

**State of Wisconsin**

**DOA – DIVISION OF PERSONNEL MANAGEMENT**

**– CLASSIFICATION AND COMPENSATION BULLETIN –**

**Date:** December 23, 2019

**Subject:** Processing Fiscal Year 2019-2020  
Compensation Plan Pay Provisions

**Locator No:** DPM-0511-CC/PP

This information will assist appointing authorities to determine and process the new fiscal year 2019-2020 pay provisions provided in Sections A, B, C, D, E, I, J, and L of the 2019-2021 Compensation Plan. (Fiscal Year 2020-2021 pay provisions will be covered in a subsequent bulletin.) All provisions covered in this bulletin represent changes from the 2017-2019 Compensation Plan. The Compensation Plan is effective December 22, 2019, and new provisions are effective on that date except where a future effective date is specifically noted. All “Plan Reference(s)” in this bulletin refer to the 2019-2021 Compensation Plan.

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## **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 unclassified employees described in Sections B, 3.01 (1) through (3), and Section C, of the 2019-2021 Compensation Plan.

## **SECTION II. ALL INCREASES LIMITED BY PAY RANGE MAXIMUM**

All pay increases described in this bulletin are limited by the pay range maximum. There will be no lump sum payment for the amount limited by the pay range maximum except where specified.

## **SECTION III. INELIGIBILITY DUE TO UNSATISFACTORY PERFORMANCE**

Pay adjustments that have a performance contingency will explicitly state that contingency in the Compensation Plan and in this bulletin. If no performance contingency is stated, then the pay adjustment applies without regard to performance. Agency criteria for distributing generated market adjustments may consider unsatisfactory performance.

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

### **A. Covered Classified Employees**

Pursuant to Section I, 4.01 of the 2019-2021 Compensation Plan, multiple pay adjustments that are effective on the same date will be applied in the following order:

**Use current or expiring pay schedules for adjustments 1 through 11. Refer to new pay range maximums effective on the same date for applying limits on Compensation Plan adjustments under 12.**

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.
12. Compensation Plan pay adjustments in the order provided in this bulletin;
13. Implementation of new pay schedules;
14. Progression adjustments other than those under Section A, 2.03 of the Plan.
15. Establishment of a raised minimum rate (RMR);
16. Discretionary Equity or Retention Adjustment (DERA);
17. Discretionary Merit Compensation (DMC);
18. Parity adjustments;
19. 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 V. LAW ENFORCEMENT DISPATCHER PROGRESSION**

- A. **Effective Date.** January 19, 2020 and ongoing
- B. **Plan Reference.** Section A, 2.05
- C. **Initial Implementation.** On January 19, 2020, all employees in pay status in the classification of Law Enforcement Dispatcher (class code 81600) who have at least two years of service in the classification will receive a base pay increase of \$1.00 per hour, subject to the pay range maximum.

- D. Ongoing Progression Increases.** Unchanged from the previous Compensation Plan, employees who attain one year of service in the classification of Law Enforcement Dispatcher will receive a \$1.00 per hour base pay increase effective the following pay period. A new provision is that employees shall also receive a \$1.00 per hour base pay increase effective the first day of the pay period following two years in the classification. The initial implementation described under C., above, provides this increase for all Law Enforcement Dispatchers that have already attained at least two years in the classification as of January 19, 2020.

## **SECTION VI. INCREASE TO CERTIFIED NURSING ASSISTANT ADD-ON AND ADDITION OF DOC ELIGIBILITY**

- A. Effective Date.** December 22, 2019
- B. Reference.** Section A, 4.37
- C. Amount.**
- 1. FLSA Non-Exempt.** The add-on is increased from \$0.80 per hour to \$1.20 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 the same amount as for FLSA non-exempt employees, except the add-on is increased from \$1.20 to \$1.80 per hour for qualifying hours worked in excess of 80 hours in a pay period.
- D. DOC Eligibility.** Effective December 22, 2019, eligibility for this add-on is extended to Department of Corrections employees in the classifications of Nursing Assistant 1, 2, or 3 providing direct care in a health unit.

## **SECTION VII. GENERAL FUNDED MARKET ADJUSTMENTS**

- A. Effective Date.** December 22, 2019
- B. Plan Reference.** Section L, 2.02
- C. Employees Ineligible.**
- 1.** Any employee whose performance was rated unsatisfactory as a result of the most recent formal performance evaluation conducted in the 12-month period prior to the effective date of the market adjustment.
  - 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 on the effective date of the market adjustment. If the

required performance evaluations are performed by three months after that date, the supervisor may be provided a delayed market adjustment effective the pay period following completion of the performance evaluations, with no retroactive pay or lump sum payment for the delay.

3. Any employee paid at or above the pay range maximum.

**D. Eligible Employees.** Permanent and project employees in pay status in classifications listed below will receive the base pay increase indicated for the employee's classification, subject to the pay range maximum.

<b>Job Code</b>	<b>Classification Title</b>	<b>Amount</b>
55363	Air Management Spec-Adv	\$0.70
55362	Air Management Spec-Sen	\$0.50
80400	Aircraft Mechanic	\$0.70
80300	Aircraft Pilot	\$0.70
64101	Breath Alcohol Prog Spec	\$0.70
64102	Breath Alcohol Prog Spec-Adv	\$0.70
72462	Building Inspector-Obj	\$0.70
41763	Conservation Biologist-Adv	\$0.50
41762	Conservation Biologist-Sen	\$0.50
40200	Dental Hygienist	\$0.50
35602	Diagnostic Radiologic Tech-Obj	\$0.70
55533	Environmental Analysis Rev Spec-Adv	\$0.50
55471	Environmental Enforcement Spec	\$0.50
55473	Environmental Enforcement Spec-Adv	\$0.50
55472	Environmental Enforcement Spec-Sen	\$0.50
55573	Environmental Health Spec-Adv	\$0.50
55572	Environmental Health Spec-Sen	\$0.50
55233	Fisheries Biologist-Adv	\$0.50
55232	Fisheries Biologist-Sen	\$0.50
55133	Forester-Adv	\$0.50
55132	Forester-Sen	\$0.50
55140	Forestry Specialist	\$0.50
81201	Media Telecom Tech	\$0.70
81202	Media Telecom Tech-Sen	\$0.70
41163	Medical Technologist-Adv	\$0.50
41162	Medical Technologist-Sen	\$0.50
55003	Nat Res Educator-Adv	\$0.50
55002	Nat Res Educator-Sen	\$0.50
56700	Nat Res Program Coordinator	\$0.50
56063	Nat Res Research Scientist-Adv	\$0.50
56062	Nat Res Research Scientist-Sen	\$0.50
80262	Network Comm Sys Analyst-Adv	\$0.70
56363	Parks Rec Spec-Adv	\$0.50
56362	Parks Rec Spec-Sen	\$0.50
36550	Pharmacist	\$0.50
36900	Pharmacy Practices Consultant	\$0.50
39860	Physical Therapy Assistant	\$0.70
72660	Plumbing Consultant	\$0.70

