

State of Wisconsin

DOA – DIVISION OF PERSONNEL MANAGEMENT

– CLASSIFICATION AND COMPENSATION BULLETIN –

Date: March 2, 2020

Locator No: DPM-0516-CC/PP

Subject: Information Necessary to Process FY 2017-2019 Wage Adjustments and Implementation of Pay Progression and Training Add-ons for Employees in the Public Safety Bargaining Unit (Unit 63).

This information is provided to assist appointing authorities in determining FY 2017-2019 base pay adjustments, lump sum payments, pay progression, and pay add-ons for certain duties for employees in the public safety bargaining unit (DP code 63). These adjustments are made in accordance with the provisions in the Collective Bargaining Agreement (Agreement) between the State and the Wisconsin Law Enforcement Association (WLEA) for the 2017-2019 fiscal biennium. The pay adjustments in this bulletin will be applied in the order set forth below.

All permanent classified employees in the public safety bargaining unit (DP code 63) are covered by this bulletin.

SECTION I. MULTIPLE PAY ADJUSTMENTS WITH THE SAME EFFECTIVE DATE, ORDER OF APPLICATION

Multiple pay adjustments that have the same effective date will be processed in accordance with s. ER 29.04, Wis. Adm. Code, except as modified here for adjustments effective March 1, 2020.

Use the current pay ranges from the 2013-15 Agreement for personnel transactions number 1 through number 9, below.

The Reallocations and Negotiated Wage Adjustments under numbers 10 and 11 are done without reference to a pay range.

Following implementation of all Negotiated Pay Adjustments under number 11, use the Pay Schedule/Range 63-40, found in Attachment 1, for all transactions.

1. Reclassification/regrade adjustment
2. Promotion/upward movement adjustment
3. Career executive voluntary movement to a higher class
4. Demotion/downward movement adjustment
5. Career executive reassignment or voluntary movement to a lower class
6. Transfer/lateral movement adjustment

7. Career executive reassignment or voluntary movement to a position allocated to a classification in the same pay range
8. Reinstatement
9. Restoration
10. Reallocations to single level of State Patrol Inspector and State Patrol Trooper
11. Pay Structure Placements effective March 1, 2020, in the order listed in this bulletin
 - a. Placement on Pay Structure 1
 - b. Placement on Pay Structure 2
 - c. Placement on Pay Structure 3
12. Implementation of Pay Schedule 63-40
13. Implementation of pay progression
14. Establishment of a Raised Minimum Rate
15. Original appointment

SECTION II. REALLOCATIONS TO NEW CLASSIFICATIONS

Effective March 1, 2020, after any transactions listed in number 1 through number 9 in the table in Section I of this bulletin, all bargaining unit employees are reallocated into the title of State Patrol Trooper or State Patrol Inspector, as appropriate, in Pay Range 63-40. In accordance with Appendix B of the Agreement, there will be no pay adjustments with these reallocations, including no adjustments to bring employees up to the 63-40 minimum. The pay range minimum test will not be applied until after the placement on Pay Structure 3.

SECTION III. PLACEMENT ON PAY STRUCTURE 1

A. Effective Date. The placement on Pay Structure 1 is effective March 1, 2020.

B. Eligibility.

Eligible. All employees in pay status in a bargaining unit position on March 1, 2020, with satisfactory performance are eligible for placement.

Ineligible. Any employee whose most recent performance evaluation in the previous 12 months was unsatisfactory.

C. Amount. Refer to Pay Structure 1 in the Attachment. Each eligible employee is placed on the Pay Point that corresponds to the employee's Years of State Patrol Law Enforcement Experience as of July 23, 2017. However, if an employee's pay rate prior to placement is higher than the placement rate, the employee will keep the higher pay rate.

Note. The Years of State Patrol Law Enforcement Experience is based on a date for each employee maintained by the Department of Transportation. This information will be provided separately to Central Payroll via contract implementation workbooks.

- D. Lump Sum for the Delay in Implementation.** Employees eligible for this placement will also receive a lump sum payment calculated as the amount of the pay increase received (if any) multiplied by the number of hours in pay status in a bargaining unit position from July 23, 2017 through February 29, 2020. For the purposes of calculating employee benefits, the lump sum wage payment will be considered as salary or wages earned during the period commencing July 23, 2017 through February 29, 2020.
- E. Employees Not in Pay Status.** Employees on an approved unpaid leave of absence on March 1, 2020, will receive the placement and associated lump sum payment upon their return to pay status during the life (including extension) of the Agreement. Employees who separated from state service, including retirees, prior to March 1, 2020 are not eligible for the placement nor the lump sum payment.

