. MODIFICATIONS TO DISCRETIONARY EQUITY OR RETENTION ADJUSTMENT PROVISIONS

- A. **DPM Guidelines.** The following provision has been added to the Compensation Plan at Section I, 6.00(5), regarding DPM approval of DERAs:
 - DPM may also issue additional guidelines at any point during a fiscal year to establish further limitations regarding the award process, including limits to the number or amounts of awards, availability of the program, or processing timelines.
- B. **Employees Ineligible for DERA.** Four new exclusions are added identifying employees ineligible for Discretionary Equity or Retention Adjustments. (Compensation Plan, Section I, 6.00)
 1. Employees who received any form of formal discipline in the past 24 months which was not subsequently overturned through a grievance process.
 2. Employees serving the first 12 months of an original probationary period, or the first year of a career executive trial period which is also the employee's original probationary evaluation.
 3. Employees classified as Assistant Attorney General-Management. (This title is added to the list of merit progression eligible employees ineligible for DERA.)
 4. Retention DERA will not be approved for potential movements within an agency or to another agency within the executive branch, non-UW agency.

C. Other DERA Program Changes.

1. **Equity Comparison Group.** The provision has been added that with advance approval by DPM, an official subtitle or a working title within a classification may be used as the equity comparison group. (Compensation Plan, Section I, 6.00(6)(h)4.)
2. **DERA WRPS Maximum Exception.** Under the Compensation Plan at Section I, 6.00(10)(c), in exceptional circumstances the DPM Administrator may approve a DERA amount greater than 4 within-range pay steps. A new provision caps the largest possible total DERA award for an individual in a fiscal year at 6 steps.

SECTION XX. MODIFICATIONS TO DISCRETIONARY MERIT COMPENSATION PROVISIONS**A. DPM Guidelines.** The following provision has been added to the Compensation Plan at Section J, 2.00(4), regarding DPM approval of DMC:

- DPM may also issue additional guidelines at any point during a fiscal year to establish further limitations regarding the award process, including limits to the number or amounts of awards, availability of the program, or processing timelines.

B. Employees Ineligible for DMC. Three new exclusions are added identifying employees ineligible for Discretionary Merit Compensation. (Compensation Plan, Section J, 2.00(5))

1. Employees who received any form of formal discipline in the past 24 months which was not subsequently overturned through a grievance process.
2. Employees serving the first 12 months of an original probationary period, or the first year of a career executive trial period which is also the employee's original probationary evaluation.
3. Employees classified as Assistant Attorney General-Management. (This title is added to the list of merit progression eligible employees ineligible for DERA.)

C. Funding of DMC. Language has been added in the Compensation Plan at Section J, 2.00(7) that lump sum discretionary awards for classified employees provided under ss. 230.04(19), Wis. Stats., may be funded under s. 20.865, Wis. Stats., and that the DMC administrative provisions of Section J will apply to these awards.

D. DMC WITHIN RANGE PAY STEP (WRPS) LIMITS.

1. **Base Pay Award and Lump Sum Award Amounts.** The normal fiscal year limit for DMC awards remains 4 within-range pay steps. However, new provisions covering both classified and unclassified employees is that base pay DMC awards are limited to 2 within-range pay steps per fiscal year. An employee who receives 2 steps for a base pay DMC remains eligible for up to 2 steps more as a lump sum award. (Compensation Plan, Section J, 2.00 (9) and (10))
2. **DMC WRPS Maximum Exception.** In exceptional circumstances the DPM Administrator may approve a base pay DMC greater than 2 within-range pay steps, up to an additional 2 steps. However, the 4 WRPS per fiscal year limit still applies for base pay and lump sum awards combined. (Compensation Plan, Section J, 2.00 (9) and (10))

- E. DMC FOR GENERAL SENIOR EXECUTIVE POSITIONS.** Section J, 3.00 has been added to the Compensation Plan to specifically authorize base pay DMC awards for general senior executive positions identified in ss. 20.923(7), Wis. Stats. (the top executives of the Wisconsin Technical College System and Department of Employee Trust Funds). These DMC awards would be subject to the general Compensation Plan limits on DMC amounts and non-retroactivity.

SECTION XXI. NONBROADBAND RETENTION ADJUSTMENTS.

Formerly known as retention DMC, the Compensation Plan at Section J, 4.00, now provides that retention adjustments will be granted to employees in positions allocated to classified employees in non-broadband pay ranges, or unclassified employees of State Fair Park other than the Director, in accordance with the same provisions in Section I, 6.00 of the Compensation Plan used for granting retention DERA to employees in broadband positions.