72600	Plumbing Plan Reviewer	\$0.70
72700	Private Sewage Plan Reviewer	\$0.70
93200	Research Vessel Captain	\$0.70
35903	Respiratory Therapist	\$0.70
35905	Respiratory Therapist-Adv	\$0.70
35904	Respiratory Therapist-Sen	\$0.70
55713	Waste Management Spec-Adv	\$0.50
55712	Waste Management Spec-Sen	\$0.50
55773	Wastewater Specialist-Adv	\$0.50
55772	Wastewater Specialist-Sen	\$0.50
55273	Wildlife Biologist-Adv	\$0.50
55272	Wildlife Biologist-Sen	\$0.50

- E. Funding.** Costs of these market adjustments and related 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.

## **SECTION VIII. EMPLOYMENT & TRAINING SPECIALIST GENERATED MARKET**

- A. Effective Date.** December 22, 2019
- B. Plan Reference.** Section L, 2.03
- C. Market Generation.** Subject to 1. through 4. below, the Department of Workforce Development will generate funding for each employee in positions allocated to the classifications listed in 5. below. A single fund will be created for distribution as discretionary adjustments by the agency appointing authority to those employees generating the funds.
1. Funds generated have no bearing on the rights of individual employees to these funds.
  2. Criteria for distribution of these adjustments will be applied in a uniform manner throughout the agency or employing unit, and the distribution is subject to DPM approval.
  3. Any funds that are not distributed on the effective date will remain unspent.
  4. Funds generated may not be combined with any other funds provided for distribution in this or any other section of this Plan.
  5. Effective December 22, 2019, each employee in the following classifications will generate the indicated amount per hour for distribution. Employees on leave of absence are included for generation except employees on leave to fill an unclassified position. Employees on leave of absence will receive the distributed market increase (if any) upon return to pay status.

<b>Generated Amount</b>	<b>Code</b>	<b>Classification</b>
\$0.70	48260	Employment & Training Specialist
\$0.80	48263	Employment & Training Specialist-Lead
\$0.80	48220	Employment & Training Supervisor

**D. Funding.** Costs of pay adjustments and related 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.

**SECTION IX. INITIAL ASSESSMENT SPECIALIST GENERATED MARKET**

**A. Effective Date.** December 22, 2019

**B. Plan Reference.** Section L, 2.04

**C. Market Generation.** Subject to 1. through 4. below, the Department of Children & Families will generate funding for each employee in positions allocated to the classifications listed in 5. below. A single fund will be created for distribution as discretionary adjustments by the agency appointing authority to those employees generating the funds.

1. Funds generated have no bearing on the rights of individual employees to these funds.
2. Criteria for distribution of these adjustments will be applied in a uniform manner throughout the agency or employing unit, and the distribution is subject to DPM approval.
3. Any funds that are not distributed on the effective date will remain unspent.
4. Funds generated may not be combined with any other funds provided for distribution in this or any other section of this Plan.
5. Effective December 22, 2019, each employee in the following classifications will generate the indicated amount per hour for distribution. Employees on leave of absence are included for generation except employees on leave to fill an unclassified position. Employees on leave of absence will receive the distributed market increase (if any) upon return to pay status.

<b>Generated Amount</b>	<b>Code</b>	<b>Classification</b>
\$0.50	52961	Initial Assessment Specialist
\$0.70	52964	Initial Assessment Specialist-Advanced
\$0.70	52963	Initial Assessment Specialist-Senior
\$1.20	52980	Initial Assessment Supervisor

- D. Funding.** Costs of pay adjustments and related 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.

**SECTION X. DATCP GENERATED MARKET**

- A. Effective Date.** December 22, 2019
- B. Plan Reference.** Section L, 2.05
- C. Market Generation.** Subject to 1. through 4. below, the Department of Agriculture, Trade & Consumer Protection will generate funding for each employee in positions allocated to the classifications listed in 5. below. A separate fund will be created for distribution as discretionary adjustments within each classification series. Classification series are separated by empty lines in the list below. Funds generated by employees in one classification series may not be used to grant pay adjustments to employees in a different classification series.
  - 1. Funds generated have no bearing on the rights of individual employees to these funds.
  - 2. Criteria for distribution of these adjustments will be applied in a uniform manner throughout the agency or employing unit, and the distribution is subject to DPM approval.
  - 3. Any funds that are not distributed on the effective date will remain unspent.
  - 4. Funds generated may not be combined with any other funds provided for distribution in this or any other section of this Plan.
  - 5. Effective December 22, 2019, each employee in the following classifications will generate the indicated amount per hour for distribution. Employees on leave of absence are included for generation except employees on leave to fill an unclassified position. Employees on leave of absence will receive the distributed market increase (if any) upon return to pay status.

<b>Generated</b>		
<b>Amount</b>	<b>Code</b>	<b>Classification (shown by fund groupings)</b>
\$0.70	70160	Animal Health Compliance Specialist (single class fund)
\$0.70	55472	Environmental Enforcement Specialist-Senior (single class fund)
\$0.50	72101	Environmental Health Sanitarian-Entry
\$0.70	72120	Environmental Health Services Supervisor

\$0.70	70380	Food Safety Supervisor (single class fund)
\$0.70	70903	Food Scientist-Advanced (single class fund)
\$0.30	70401	Meat Safety Inspector-Entry
\$0.50	70402	Meat Safety Inspector-Objective
\$0.70	70420	Meat Safety Supervisor
\$0.70	73902	Weights & Measures Petroleum Systems Specialist-Senior
\$0.70	73920	Weights & Measures Petroleum Systems Supervisor

- D. Funding.** Costs of pay adjustments and related 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.