SECTION IV. PLACEMENT ON PAY STRUCTURE 2

- A. Effective Date.** The placement on Pay Structure 2 is effective March 1, 2020.
- B. Eligibility.**
- Eligible.** All employees in pay status in a bargaining unit position on March 1, 2020, with satisfactory performance are eligible for placement.
- Ineligible.** Any employee whose most recent performance evaluation in the previous 12 months was unsatisfactory.
- C. Amount.** Refer to Pay Structure 2 in the Attachment. Each eligible employee is placed on the Pay Point that corresponds to the employee's Years of State Patrol Law Enforcement Experience as of June 24, 2018. However, each eligible employee is guaranteed an increase of at least 2.0%, subject to the maximum of pay range 63-40.
- D. Lump Sum for the Delay in Implementation.** Employees eligible for this placement will also receive a lump sum payment calculated as the amount of the pay increase received (if any) multiplied by the number of hours in pay status in a bargaining unit position from June 24, 2018 through February 29, 2020. For the purposes of calculating employee benefits, the lump sum wage payment will be considered as salary or wages earned during the period commencing June 24, 2018 through February 29, 2020.
- E. Employees Not in Pay Status.** Employees on an approved unpaid leave of absence on March 1, 2020, will receive the placement and associated lump sum payment upon their return to pay status during the life (including extension) of the Agreement. Employees who separated from state service, including retirees, prior to March 1, 2020 are not eligible for the placement nor the lump sum payment.

SECTION V. PLACEMENT ON PAY STRUCTURE 3

A. Effective Date. The placement on Pay Structure 3 is effective March 1, 2020.

B. Eligibility.

Eligible. All employees in pay status in a bargaining unit position on March 1, 2020, with satisfactory performance are eligible for placement.

Ineligible. Any employee whose most recent performance evaluation in the previous 12 months was unsatisfactory.

C. Amount. Refer to Pay Structure 3 in the Attachment. Each eligible employee is placed on the Pay Point that corresponds to the employee's Years of State Patrol Law Enforcement Experience as of January 6, 2019. However, each eligible employee is guaranteed an increase of at least 2.0%, subject to the maximum of pay range 63-40.

D. Lump Sum for the Delay in Implementation. Employees eligible for this placement will also receive a lump sum payment calculated as the amount of the pay increase received (if any) multiplied by the number of hours in pay status in a bargaining unit position from January 6, 2019 through February 29, 2020. For the purposes of calculating employee benefits, the lump sum wage payment will be considered as salary or wages earned during the period commencing January 6, 2019 through February 29, 2020.

E. Employees Not in Pay Status. Employees on an approved unpaid leave of absence on March 1, 2020, will receive the placement and associated lump sum payment upon their return to pay status during the life (including extension) of the Agreement. Employees who separated from state service, including retirees, prior to March 1, 2020 are not eligible for the placement nor the lump sum payment.

SECTION VI. IMPLEMENTATION OF PAY RANGE 63-40

Effective March 1, 2020, immediately following the placements on Pay Structure 3, Pay Range 63-40 is fully implemented, and any employee paid below the minimum of the pay range is raised to the pay range minimum. There is no lump sum associated with this increase to the pay range minimum.

SECTION VII. IMPLEMENTATION OF PAY PROGRESSION

Pay Progression will be provided for bargaining unit employees in accordance with Appendix C of the 2017-19 Agreement.

A. Effective Date. Pay Progression for all bargaining unit employees is effective March 1, 2020 and continuing throughout the life of the Agreement (including extension).

B. Employees Ineligible for Pay Progression

1. Any employee whose most recent performance evaluation within 12 months prior to the granting date was unsatisfactory.
2. Any employee whose base pay rate is equal to or greater than the amount established on Pay Structure 3 for the employee's State Patrol Law Enforcement Experience.

C. Granting Date. Progression adjustments will be effective on the first day of the pay period following the employee attaining the required full years of State Patrol Law Enforcement Experience for the next progression interval. If the employee attains the next progression interval on the first day of a pay period, the progression adjustment will be effective on that date.

D. Employees with Unsatisfactory Performance. An employee who is initially 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 a written satisfactory performance evaluation. There will be no back pay.

E. Amount. On the granting date of a progression adjustment, the employee's base pay rate will be increased to the applicable pay point on Pay Structure 3. If the employee's current base pay rate equals or exceeds the applicable progression point, the current rate of pay will be retained.

