

State of Wisconsin

DOA – DIVISION OF PERSONNEL MANAGEMENT

– CLASSIFICATION AND COMPENSATION BULLETIN –

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Subject: Processing Fiscal Year 2020-2021 Compensation Plan Pay Provisions

This information will assist appointing authorities to determine and process the new fiscal year 2020-2021 pay provisions provided in Sections A, B, C, E and Z of the 2019-2021 Compensation Plan. All provisions covered in this bulletin represent changes from fiscal year 2019-2020 provisions. 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.

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. IMPLEMENTATION OF NEW PAY PROGRESSION STRUCTURE IN PAY RANGES 05-31 AND 05-32

A. Effective Date. December 06, 2020

B. Plan Reference. Section A, 2.06

C. Eligible Employees. All permanent and project employees in classifications assigned to pay ranges 05-31 and 05-32, without regard to level of performance.

D. Placement of Eligible Employees on New Pay Progression Structure. Effective December 06, 2020, all employees in pay status in pay ranges 05-31 and 05-32 will be placed on the following pay schedule, according to their full years of adjusted continuous service. Employees whose current pay rate is already at or above the applicable pay rate in the table will keep their current pay rate. Employees on unpaid leave of absence will be placed upon their return to pay status.

Years of State Service	Pay Range 05-31	Pay Range 05-32
Minimum	\$18.65	\$20.15
1 Year	\$19.70	\$23.64
2 Years	\$20.74	\$24.89
3 Years	\$21.37	\$25.65
5 Years	\$22.02	\$26.43
10 Years	\$22.69	\$27.23
15 years	\$23.38	\$28.06

E. Ongoing Pay Progression. Effective the first day of the pay period following completion of the years of adjusted continuous service designated in the progression structure table, employees in pay status will be paid the greater of the following:

1. The applicable rate in the pay progression table, or
2. The employee's current pay rate.

F. Pay Progression Structure Rates Increased January 03, 2021. Immediately following the 2.0% General Wage Adjustment effective January 03, 2021, the pay rates in the progression structure table are increased by the same 2.0%, resulting in the following pay

progression table. Employees denied the GWA due to unsatisfactory performance will receive an increase to the applicable pay progression point, if necessary.

Effective January 03, 2021:

Years of State Service	Pay Range 05-31	Pay Range 05-32
Minimum	\$19.03	\$20.56
1 Year	\$20.10	\$24.12
2 Years	\$21.16	\$25.39
3 Years	\$21.80	\$26.17
5 Years	\$22.47	\$26.96
10 Years	\$23.15	\$27.78
15 years	\$23.85	\$28.63

SECTION VI. NEW PERSONNEL TRANSACTION PAY ADMINISTRATION FOR PAY RANGES 05-31 AND 05-32

- A. Effective Date.** Personnel Transactions After December 06, 2020.
- B. Plan References.** Section E, 4.00(5)(b)
- C. Personnel Transaction Pay Administration Effective December 06, 2020.**
1. **Movements Between 05-31 and 05-32 Positions.** For all transactions between positions allocated to pay ranges 05-31 or 05-32, an employee shall receive the pay rate on the pay progression schedule at Section A, 2.06 (copied in Section V, above), that corresponds to the employee's classification and years of state service based on the adjusted continuous service date. Upon transfer, if an employee's current base pay rate exceeds the applicable pay progression rate, the employee may be appointed at up to the employee's current rate of pay in accordance with the agency compensation policy/process.
 2. **Employee With Prior State Service Entering an 05-31 or 05-32 Position.** An employee entering a position allocated to pay range 05-31 or 05-32 with prior state continuous service shall receive the pay rate on the pay progression schedule at Section A, 2.06 (copied in Section V, above), that corresponds to the employee's classification and years of state service based on the adjusted continuous service date. However, if the employee's current base pay rate exceeds the applicable pay progression point, the employee may be appointed at up to the lesser of the employee's current rate of pay or the next applicable pay progression point in accordance with the agency compensation policy/process.

"An employee entering a position allocated to pay range 05-31 or 05-32" means an employee who is not currently employed in a pay range 05-31 or 05-32 position.

Example 1 for employee with less than 15 years of service. In February 2021, an employee with 1.5 years of service making \$22.00/hour enters a Psychiatric Care Technician position in pay range 05-31. The pay progression point for one year of service is \$20.10, and the rate for what would be the employee's next applicable progression point—2 years—is \$21.16. Since the employee may be appointed at up to the lesser of the employee's current rate of pay (\$22.00) or the next applicable pay progression point (\$21.16), the employee may be paid anywhere from the one year rate of \$20.10 up to \$21.16.