## **SECTION XI. CLASSIFIED ATTORNEY GENERATED MARKET**

- A. Effective Date.** December 22, 2019
- B. Plan Reference.** Section L, 2.06
- C. Market Generation.** Subject to 1. through 4. below, each agency will generate funding in the amount indicated for each employee in positions allocated to the classifications listed in 5. below. A single fund will be created within each agency for distribution as discretionary adjustments by the agency appointing authority to those employees generating the funds.
1. Funds generated have no bearing on the rights of individual employees to these funds.
  2. Criteria for distribution of these adjustments will be applied in a uniform manner throughout the agency or employing unit, and the distribution is subject to DPM approval.
  3. Any funds that are not distributed on the effective date will remain unspent.
  4. Funds generated may not be combined with any other funds provided for distribution in this or any other section of this Plan.
  5. Effective December 22, 2019, each employee in the following classifications will generate the indicated amount per hour for distribution within each agency. Employees on leave of absence are included for generation except employees on leave to fill an unclassified position. Employees on leave of absence will receive the distributed market increase (if any) upon return to pay status.

<b>Generated Amount</b>	<b>Code</b>	<b>Classification</b>
\$1.00	30100	Attorney
\$1.00	30110	Attorney Confidential
\$1.25	30120	Attorney Supervisor
\$1.25	30130	Attorney Confidential Supervisor
\$1.25	30140	Attorney Management

- D. Funding.** Costs of pay adjustments and related 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.

## **SECTION XII. LABORATORY AND FINGERPRINT TECHNICIAN GENERATED MARKET**

- A. Effective Date.** December 22, 2019
- B. Plan Reference.** Section L, 2.07
- C. Market Generation.** Subject to 1. through 4. below, each agency will generate funding in the amount indicated for each employee in positions allocated to the classifications listed in 5. below. A separate fund will be created for distribution as discretionary adjustments within each agency and classification series. Funds generated by employees in one classification series may not be used to grant pay adjustments to employees in a different classification series.
1. Funds generated have no bearing on the rights of individual employees to these funds.
  2. Criteria for distribution of these adjustments will be applied in a uniform manner throughout the agency or employing unit, and the distribution is subject to DPM approval.
  3. Any funds that are not distributed on the effective date will remain unspent.
  4. Funds generated may not be combined with any other funds provided for distribution in this or any other section of this Plan.
  5. Effective December 22, 2019, each employee in the following classifications will generate the indicated amount per hour for distribution within each agency. Employees on leave of absence are included for generation except employees on leave to fill an unclassified position. Employees on leave of absence will receive the distributed market increase (if any) upon return to pay status.

<b>Generated Amount</b>	<b>Code</b>	<b>Classification (shown by fund groups)</b>
\$0.30	67001	Fingerprint Technician-Entry
\$0.30	67003	Fingerprint Technician-Senior
\$0.30	67004	Fingerprint Technician-Advanced
\$0.30	34101	Laboratory Technician 1
\$0.30	34102	Laboratory Technician 2
\$0.30	34103	Laboratory Technician 3

**D. Funding.** Costs of pay adjustments and related 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.

**SECTION XIII. MARKET STRATIFICATION PAY SCHEDULES 02, 03, 05, 06**

**A. Effective Date.** December 22, 2019

**B. Plan Reference.** Section L, 2.10

**C. Eligible Employees.** All permanent and project employees in classifications assigned to pay schedules 02, 03, 05, or 06 are eligible except:

1. Classifications in broadband pay ranges (05-63, 05-64, 06-05, 06-63, 06-64).
2. Classifications in pay ranges 05-31 or 05-32.

**D. Amount.** Each employee in pay status will receive a market pay adjustment based on full years of adjusted continuous service as of December 22, 2019, as follows:

<b>Years of Service</b>	<b>Pay Increase</b>
0 to 2	\$0.20
3 to 4	\$0.30
5 to 6	\$0.40
7 to 9	\$0.50
10 or more	\$0.60

**E. Funding.** Costs 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.

**SECTION XIV. PARITY WITH MARKET ADJUSTMENTS**

**A. Effective Date.** The effective date for an approved parity adjustment will be the same as the effective date of the associated market adjustment. Employees on leave of absence will receive the parity increase upon return to pay status.

- B. Plan References.** Section L, 2.01, 2.02
- C. Parity Requests.** Per Section L, 2.01(4) of the Compensation Plan, agencies may submit parity requests to DPM. Parity may be considered for 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 the classifications listed for market adjustments in Section L of the Compensation Plan and identified in Sections VII through XIII above, and Section XX below in this bulletin. Parity will be provided only upon an agency recommendation and DPM approval.
- D. Parity with DOC/DHS Security Staff Increases.** Per Section L, 2.01(5) of the Compensation Plan, permanent and project positions in DOC and DHS that provide direct supervision to employees in pay ranges 05-31 and 05-32 may be considered for parity with the market adjustments for security staff provided under Section L, 2.09 of the Plan. Parity will be provided only upon agency recommendation and DPM approval.
- E. Parity Process.** DPM will communicate with all covered agencies the process, guidelines, and expectations for submitting parity requests. DPM will inform Central Payroll and affected agencies of any parity approvals.
- F. Funding.** Except for parity with DOC/DHS security staff described in C., above, and except for parity with DOJ forensic scientist market equity adjustments, costs of 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. Any parity associated with the DOC/DHS security staff increases or DOJ forensic scientists must be funded by the requesting agency.