SECTION XXII. MISCELLANEOUS PROVISIONS

- A. Cash out of Unused Compensatory Time.** Each year, any compensatory time not used by October 31, including compensatory time earned for working on a legal holiday, will be paid in cash in the following November at the employee's current regular rate. There will no longer be an additional period of time for the compensatory time to be used as paid leave. (Section A, 4.03(3)(b))

- B. Overtime for Out of State Emergencies.** A provision has been added to the Compensation Plan at Section A, 4.04(2), which states:
- Any employee sent by an agency out of state to respond to emergencies under an interstate compact, an Emergency Management Assistance Compact (EMAC), or other equivalent mutual aid agreement, may be paid up to 1.5 times the employee's regular rate of pay.
- C. Definition of DOC Clinical Service employee.** For the purpose of providing standby pay under the Compensation Plan at Section A, 4.08(5), a Clinical Service employee at the Department of Corrections is in one of the following classifications:
- | Code | Classification |
|-------|----------------------------------|
| 53400 | Crisis Intervention Worker |
| 52100 | Psychological Associate |
| 52560 | Psychological Services Assistant |
| 52160 | Psychologist-Licensed |
| 52461 | School Psychologist |
| 52462 | School Psychologist-Senior |
| 50865 | Social Worker-Clinical |
- D. Relocation Incentive Awards.** Relocation incentive awards may now be granted to employees only with prior approval from DPM. (Compensation Plan, Section A, 5.01)
- E. Sales and Development Professionals of the Historical Society.** Unclassified employees of the Wisconsin Historical Society employed under s. 44.20(4)(a), Wis. Stats., are added to the list of employees whose pay is not governed by the Compensation Plan. (Compensation Plan, Introduction to Section B)
- F. No Holiday Premium Pay for Executives.** The Compensation Plan at Section B, 3.07(3)(b)1., has an added statement to clarify that holiday premium pay may not be paid to executives whose positions are listed under ss. 20.923(2), (4), (7), (8), (9), (10), or (12), Wis. Stats.
- G. Attorneys Working on a Holiday.** Classified attorneys and unclassified "non-ESG" attorneys covered under Section C of the Compensation Plan will now be eligible for premium compensation for working on a statutory holiday, in accordance with s. 230.35(4)(b), Wis. Stats. The compensatory time off or payment shall be at the rate of time and one-half for all hours worked on a statutory holiday. This change in compensation is due to the removal of the provision at Section C, 11.00 in the 2015-17 Compensation Plan which provided different holiday compensation for attorneys.

- H. Protective Shoes.** The annual allowance for required safety shoes is increased to \$35.00 per year. This higher rate applies only for future allowances, and not retroactively to allowances already paid. (Compensation Plan, Section G, 4.02)
- I. DOC and DHS Special Clothing Requirements.** New language in the Compensation Plan at Section G, 5.00, establishes that the \$65.00 per year allowance for black belts and black shoes for certain employees of the Departments of Corrections and Health Services will be paid for the first pay period that begins on or follows August 1 each year. For employees in eligible classifications, payment shall be made only to those in pay status at the end of the pay period, except employees on an approved unpaid leave of absence who return to work in an eligible classification by the end of the same calendar year shall also receive this allowance upon their return.
- J. General Provisions Regarding Reimbursements.** Section G, 9.00 of the Compensation Plan is revised to state that unless clearly authorized by statute, administrative code, compensation plan, or collective bargaining agreement, no payments for individual licenses, memberships or certifications, or other reimbursements are to be provided to employees.

SECTION XXIII. REFERRAL OF QUESTIONS

Employee Questions: Employees with questions regarding their pay rates or pay adjustments indicated in this bulletin should contact their agency Human Resources or Payroll Office directly.

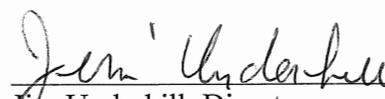
Employer Questions: Employer questions regarding the *pay provisions* contained in this bulletin should be directed to:

John Wiesman at John.Wiesman@Wisconsin.gov or by phone at (608) 266-1418, or the Bureau of Compensation and Employment Relations mailbox at DOADPMCompEmploymentRelGenl@wisconsin.gov.

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

DOA Central Payroll:

Nancy Krueger at (608) 264-9571



Jim Underhill, Director
Bureau of Compensation and Employment Relations