

State of Wisconsin

DOA – DIVISION OF PERSONNEL MANAGEMENT

- CLASSIFICATION & COMPENSATION BULLETIN -

Date: January 13, 2022

Locator No: DPM-0561-CC/PP

Subject: Non-pay Provisions in the 2021-2023 Compensation Plan related Travel and Reimbursement provisions

This is a re-issue of policy bulletin DPM-0561-CC/PP (last released January 3, 2022). The information included in the bulletin has not changed, except to correct a grammatical error.

The purpose of this bulletin is to provide information for appointing authorities regarding the administration of non-pay items covered by Sections F, G and K of the 2021-2023 Compensation Plan; there are no changes to Section K in the 2021-23 Compensation Plan (Pay provisions under Sections A, B, C, E, I, L, and Z of the 2021-2023 Compensation are DPM-0562-CC/PP and subsequent pay provision bulletins for this fiscal year). ***Changes in Section F of the 2021-2023 Compensation Plan apply to all employees, unless superseded by an analogous provision in the labor agreement for public safety employees; all other changes in this bulletin apply to employees covered by the Compensation Plan or the specific employees noted. Changes below are effective January 2, 2022, except for all updates related to travel provisions (in the first section of this bulletin) which are effective February 1, 2022, and identified in Section I.***

SECTION I. UNIFORM TRAVELS SCHEDULE AMOUNTS (UTSA) UPDATES

- A. **Maximum Meal Amounts (Section F-4.02).** For meals in state (i.e., Wisconsin), the maximum reimbursement rates are increased by \$1.00 each, for breakfast, lunch, and dinner. The reimbursement rates effective February 1, 2022 are as follows:

Breakfast	\$9.00
Lunch	\$11.00
Dinner	\$21.00

- B. **Timeframes for Meal Reimbursement (Section F-4.04).** The reimbursement time frames have been modified to make the times inclusive, rather than exclusive, of the times listed in Section F. As an example, previously an employee would have had to leave *before* 6:00 a.m. to be eligible for a breakfast reimbursement. A travel can now leave “at or before” 6:00 a.m. Similar changes were made to lunch and dinner allowing for lunch reimbursement if an employee leaves the headquarters city “at or before” 10:30 a.m. and

returns “at or after” 2:30 p.m. and dinner reimbursement if an employee returns home or to the headquarters city, whichever is earlier, “at or after” 7:00 p.m.

Maximum Lodging Rates (Section F-5.02). Three important changes were made to maximum lodging rates.

First, a clarifying statement was added to indicate that the rates provided in the compensation plan are intended to be inclusive of all additional fees. This includes, but is not limited to, resort fees, wi-fi fees, and communication fees, or any additional fees.

Second, the “in-state” lodging rate for all counties, *except*, Milwaukee, Racine, and Waukesha was increased to \$90 per night. The maximum permitted rate for Milwaukee, Racine, and Waukesha counties was increased to \$95 per night.

Finally, paragraph 5.02(6) was added indicating that it is permissible, for in-state stays of multiple days with varying nightly rates, to exceed the maximum lodging rate if the average nightly rate for all days stayed is equal to, or less than, the maximum rate permitted for in-state lodging.

SECTION II. OTHER REIMBURSEMENTS

- A. **Protective Shoes (Section G-4.02).** The protective shoe reimbursement is revised to increase the annual allowance from \$35 to \$40.
- B. **Special Clothing Requirements (Section G-5.00).** The provision has been updated to clarify that limited term employees are not eligible for the black belt and black shoe reimbursement provided under this provision.

SECTION III. REFERRAL OF QUESTIONS

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

Employer Questions: Employer questions regarding the *non-pay provisions* contained in this bulletin should be directed to the Bureau of Classification and Compensation at DOADPMCompEmploymentRelGenI@wisconsin.gov.



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