## **SECTION XV. IMPLEMENTATION OF THE JANUARY 05, 2020 GWA**

- A. Effective Date.** The GWA is effective January 05, 2020.
- B. Plan References.** Section A, 2.01, Section B, 3.05, Section C, 2.00
- C. Eligible Employees.**
1. Except as specified in (2) below, the following employees in pay status on January 05, 2020, are eligible:
    - a. All permanent and project classified employees covered in Section A,
    - b. non-fixed term employees covered in Section B, 3.05,
    - c. Attorneys covered by Section C who are not eligible for merit progression under s. 230.12 (10) through (12), or under Section C, 3.00 of the Compensation Plan,

- d. Attorneys covered by Section C who are eligible for merit progression and whose salary increases are funded in the 2019-21 state budget, and have not yet received a FY 2020 progression increase of at least 2.0%.

**2. Ineligible.**

- a. Any employee whose job performance was rated below satisfactory as a result of formal performance evaluations conducted during the 12-month period ending January 05, 2020.
- b. Supervisors covered in Sections A and C who have not completed formal performance evaluations on all subordinate employees, for whom performance evaluations are required, during the 12-month period ending January 05, 2020. See (3)(b), below, regarding a delayed GWA for supervisors.

***NOTE: DPM has separately sent out instructions to agency to identify employees and supervisors ineligible for this GWA. DPM will provide the resulting list of disqualified employees to Central Payroll. Extenuating circumstances may exist (e.g., leaves of absence) that would allow a supervisor to receive a GWA even though the required performance evaluations were not completed within the mandated timeframes. For assistance with case-by-case determinations, contact Scott C. Thompson via email or at (608) 266-1729.***

- c. Any employee paid at or above the new January 05, 2020 pay range maximum. Refer to the applicable pay schedules in Section Z of the Compensation Plan.
- d. Attorneys eligible for progression under s. 230.12(10) through (12), Wis. Stats., or Section C, 3.00, who have already received a FY 2020 progression increase of at least 2.0%.
- e. Employees represented by a certified collective bargaining unit on the effective date of the GWA. For January 05, 2020, the following bargaining units are considered certified by the WERC;

DP Code

04	Building Trades
20	Assistant District Attorneys
63	Public Safety

- f. Trainees eligible for scheduled trainee increases (refer to Section E, 1.04, of the Plan).

- g. Crafts Worker Supervisors (class code 76710) and Shop Supervisors (class code 76810) whose pay is set under Section A, 2.13 of the Compensation Plan in relation to subordinate staff.

### 3. Delayed Eligibility.

- a. **Formerly represented employees.** Employees in employment status on January 05, 2020, but who were ineligible under (2)(e), above, and who did not receive or were not considered for a corresponding GWA under a collective bargaining agreement, upon entering a nonrepresented position will be granted a GWA, or annualized GWA as described in E., below. Classified employees will be granted the GWA prior to setting pay upon appointment for the new position. These employees will also receive an associated lump sum payment based on the GWA for all hours in pay status from January 05, 2020 to the date of eligibility for the delayed GWA.

Example: A State Patrol Trooper is a represented public safety employee on January 05, and then promotes to a non-represented State Patrol Sergeant effective January 19, before settlement of a public safety collective bargaining agreement covering Fiscal Year 2019. This State Patrol Sergeant would be awarded the missed FY19 GWAs prior to setting pay on promotion and receive a lump sum payment for hours in pay status since June 24, 2018, and January 06, 2019, as applicable.

- b. Supervisors who do not receive the GWA on January 05, 2020, per (2)(b), above, because performance evaluations for subordinates were not completed, may receive a delayed GWA. To receive the delayed GWA, all required evaluations must be completed by March 31, 2020. The GWA will be effective April 12, 2020, with no retroactive pay or lump sum payment for the delay.

**C. Amount.** Each eligible employee will be granted a GWA in an amount equal to 2.0% of the employee's base pay rate immediately preceding the GWA, subject to the new January 05, 2020 pay range maximum as noted in (2)(c) above.

**D. Ineligibility Due to Performance.** Any employee who is not eligible to receive a GWA because of less than satisfactory performance must receive a written notice that states the extent to which the employee's performance has not met management's expectations. This notice must also include management's recommendations for performance improvement.

### E. Annualized GWA Payment

- 1. **Granting Date.** Annualized GWA Payments will be granted as soon as administratively feasible after January 05, 2020.

2. **Eligibility.** Any eligible classified employee, or eligible unclassified employee covered by Section C, will receive an Annualized GWA Payment if either of the two following conditions apply:
    - a. The employee was not eligible to receive a GWA solely because the employee's base pay rate was at or above the new January 05, 2020 pay range maximum.
    - b. The employee did not receive the full GWA amount (i.e., 2.0% of base pay rate) because of the pay range maximum limitation.
  3. **Amount.** The amount of an employee's Annualized GWA Payment is subject to the following limitations:
    - a. For employees who qualify because of the condition described in (2)(a), above, the hourly amount used in calculating an Annualized GWA Payment will equal 2.0% of the employee's base pay rate.
    - b. For employees who qualify because of the condition described in (2)(b), above, the hourly amount used in calculating an Annualized GWA Payment will equal the difference between 2.0% of the employee's base pay rate (prior to receipt of the partial GWA), and the partial GWA the employee actually received.
  4. **Calculating Annualized GWA Payments.** To calculate an employee's Annualized GWA Payment, multiply the hourly amount that is appropriate for the employee, in accordance with (3), above, by 960. Annualized GWA Payments will be prorated for permanent part-time and seasonal employees based on the employee's budgeted percentage of full-time equivalency (FTE) status on January 05, 2020.
- F. Annualized GWA Payments for Employees on Approved Unpaid Leaves of Absence.** Any employee who is on an approved unpaid leave of absence (LOA) on January 05, 2020, and who qualifies for an Annualized GWA Payment will receive such payment subject to the following restrictions:
1. The employee must return from the LOA to pay status by June 19, 2021, and the employee's restoration right must be derived from a position covered by this bulletin.
  2. The employee will not receive the Annualized GWA until the employee returns to pay status.
  3. The hourly amount used in the calculation of the employee's Annualized GWA Payment will equal the amount determined under E., above.