SECTION VIII. ONGOING ADMINISTRATION OF PAY SCHEDULE 63-40

In accordance with Appendix B of the 2017-19 Agreement, all personnel transaction pay adjustments for employees moving to, between, or within positions allocated to classifications assigned to pay range 63-40 will be determined in accordance with the following provisions:

- A. Upon initial reallocation of positions to pay range 63-40, there will be no pay adjustments.
- B. Upon transfer or reallocation between bargaining unit positions, an employee shall keep their current rate of pay.
- C. Any employee entering the bargaining unit from a position outside the bargaining unit or outside of state service shall be placed at the pay rate on the progression schedule corresponding to the employee's years of State Patrol Law Enforcement Experience.
- D. Multiple pay adjustments that have the same effective date will be processed in accordance with s. ER 29.04, Wis. Adm. Code.

SECTION IX. SUPPLEMENTAL PAY FOR SPECIFIC ASSIGNMENTS

In accordance with Article XI, Section 6 of the 2017-19 Agreement, employees in positions allocated to the classifications of State Patrol Trooper or State Patrol Inspector shall be provided a \$1.50 per hour add-on when performing the following duties:

- Field Training Officer (FTO) and Assistant Training Officer (ATO), including time spent completing Daily Observation Reports, field training performance evaluations and other documents directly related to assessing recruit performance during the FTO/ATO assignment;
- Background Investigator; or
- National Training Center Instructor, instructing students in Firearms, Defensive and Arrest Tactics, Vehicle Contact, Emergency Vehicle Operations, Professional Communications or Standardized Field Sobriety Testing pursuant to their Wisconsin Department of Justice instructor certification.

Eligible hours will not include any training sessions where the employee is attending as a student/non-instructor, prep time for the training session, or travel time to or from training sessions.

SECTION X. DETERMINING HOURS IN PAY STATUS

- A. "Hours in pay status" include the number of hours worked for cash payment plus the number of hours of paid leave time/compensatory time credits that were used during the applicable period stated above.
- B. Hours excluded from hours in pay status: Work hours for which holiday or compensatory time-off credits were earned but not used;
- C. For purposes of calculating employee benefits, any lump sum wage payment received under Sections III, IV, and V, above, for the delay in implementation of the Agreement shall be considered as salary or wages earned during the applicable period.

SECTION XI. REFERRAL OF QUESTIONS

Employee Questions: Questions regarding pay rates or pay adjustments indicated in this bulletin should be directed to:

Barb Paltz at Barb.Paltz@dot.wi.gov or by phone at (608) 266-2974.

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

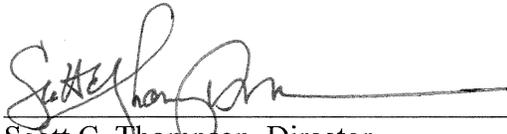
John Wiesman at John.Wiesman@Wisconsin.gov or by phone at (608) 266-1418; or the Bureau of Classification and Compensation mailbox at DOADPMCompEmploymentRelGenI@wisconsin.gov.

Employer questions regarding *all other provisions of the WLEA Agreement* should be referred to Doug Thayer at Douglas.Thayer@wisconsin.gov or by phone at (608) 266-2052.

Questions regarding payroll processing should be directed to DOA Central Payroll:

DOA Central Payroll:

Nancy Krueger at (608) 264-9571

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

Scott C. Thompson, Director
Bureau of Classification and Compensation

Attachment

Pay Schedule 63

Pay Schedule 63-40

Pay Schedule 63-40

Pay Schedule 63-40

Pay Structure 1
Effective for placement only

Pay Structure 2
Effective for placement only

Pay Structure 3
Effective for placement and pay progression

Years of State Patrol Law Enforcement Experience	Pay Point	Years of State Patrol Law Enforcement Experience	Pay Point	Years of State Patrol Law Enforcement Experience	Pay Point
0	22.80	0	23.26	0	23.73
0.5	23.25	0.5	23.72	0.5	24.20
2	23.75	2	24.23	2	24.72
3	24.50	3	24.99	3	25.49
4	25.50	4	26.01	4	26.54
5	26.60	5	27.14	5	27.69
6	27.90	6	28.46	6	29.03
7	33.07	7	33.74	7	34.42

Effective the first pay period following the Agreement effective date after all structure placements, through the life of the Agreement

Pay Schedule	Pay Range	Minimum	Maximum
63	40	23.73	34.42