

State of Wisconsin

DOA – DIVISION OF PERSONNEL MANAGEMENT

- CLASSIFICATION & COMPENSATION BULLETIN -

Date: December 23, 2019

Locator No: DPM-0510-CC/PP

Subject: Non-pay Provisions in the 2019-2021 Compensation Plan Related to Travel and Leave

The purpose of this bulletin is to provide information for appointing authorities regarding the administration of non-pay items covered by Sections F and K of the 2019-2021 Compensation Plan. *Changes in Section F of the 2019-2021 Compensation Plan apply to all employees, unless superseded by an analogous provision in the labor agreement for public safety employees; all other changes in this bulletin apply to employees covered by the Compensation Plan or the specific employees noted. Changes below are effective December 22, 2019, except for all updates related to travel provisions (in the first section of this bulletin) which are effective January 1, 2020.*

SECTION I. UNIFORM TRAVELS SCHEDULE AMOUNTS (UTSA) UPDATES

A. General UTSA policy recommendations and updates (Section F, Introduction).

Language has been added to clarify the longstanding intent of two provisions:

- expenses incurred by an employee while traveling may not be completely covered, or reimbursed, if the amount exceeds the limitations established within the UTSA.
- whenever possible employees (and agency staff arranging travel on behalf of another) should use a state provided purchasing card (i.e., state provided credit card) or use direct invoicing to pay for expenses unless it is not practicable to do so.

Finally, agencies and employees are notified expenses submitted for reimbursement may become taxable if submitted beyond 60 days. Agencies are encouraged to develop policies and to ensure employees submit travel vouchers in a timely manner and to ensure they are reimbursed consistent with Internal Revenue Service regulations and any applicable state or federal laws. Employees are encouraged to always submit travel reimbursements within 60 days to ensure the taxability of their reimbursement is not changed.

B. Lowest Appropriate Airfare definition (Section F, 1.05, 3.01). The language within Section F has been updated to allow easier comparison of airfares among airlines and to add items for inclusion when determining the lowest total cost. This definition was revised to add the cost of one carry-on and/or checked bag and reimbursement for general seat assignment selection to be made at the time the airfare is booked. When booking airfare, the total cost of all (*necessary*) items specified under Section F 1.05(1) should be

considered when comparing among carriers. Unnecessary items, or anything not specifically authorized by the Compensation Plan, should not be included in the total fare comparison price. Additional baggage may be authorized by the appointing authority upon submission of a justification and determination that it is a necessary and reasonable request. If so authorized, additional baggage must be included in the total cost for the fare when comparing airlines to determine the lowest total fare.

The state *shall not* reimburse for premium fares (i.e., any fare above basic coach, basic economy, or equivalent), nor will charges to modify (to include upgrading) seats be reimbursable unless specifically authorized by Section F 3.01(1).

The revised language also recognizes that multiple tiers of coach/economy fares may exist, and provides discretion to the traveler that a different tier level of coach/economy may be reimbursable provided it is representative of the lowest total cost when evaluated against the factors defined within the Compensation Plan.

- C. **Ridesharing and updates to Taxis and Shuttle Services (Section F, 1.07 and 3.05).** Language has been added to define “ridesharing services” (e.g., Uber, Lyft) and to clarify that these types of transportation service are reimbursable in addition to traditional taxis and shuttle transportation. When paying for these types of transportation, the employees should use the lowest cost option. As already specified in the Compensation Plan, if a lower cost option is available (such as a shuttle service from a hotel), the employee will be reimbursed at a rate of no more than what that shuttle service would have cost even if they elect to choose an alternative form of transportation.
- D. **Reimbursable Business Mileage (Section F, 3.05(3)).** No substantive change has been made in how reimbursable business mileage is calculated. Changes in formatting were made to aid in readability and a “note” was added to provide an example on how to calculate the reimbursable mileage.
- E. **Meal Expenses (Section F, 4.00).** Language was added to clarify that when a meal is provided with a conference or is included as part of a hotel stay (e.g., a continental breakfast), an employee may not claim reimbursement for that meal because no expense was incurred. This applies even if the employee chooses to purchase a meal of their own in lieu of what was provided, notwithstanding prior authorization from the appointing authority due to dietary restriction, etc.

Language was added to clarify that the amounts of a reimbursement in Section F 4.02 are representative of the total cost of that meal to include tax, tip, and any additional fees or costs (such as delivery fees) associated with the cost of the meal.

- F. **Eligible Facilities (Section F 5.06).** This section has been retitled from “non-eligible” to “eligible” facilities to narrow the definition of reimbursable facilities. To have lodging reimbursed under the UTSA, a facility must be licensed as a hotel, motel, campground, or tourist rooming house under state law or administrative code.

However, reimbursement for lodging at a private residence, even if licensed under state law or administrative code, is now prohibited. This prohibits any employee from being reimbursed if they stay at a private residence or if utilizing a service from companies like Airbnb or Vacation Rentals by Owner (VRBO).

Exceptions to this provision are expressly prohibited and cannot be authorized by any entity.

SECTION II. LEAVE PROVISIONS

- A. **Weekend Nurse and Weekend Certified Nursing Assistant Annual Leave (Section K, 3.04).** Section K 3.05 was expanded to include employees under the new Weekend Certified Nursing Assistant program. These employees will have the same annual leave options as Weekend Nurses. The language was also updated for clarity and to expressly state the intent that employees in these positions are ineligible to convert annual leave to sabbatical/termination leave, and the phrase “original probationary period” was replaced with “first six months of service.”
- B. **Weekend Nurse and Weekend Certified Nursing Assistant Personal Holidays (Section K, 4.03).** This language was expanded to include Weekend Certified Nursing Assistants and make them ineligible for personal holidays.
- C. **Weekend Nurse and Weekend Certified Nursing Assistant Legal Holidays (Section K, 5.02).** This language was expanded to include Weekend Certified Nursing Assistants and make them ineligible for legal holidays and ineligible for compensatory time due to an employee for work on a legal holiday. Like Weekend Nurses, Weekend Certified Nurses will receive pay at a rate of time and one-half for work performed on a legal holiday.

However, nothing within this provision prevents the Weekend Certified Nursing Assistant positions from receiving night differential pay or weekend differential pay (as described under Section A 4.05 and A 4.06, respectively) if the legal holiday worked fits the criteria listed within those provisions. Weekend Nurse positions remain ineligible for weekend differential pay.

As a reminder for nonexempt positions, all applicable laws and provisions of the 2019-2021 Compensation Plan should be followed when calculating a Weekend Certified Nursing Assistant’s FLSA regular rate or regular rate (as defined in Section A 4.01(4)) and overtime pay provisions for nonexempt employees (as described in Section A 4.03).

SECTION III. REFERRAL OF QUESTIONS

Employee Questions: Individual employees with questions regarding the information provided in this bulletin should contact their agency Human Resources Office or Payroll Office directly.

Employer Questions: Employer questions regarding the information provided in this bulletin may be directed to one of the following:

John Wiesman at John.Wiesman@Wisconsin.gov or by phone at (608) 266-1418;

Peter Flood at Peter.Flood@wisconsin.gov or by phone at (608) 266-8149; or

Rachel Martin at Rachel2.Martin@wisconsin.gov or by phone at (608) 267-5165

A handwritten signature in black ink, appearing to read "Scott C. Thompson", written over a horizontal line.

Scott C. Thompson, Director
Bureau of Classification and Compensation