

**State of Wisconsin**

**DOA – DIVISION OF PERSONNEL MANAGEMENT**

**– CLASSIFICATION AND COMPENSATION BULLETIN –**

**Date:** January 3, 2022

**Subject:** Processing Fiscal Year 2021-2022  
Compensation Plan Pay Provisions

**Locator No:** DPM-0562-CC/PP

This information will assist appointing authorities to determine and process the new fiscal year 2021-2022 pay provisions provided in Sections A, B, C, E, I, L, and Z of the 2021-2023 Compensation Plan. (Fiscal Year 2022-2023 pay provisions will be covered in a subsequent bulletin, and changes in Sections F and G are covered in a separate bulletin, DPM-0561-CC/PP.) All provisions covered in this bulletin represent changes from fiscal year 2019-2021 Compensation Plan. The Compensation Plan is effective January 2, 2022, and new provisions are effective on that date except where a future date is specifically noted. All “Plan Reference(s)” in this bulletin refer to the 2021-2023 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 2021-2023 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 for General Wage Adjustments.

### 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. Throughout the Compensation Plan, any references to performance of “less than satisfactory” were changed to “unsatisfactory” to align with recently implemented enterprise performance evaluation standards.

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

#### A. Covered Classified Employees

Pursuant to Section I, 4.01 of the 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 transactions 1 through 11. Refer to new pay range maximums effective on the same date for applying limits on Compensation Plan adjustments under 12 and transactions 14 through 18.**

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. 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. ANNUAL PROGRESSION ADJUSTMENTS FOR ENTRY-LEVEL IS CLASSIFICATIONS IN PAY RANGE 07-35**

**A. Effective Date.** January 2, 2022

**B. Plan Reference.** Section A, 2.03(2)(h)

**C. Eligible Employees.** Permanent and project employees in the following IS classifications assigned to pay range 07-35.

**D. Ineligible Employees.** Employees that have already received two progression adjustments under Section A, 2.03(2) of the Compensation Plan in their current classification, and employees who have received an unsatisfactory performance evaluation within six months of the granting date.

**E. Granting Date.** Progression adjustments will be awarded the first pay period starting on or following an employee's adjusted continuous service date. (The seniority date may be adjusted for pay progression purposes only for absences from employment of more than 174 hours, approved leaves of absence, layoff, and resignation. Please refer to Section A, 2.03(3) of the Compensation Plan for details in these situations.)

**F. Progression Increases.** Eligible employees will receive up to two progression adjustments of \$1.20 per hour annually on the granting date, subject to the pay range 07-34 minimum.

**SECTION VI. NURSE CLINICIAN 2 PAY STRUCTURE PLACEMENT**

**A. Effective Date:** January 2, 2022

**B. Plan References.** Section A, 2.09, 2.10; Section Z Nurse Clinician 2 Pay Structure and Progression on page Z-19 of the Compensation Plan.

**C. Eligible Classifications:**

38302 Nurse Clinician 2

38862 Nurse Clinician 2-Weekend

**D. Pay Structure Implementation.** 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 at the top of page Z-19 in 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. 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: January 2, 2022, only for placement on pay  
points per Section A-2.09**

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

Years Professional Experience*	Pay Rate
0	\$33.06
3	\$35.00
5	\$36.00
7	\$37.00
9	\$38.00
11	\$39.00

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

**E. Pay Progression.** There are no changes to the administrative process for pay progression in the 2021-23 Compensation Plan.

**SECTION VII. CHANGES TO CERTIFIED NURSING ASSISTANT ADD-ON AND  
CONVERSION TO BASE PAY FOR CERTAIN EMPLOYEES**

**A. Effective Dates:** January 2, 2022

**B. Plan References.** Section A, 2.11 and 4.37

**C. Changes to Add-on Eligibility.**

Effective January 2, 2022, the add-on of \$1.20 per hour under Section A, 4.37 will no longer be available to employees in the following classifications:

38102 Nursing Assistant 2	38502 Resident Care Tech-Obj
38103 Nursing Assistant 3	38503 Resident Care Tech-Adv
38112 Nursing Assistant 2-Weekend	38512 Resident Care Tech-Obj-Weekend
38113 Nursing Assistant 3-Weekend	38513 Resident Care Tech-Adv-Weekend

Note. The add-on will continue to be available to employees in other classifications that meet the eligibility requirements under Section A, 4.37.

- D. Conversion of Add-on to Base Pay for Certain Employees.** Effective January 2, 2022, permanent and project employees in the classifications listed in C., above, and who are currently receiving the \$1.20 add-on for having a CNA certification on the effective date, will receive a base pay increase of \$1.20 per hour, in lieu of the add-on formerly received for worked hours providing direct care. This adjustment shall occur before placement of these employees on the new pay progression structure on the same date. Employees on leave of absence who would otherwise be eligible will receive the \$1.20 upon return to pay status.