**SECTION XVI. IMPLEMENTATION OF THE JANUARY 05, 2020 PAY SCHEDULES**

The pay schedules effective January 05, 2020 are implemented. Generally, all pay schedule minimums and maximums were increased by the value of the GWA, except for small differences in the ESG schedules and schedules where the maximum is a certain percentage greater than the minimum. The pay schedules are found in Section Z of the Compensation Plan. Any classified employee (except trainees) whose pay is less than the new minimum of the applicable pay range shall receive an increase to that minimum. Trainee pay will be adjusted, if necessary, to maintain the same relationship to the applicable pay range minimum that was in place prior to implementation of the new schedules.

**SECTION XVII. MARKET ADJUSTMENTS FOR DOC AND DHS SECURITY EMPLOYEES IN PAY RANGES 05-31 AND 05-32**

- A. Effective Date.** Different sets of employees will become eligible at different times from January 19, 2020 through June 21, 2020, according to the location of their position shown in the table under C., below.
1. Employees that are neither in the training academy nor in a position eligible for a \$5.00/hour add-on will receive the applicable market adjustment effective January 19, 2020.
  2. Employees who move from a position eligible for the \$5.00/hour add-on to another position in 05-31 or 05-32 not eligible for the add-on will receive the applicable market adjustment beginning the first full pay period in the new position.
  3. Employees that leave the training academy and begin work at a location not eligible for the \$5.00/hour add-on will receive the applicable market adjustment effective the first pay period following leaving the academy.
  4. Effective June 20, 2020, the add-ons for work hours at certain DOC schools and institutions will expire, and therefore effective June 21, 2020, any employee who has not yet received the market adjustment in the table under C., below, will receive the applicable market adjustment.
- B. Plan References.** Section L, 2.09, Section A, 2.06
- C. Eligible Employees.** Permanent and project employees of DOC and DHS in pay status in classifications assigned to pay range 05-31 or 05-32.
- D. Amount.** Eligible employees will receive a base pay increase of either \$1.66 or \$2.35 per hour, limited by the pay range maximum, according to the location of their position. An employee may receive the market adjustment only once during the eligibility period. An employee that has received the market adjustment will keep it and not be eligible for the \$5.00/hour add-on regardless of movement to an otherwise eligible school or institution.

<b>Location of an employee's position</b>	<b>Pay Range 05-31</b>	<b>Pay Range 05-32</b>
Employees in a position not eligible for the \$5.00 add-on	\$1.66	\$2.35
Employees in the training academy before June 21, 2020	No adjustment	No adjustment
All other employees before June 21, 2020	No adjustment	No adjustment

- E. Lump Sum Payment if Limited by Pay Range Maximum.** An employee who cannot receive the full amount of the market pay increase due to limitation by the pay range maximum (the Compensation Plan erroneously refers to a non-existent appointment maximum) will receive a lump sum payment equal to the amount of the increase limited by the pay range maximum multiplied by 2,080.
- F. Funding.** Costs of market adjustments under this provision 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. However, any parity related to these market adjustments may not be supplemented and must be funded by the requesting agency.

#### **SECTION XVIII. PAY PROGRESSION IN PAY RANGES 05-31 AND 05-32**

- A. Plan Reference.** Section A, 2.06
- B. Progression Administration Before January 19, 2020.** Effective with the Compensation Plan, pay progression continues for employees in pay ranges 05-31 and 05-32 based on length of state service as under the previous plan, with progression steps increased effective January 5, 2020 in conjunction with the GWA on that date. Following are the current pay progression table and the table effective January 5, 2020.

<b>Effective January 6, 2019</b>	<b>Pay Range 05-31</b>	<b>Pay Range 05-32</b>
6 months	\$17.16 per hour	Not Applicable
12 months	\$17.68 per hour	Not Applicable
18 months	\$18.19 per hour	Not Applicable
24 months	\$18.70 per hour	\$20.70 per hour

<b>Effective January 5, 2020</b>	<b>Pay Range 05-31</b>	<b>Pay Range 05-32</b>
Minimum	\$16.99	\$17.80
6 months	\$17.51	Not applicable
12 months	\$18.04	Not applicable
18 months	\$18.56	Not applicable
24 months	\$19.08	\$21.12

- C. Progression Administration from January 19, 2020 until June 21, 2020.** Effective beginning January 19, 2020, the market increases described in the previous section of this bulletin and at Section L, 2.09 of the Compensation Plan are implemented for eligible

employees in pay ranges 05-31 and 05-32. The result is that from January 19 until June 21 there will be two pay progression structures in simultaneous use. Employees who are not yet eligible for the market increase will progress according to the structure on the left-hand side of the table. Employees who have received the market increase will progress according to the structure on the right-hand side of the table.

Effective January 19, 2020	Employees in Academy and Employees receiving \$5 add-on (Employees not yet eligible for the Section L, 2.09 market increase)		All Other Employees This Minimum Overrides the General Pay Range Minimum Listed in Section Z	
	State Service	Pay Range 05-31	Pay Range 05-32	Pay Range 05-31
Minimum	\$16.99	\$17.80	\$18.65	\$20.15
6 months	\$17.51	Not applicable	\$19.17	Not applicable
12 months	\$18.04	Not applicable	\$19.70	Not applicable
18 months	\$18.56	Not applicable	\$20.22	Not applicable
24 months	\$19.08	\$21.12	\$20.74	\$23.47
			The pay rates in these two columns incorporate the market adjustment indicated in Section L, 2.09.	

- D. Progression Administration Effective June 21, 2020.** Effective June 21, 2020, all pay range 05-31 and 05-32 employees will have received the market increase and therefore all employees will progress on the following progression structure table based on time in state service.

<u>Effective June 21, 2020</u>	<b>Pay Range 05-31</b>	<b>Pay Range 05-32</b>
Minimum	\$18.65	\$20.15
6 months	\$19.17	Not applicable
12 months	\$19.70	Not applicable
18 months	\$20.22	Not applicable
24 months	\$20.74	\$23.47

**SECTION XIX. PERSONNEL TRANSACTION PAY STRUCTURES FOR PAY RANGES 05-31 AND 05-32**

- A. Plan References.** Section E, 4.00(5)(a), Section Z, Pay Schedule 05 Transaction Structures
- B. Personnel Transaction Pay Administration before January 05, 2020.** Prior to January 05, 2020, pay setting for DOC and DHS employees in pay ranges 05-31 and 05-32 continues according provisions carried over from the previous Compensation Plan, and now found at Section E, 4.00(5)(a) of the 2019-2021 Compensation Plan, and on the same Pay Transaction Structure found under Schedule 05 in Section Z that has been in effect since January 20, 2019.