Example 2 for employee with 15 or more years of service. For an employee with at least 15 years of state service, there is no "next applicable pay progression point." Therefore, this employee must be paid at least the 15-year rate, but if the current pay rate is higher, pay may be set anywhere from the 15-year rate up to the employee's current pay rate, limited by the pay range maximum.

Example 3 for former state employee returning to state service within 5 years. This rehired employee may be eligible for pay upon return to previous level. In accordance with Section E-4.00(7) of the Compensation Plan, the pay for this employee may be set in accordance with the reinstatement provisions at s. ER 29.03(6) of the Administrative Code.

3. **Employees Without Prior State Service.** Employees without prior state service will receive pay on appointment in accordance with the general provisions at Section E, 1.01 of the Compensation Plan, which will typically result in appointment at the minimum of the applicable pay range.

SECTION VII. IMPLEMENTATION OF THE JANUARY 03, 2021 GWA

A. Effective Date. The GWA is effective January 03, 2021.

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 03, 2021, 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 2021 progression increase of at least 2.0%.

2. Ineligible.

- a. Employees whose job performance was rated below satisfactory as a result of formal performance evaluations conducted during the 12-month period ending January 03, 2021.
- 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 03, 2021. See (3)(b), below, regarding a delayed GWA for supervisors.

NOTE: DPM will separately send out instructions to agencies 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 03, 2021 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, will be ineligible if any of the following reasons apply:
 - i. The attorney already received a FY 2021 progression increase of at least 2.0%. The progression increase may have been in the employee's current or previous progression-eligible job title.
 - ii. The attorney has not yet met the length of service requirements for progression eligibility as of January 03, 2021.
 - iii. The attorney is a represented assistant district attorney (also see e., following).
- e. Employees represented by a certified collective bargaining unit on the effective date of the GWA. For January 03, 2021 (FY 2021), 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 03, 2021, 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 payment 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 03, 2021 to the date of eligibility for the delayed GWA.

Example: A State Patrol Trooper is a represented public safety employee on January 03, and then promotes to a non-represented State Patrol Sergeant effective January 17, before settlement of a public safety collective bargaining agreement covering 2019-2021 fiscal biennium. This State Patrol Sergeant would be awarded the missed FY20 and FY21 GWAs prior to setting pay on promotion, and receive a lump sum payment for hours in pay status since January 05, 2020, and January 03, 2021, as applicable.

- b. Supervisors who do not receive the GWA on January 03, 2021, 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, 2021. The GWA will be effective April 11, 2021, with no retroactive pay or lump sum payment for the delay.

- B. 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 03, 2021 pay range maximum as noted in (2)(c) above.

For progression-eligible attorneys who did not receive a FY21 progression increase of at least 2.0%, the GWA will be calculated as the difference between what would have been the value of 2.0%, and the amount actually received, on the most recent date of progression eligibility (July 05, 2020, for most attorneys).

- 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 03, 2021.
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 03, 2021 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 03, 2021.

- 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 03, 2021, 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 VIII. IMPLEMENTATION OF THE JANUARY 03, 2021 PAY SCHEDULES

The pay schedules effective January 03, 2021 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, without regard to level of performance. 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 IX. FY21 DOC/DHS RETENTION INCENTIVE PAYMENTS FOR PROTECTIVE STAFF

- A. Granting Date.** For FY 2021, these payments will be implemented for the pay period beginning June 6, 2021. 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, 2021 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 June 1, 2020 through May 31, 2021.
- 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 June 1, 2020 through May 31, 2021 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 X. ADJUSTING PAY OF LIMITED TERM EMPLOYEES (LTEs)

The provisions described in A., and B., below, are not new provisions, but are provided here for informational purposes. Paragraph C. provides the timeline for submitting LTE pay change requests to Central Payroll.

- 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 03, 2021, 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 03, 2021. (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 03, 2021 GWA for all of an agency's LTEs under the new pay range minimum. Contact Dennis Dissmore with your request by January 04, 2021 or earlier if possible. Agencies wishing to apply more complex criteria to LTE increases should contact Dennis Dissmore.

SECTION XI. 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) 381-1180 (*preferred mobile number during COVID*), office landline at (608) 266-1418, or the Bureau of Classification and Compensation at DOADPMCompEmploymentRelGenI@wisconsin.gov.

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



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