The Section Z Transaction Structures must be referenced for employees with an adjusted continuous service date in 2014 or earlier. The pay progression structures found at Section A, 2.06 of the Plan and described in Section XVIII of this bulletin must be referenced for employees with an adjusted continuous service date in 2015 or more recent.

- C. Personnel Transaction Pay Administration Effective January 05, 2020.** Because the Security market adjustments at Section L, 2.09 of the Compensation Plan will be provided to employees at various times from January 19, 2020 to June 21, 2020, there will be two pay Transaction Structures in simultaneous effect during that timeframe, depending on whether an employee had yet received the market adjustment. The administrative provisions found at Section E, 4.00(5)(a) of the Plan will continue to apply.

The Transaction Structures are shown on the next page.

- 1. January 05, 2020 to January 19, 2020.** For internal transactions all employees will be on the left-hand structure which reflects the January 05, 2020 GWA increase.
- 2. January 20, 2020 up to June 21, 2020.** Employees that receive the security market increase will have pay set according to the right-hand structure. Employees that have not yet received the security market increase will have pay set according to the left-hand schedule.
- 3. June 21, 2020 through December 05, 2020.** As of June 21, 2020, all employees will have received the security market increase and therefore all employees will have pay set according to the right-hand structure.

PAY SCHEDULE 05: SECURITY & PUBLIC SAFETY				PAY SCHEDULE 05: SECURITY & PUBLIC SAFETY			
Pay Range 05-31 and 05-32 Transaction Structure A				Pay Range 05-31 and 05-32 Transaction Structure B			
Effective January 5, 2020 through January 18, 2020 for All Employees				Effective January 19, 2020 through June 20, 2020 for Employees Not in the Academy and Not Receiving an Add-on for Hours Worked			
Effective January 19, 2020 through June 20, 2020, for Employees in the Academy or Receiving a \$5.00 per hour Add-on for Hours Worked				Effective June 21, 2020 through December 5, 2020 for All Employees			
Year of Adjusted Continuous Service Date	05-31 Rate	05-32 Rate		Year of Adjusted Continuous Service Date	05-31 Rate	05-32 Rate	
2014	19.08	21.12		2014	20.74	23.47	
2013	19.19	21.22		2013	20.85	23.57	
2012	19.33	21.37		2012	20.99	23.72	
2011	19.48	21.52		2011	21.14	23.87	
2010	19.63	21.67		2010	21.29	24.02	
2009	19.80	21.83		2009	21.46	24.18	
2008	19.97	22.01		2008	21.63	24.36	
2007	20.13	22.17		2007	21.79	24.52	
2006	20.31	22.34		2006	21.97	24.69	
2005	20.49	22.52		2005	22.15	24.87	
2004	20.66	22.69		2004	22.32	25.04	
2003	20.87	22.91		2003	22.53	25.26	
2002	21.10	23.13		2002	22.76	25.48	
2001	21.37	23.40		2001	23.03	25.75	
2000	21.66	23.73		2000	23.32	26.08	
1999	22.01	24.12		1999	23.67	26.47	
1998	22.50	24.66		1998	24.16	27.01	
1997	22.99	25.20		1997	24.65	27.55	
1996	23.48	25.73		1996	25.14	28.08	
1995	23.96	26.27		1995	25.62	28.62	
1994	24.44	26.80		1994	26.10	29.15	
1993	24.92	27.34		1993	26.58	29.69	
1992	25.41	27.88		1992	27.07	30.23	
1991	25.90	28.41		1991	27.56	30.76	
1990	26.39	28.95		1990	28.05	31.30	
1989	26.88	29.49		1989 or earlier	28.24	31.67	
1988	27.38	30.02					
1987	27.48	30.15					
1986	27.61	30.29					
1985	27.73	30.41					
1984	27.84	30.54					
1983	27.95	30.67					
1982	28.07	30.81					
1981	28.20	30.93					
1980 or earlier	28.24	31.00					

## **SECTION XX. FORENSIC SCIENTIST GENERATED MARKET EQUITY ADJUSTMENT**

- A. Effective Date.** April 12, 2020
- B. Plan Reference.** Section L, 2.08
- C. Market Equity Generation.** Subject to 1. through 4. below, the Department of Justice will generate funding for each employee in positions allocated to the classifications listed in 5. below. A single fund will be created for distribution as discretionary adjustments by the agency appointing authority to those employees generating the funds.
1. Funds generated have no bearing on the rights of individual employees to these funds.
  2. Criteria for distribution of these adjustments will be applied in a uniform manner throughout the agency or employing unit, and the distribution is subject to DPM approval.
  3. Any funds that are not distributed on the effective date will remain unspent.
  4. Funds generated may not be combined with any other funds provided for distribution in this or any other section of this Plan.
  5. Effective April 12, 2020, each employee in the following classifications will generate \$3.00 per hour for distribution. Employees on leave of absence are included for generation except employees on leave to fill an unclassified position. Employees on leave of absence will receive the distributed market increase (if any) upon return to pay status.

<u>Code</u>	<u>Classification</u>
42101	Controlled Substance Analyst
42103	Controlled Substance Analyst-Adv
42102	Controlled Substance Analyst-Sen
42660	Crime Scene Response Specialist
42201	DNA Analyst
42203	DNA Analyst-Adv
42202	DNA Analyst-Sen
42401	Fingerprint & Footwear Examiner
42403	Fingerprint & Footwear Examiner-Adv
42402	Fingerprint & Footwear Examiner-Sen
42501	Firearms & Toolmark Examiner
42503	Firearms & Toolmark Examiner-Adv
42502	Firearms & Toolmark Examiner-Sen
42701	Forensic Imaging Specialist
42703	Forensic Imaging Specialist-Adv

42702	Forensic Imaging Specialist-Sen
42801	Toxicologist
42803	Toxicologist-Adv
42802	Toxicologist-Sen
42901	Trace Evidence Examiner
42903	Trace Evidence Examiner-Adv
42902	Trace Evidence Examiner-Sen

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

## **SECTION XXI. CHANGES TO NURSE CLINICIAN ADD-ON AND CONVERSION TO BASE PAY**

- A. Effective Dates:** December 22, 2019 and April 12, 2020
- B. Plan References.** Section A, 4.30
- C. Changes to Add-on Eligibility.**
- Effective December 22, 2019, the add-on of up to \$3.00 per hour above and beyond the \$1.00 add-on is available only for providing direct patient care at the Milwaukee Secure Detention Facility. The following three locations are removed from eligibility: Fox Lake Correctional Institution-Hemodialysis, Dodge Correctional Institution-Infirmery, Dodge Correctional Institution-Hemodialysis.
  - Effective April 12, 2020, employees in the classifications of Nurse Clinician 2 or Nurse Clinician 2-Weekend will no longer be eligible for the \$1.00 per hour add-on under the Section A, 4.30 provisions.
- D. Conversion of Add-on to Base Pay.** Effective April 12, 2020, the base pay rate for each Nurse Clinician 2 and Nurse Clinician 2-Weekend in pay status shall be increased by \$1.00 per hour. This adjustment shall occur before placement on the Nurse Clinician 2 and Nurse Clinician 2-Weekend pay progression structure on the same date. Employees on leave of absence will receive the \$1.00 upon return to pay status.
- E. Add-on of up to \$3.00 per Hour.** Effective April 12, 2020, employees in the classifications of Nurse Clinician 2 or Nurse Clinician 2-Weekend providing direct patient care at the Milwaukee Secure Detention Facility may be paid up to three dollars (\$3.00) per hour as an add-on for all qualifying hours worked.

## **SECTION XXII. NURSE CLINICIAN 2 PAY STRUCTURE PLACEMENT AND PAY PROGRESSION IMPLEMENTATION**

- A. Effective Date:** April 12, 2020, with first progression increases effective April 26, 2020

**B. Plan References.** Section A, 2.09, 2.10; Section Z Pay Schedule 11

**C. Eligible Classifications:**

- 38302 Nurse Clinician 2
- 38862 Nurse Clinician 2-Weekend

**D. Pay Structure Implementation.** This pay structure implementation will occur after the conversion of the \$1.00 add-on to base pay under Section A, 4.30. Per Section A, 2.09 of the Compensation Plan, permanent and project employees in pay status in the eligible classifications will be placed at the applicable pay point on the Nurse Clinician 2 Pay Structure and Progression schedule shown below and found in Section Z of the Compensation Plan. Placement will be based on full years of licensure as a professional nurse. However, nurses already paid more than the applicable pay point will keep their current pay rate. Agencies will need to maintain a record of the nurse license granting date for each eligible nurse. Employees on leave of absence will receive the structure increase (if any) upon return to pay status.

**NURSE CLINICIAN 2 PAY STRUCTURE AND  
PROGRESSION  
For Broadband Pay Schedule 11-02**

**Effective: April 12, 2020 through January 2, 2021**

**Nurse Clinician 2  
Nurse Clinician 2-Weekend**

Years Professional Experience*	Pay Rate
0	\$32.41
3	\$33.32
5	\$34.23
7	\$35.14
9	\$36.05
11	\$36.96

\*Placement and progression is based on full years of professional nursing experience as established by the nurse license granting date.

**E. Pay Progression.** Following the initial placement effective April 12, 2020, eligible nurses in pay status who attain the next level of years of professional experience will receive a pay progression increase to the corresponding pay rate. The increase will be effective the first day of the first pay period beginning on or after the date the nurse attains the next level of professional experience. Nurses on leave of absence will receive the progression increase upon return to pay status. Nurses whose pay rate is already equal

to or greater than the corresponding pay rate will keep their current pay rate. The first possible pay progression increases will be effective April 26, 2020.

- F. Unsatisfactory Performance.** Initial placement on the Nurse Clinician 2 pay structure is not dependent on satisfactory performance. However, for pay progression, a nurse who has received an unsatisfactory performance evaluation within twelve months of the progression eligibility date will not receive the progression adjustment until the first pay period following written notification of satisfactory performance. There will be no back pay due to the delay in receiving the progression increase.

### **SECTION XXIII. EXPIRATION OF YOUTH COUNSELOR RETENTION ADD-ON**

- A. Effective Date.** June 20, 2020.
- B. Reference.** Section A, 4.38
- C. Eligible Employees.** Employees in the classifications of Youth Counselor and Youth Counselor-Advanced (class codes 53760, 53703) employed at Lincoln Hills/Copper Lake Schools.
- D. Amount.** \$1.00 per hour, for work hours only.
- E. Expiration.** This add-on is carried forward from the previous Compensation Plan, but will expire for all employees on Saturday, June 20, 2020.

### **SECTION XXIV. FY20 DOC/DHS RETENTION INCENTIVE PAYMENTS FOR PROTECTIVE STAFF**

- A. Granting Date.** For FY2020, these payments will be implemented for the pay period beginning June 7, 2020. Employees on a leave of absence during the granting period will receive the payment upon their return to pay status.
- B. Reference.** Section A, 5.07
- C. Eligible Employees.** Employees in a protective status position on May 31, 2020 in the Department of Corrections or Department of Health Services, and who first attained one of the listed levels of full years of adjusted continuous service in the qualifying period from July 1, 2019 through May 31, 2020.
- D. Ineligible Employees.**
1. Employees whose most recent performance evaluation was unsatisfactory in the 12 months preceding May 31.
  2. Employees who during the qualifying period from July 1, 2019 through May 31, 2020 attain any number of years of state service not specifically listed in the table of

payment amounts. Attaining a number of years of service that falls between the listed years does not qualify. For example, an employee that attains 11, 12, 13, or 14 years of service in the qualifying period is NOT eligible for the 10-year payment amount. Only an employee that first attains 10 years of service in the qualifying period would be eligible for the 10-year payment of \$250.

- E. Amount.** Eligible employees will receive a lump sum payment based on attainment of the listed full years of state service as shown in this table. Service levels between these numbers do not qualify.

Full Years Service	Payment
10	\$250
15	\$500
20	\$750
25	\$1,000
Each subsequent five-year anniversary	\$1,000

## SECTION XXV. WEEKEND CERTIFIED NURSING ASSISTANT PROGRAM

- A. Concept.** Employing units may establish Weekend Certified Nursing Assistant Programs designed to recruit and retain qualified certified nursing assistant personnel.
- B. References.** Section A, 4.32
- C. Eligible Employees.** Employees assigned to weekend programs and placed in new classifications to be created with the extension of “- Weekend” added to Nursing Assistant 1, 2, 3 and Resident Care Technician Entry, Objective, Advanced.
- D. Amount.** Employees assigned to these weekend programs will receive an add-on of \$5.00 per hour for all hours worked during qualifying periods to be determined by the employing units, but those qualifying periods are not to exceed the hours between 6:00 a.m. Friday and 11:30 p.m. Monday. **Note.** These employees must also receive the \$0.45 per hour night differential and \$0.60 per hour weekend differential under Section A, 4.05 and 4.06 of the Compensation Plan.
- E. Paid Leave Provisions.** Employees in these weekend programs will also be subject to special provisions regarding annual leave, personal holidays, and legal holidays in accordance with new Compensation Plan provisions in Section K, 3.04, 4.03, and 5.02. These provisions are explained in more detail in bulletin DPM-0510-CC/PP regarding the non-pay provisions in the 2019-2021 Compensation Plan.

## SECTION XXVI. MISCELLANEOUS SMALL PROVISIONS

- A. Police and Warden Progression.** Section A, 2.02(2) has the following sentence added for cross-reference and clarification: “See paragraph (4) below regarding other law

enforcement experience which may be considered when determining the anniversary date for progression under this provision.”

- B. Lead Crafts Worker Pay.** Section A, 2.13(1) of the Compensation Plan is revised to clarify that the \$0.50 per hour additional pay for employees classified as Craftsworker-Lead is additional base pay, while the additional \$0.20 per hour for temporary lead crafts workers is an add-on and not base pay.
- C. Obsolete Classification Titles.** DPM was unable to update obsolete classification titles under the Section A, 2.03 Annual Progression Adjustments, 2.12 Revenue Progression, and 5.06 Revenue Sign-on Bonus. Pay administration of these provisions will continue without change from current practice.
- D. Supplemental Pay for Engineering Related Classifications.** Section A, 4.14 has the following sentence added under subparagraphs (1) and (3): “The license, permit or registration must be recognized by the State of Wisconsin.” This is to clarify our policy on eligibility for the supplemental pay. Also, the following clarifying provision is added as 4.14(6): “An employee may receive only one of the add-ons identified in (1) to (3), above.”
- E. DPI Special Activities.** The listing at Section A, 5.02 of DPI school activities and associated lump sum payments is revised to add and delete various activities. A note is added to specify that only FLSA exempt employees will be eligible for the payments, and that FLSA non-exempt employees are not eligible.
- F. Rates of Office.** In Section B, the rates of office are updated for justices and judges, legislative members, and constitutional officers. Additional notes were added to provide more information about when these persons take office. The table of pay rates for District Attorneys is updated to reflect a statutory change to the sizes of the two largest prosecutorial units.
- G. ESG and non-ESG Assignments.** Section B, 3.03 is revised to update unclassified position titles and to add several new titles to the Executive Salary Group (ESG) and non-ESG assignments. None of these changes affects the pay rate of a current employee.

## **SECTION XXVII. ADJUSTING PAY OF LIMITED TERM EMPLOYEES (LTEs)**

- A. LTEs eligible for discretionary pay increases.** In general, appointing authorities may increase at any time the pay rates for LTEs paid below the pay range minimum for their classification, or below the Maximum / Not-to-Exceed Rate for Pay Schedule 18 LTEs listed in Section D, 5.00 of the Compensation Plan. Therefore, when the pay ranges are increased on January 05, 2020, LTEs that were previously paid the maximum allowable LTE rate may have their pay rate increased at any amount up to the new maximum allowable LTE amount, at the discretion of the appointing authority. If any such increases are awarded, they need not be effective on January 05, 2020. (See Section D, 3.01 to 3.03 of the Compensation Plan.)

In two special situations, LTEs may have their pay rates adjusted on the same date and by the same amount as a GWA, in accordance with Section D, 3.05 (2) or (3) of the Compensation Plan:

1. The LTE was hired above the pay range minimum because the employee had eligibility for “return to previous level,” reinstatement eligibility, or restoration rights to the applicable permanent classification and the duties of the LTE position is related to those of the previous permanent position.
  2. The LTE was hired above the pay range minimum because the LTE is also a current classified permanent employee, and the duties and responsibilities of the LTE position are related to those of the permanent position.
- B. LTEs not eligible for pay increases.** An LTE hired above the minimum of a broadband pay range using broadband pay on appointment flexibility is not eligible for a pay adjustment for the duration of the appointment, except that if the broadband minimum increases to exceed the pay rate of the LTE, the pay rate of the LTE may be increased to the new minimum.
- Of course, any LTE that is paid at the maximum allowable rate for the LTE title is not eligible for any pay increase.
- C. Payroll Processing Instructions.** Central Payroll can apply the January 05, 2020 GWA for all of an agency’s LTEs under the new pay range minimum. Contact Dennis Dissmore with your request by January 06 or earlier if possible. Agencies wishing to apply more complex criteria to LTE increases should contact Dennis Dissmore.

## SECTION XXVIII. 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](mailto:John.Wiesman@Wisconsin.gov) or by phone at (608) 266-1418, or the Bureau of Classification and Compensation at [DOADPMCompEmploymentRelGenl@wisconsin.gov](mailto:DOADPMCompEmploymentRelGenl@wisconsin.gov).

Employer questions regarding *payroll processing* should be directed to DOA Central Payroll: Nancy Krueger at (608) 264-9571.



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Scott C. Thompson, Director  
Bureau of Classification and Compensation