Note. "Currently receiving the \$1.20 add-on" includes employees who received the add-on in the pay period from December 19, 2021 through January 1, 2022, and employees who would have been eligible to start receiving the add-on for the pay period beginning January 2, 2022. Employees who return from leave of absence will be eligible for the \$1.20 conversion if they were eligible when they went on leave of absence, or if they would have been eligible immediately upon their return. Otherwise, employees who may have received the add-on in the past and are not currently receiving the add-on are not eligible for an increase to their base rate of \$1.20.

Note. Limited Term Employees are not eligible for the \$1.20 conversion.

## SECTION VIII. NURSING ASSISTANT AND RESIDENT CARE TECHNICIAN MARKET PLACEMENT

- A. Effective Date:** January 2, 2022
- B. Plan References.** Section A, 2.11; Section Z page Z-9, Nursing Assistant and Resident Care Technician Pay Structure and Progression
- C. Eligible Classifications:**

38102 Nursing Assistant 2	38502 Resident Care Tech-Obj
38103 Nursing Assistant 3	38503 Resident Care Tech-Adv
38112 Nursing Assistant 2-Weekend	38512 Resident Care Tech-Obj-Weekend
38113 Nursing Assistant 3-Weekend	38513 Resident Care Tech-Adv-Weekend

- D. Placement on New Pay Structure.** Placement on the new pay structures will occur after the conversion of the \$1.20 add-on to base pay under Section A, 2.11. Permanent and

project employees in pay status in the eligible classifications will be placed at the applicable pay point on the Nursing Assistant and Resident Care Technician Pay Structure and Progression schedule shown below and found at the top of page Z-9 in the Compensation Plan. Placement will be based on class title and full years of state service based on an employee’s adjusted continuous service date. However, employees already paid more than the applicable pay point will keep their current pay rate. Employees on leave of absence will receive the structure increase (if any) upon return to pay status.

**NURSING ASSISTANT AND RESIDENT CARE TECHNICIAN PAY STRUCTURE AND PROGRESSION**

**For the Listed Classifications in Pay Schedules 06-11 and 06-12**

**Effective: January 2, 2022, only, for placement on pay points per Section A-2.11(2)**

	<b>Nursing Assistant 2, Nursing Assistant 2-Weekend, Resident Care Technician-Obj, Resident Care Technician-Obj-Weekend</b>	<b>Nursing Assistant 3, Nursing Assistant 3-Weekend, Resident Care Technician-Adv, Resident Care Technician-Adv-Weekend</b>
<b>Years Seniority</b>	<b>Pay Rate</b>	<b>Pay Rate</b>
0	\$18.06	\$19.30
1	\$18.53	\$19.80
2	\$19.00	\$20.30
3	\$19.47	\$20.80
5	\$19.94	\$21.30
10	\$20.41	\$21.80
15	\$20.88	\$22.30

**E. Pay Progression Implementation.** Following the initial placement on the pay progression structure, employees in pay status who attain the next level of years of state service 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 employee attains the next level of seniority. Employees on leave of absence will receive the progression increase upon return to pay status. Employees whose pay rate is already equal to or greater than the corresponding pay rate will keep their current pay rate. Since employees are placed on the structure effective January 2, 2022, the first possible pay progression increases will be effective January 16, 2022.

**F. No Performance Contingency.** Initial placement and on-going pay progression are not dependent on satisfactory performance.

**SECTION IX. FUNDED MARKET STRATIFICATION PAY SCHEDULES 02 AND 03**

**A. Effective Date.** January 2, 2022

- B. Plan Reference.** Section L, 2.02
- C. Eligible Employees.** All permanent and project employees in classifications assigned to pay schedules 02 and 03 are eligible.
- D. Ineligible Employees.** Any employee whose performance was rated unsatisfactory as a result of a formal performance evaluation conducted in the 12-month period ending January 2, 2022.
- E. Amount.** Each employee in pay status will receive a market pay adjustment based on full years of adjusted continuous service as of January 2, 2022, as follows:

<u>Years of Service</u>	<u>Pay Increase</u>
1 to 2	\$0.10
3 to 4	\$0.20
5 to 6	\$0.30
7 or more	\$0.40

- F. Funding.** Costs of this stratification 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. 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
- 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 Section IX, above, and Sections XII through XXIII, 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 employees 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 enhanced pay progression tables in Section A, 2.06. Parity will be provided only upon agency recommendation and DPM approval.

**E. Parity with Represented State Patrol.** Per Section L, 2.01(6) of the Compensation Plan, the Department of Transportation may request and DPM may approve parity for 2019-21 and/or 2021-23 labor agreements reached with the public safety bargaining unit. Any such parity may only be provided to employees in the following classifications:

- State Patrol Sergeant
- State Patrol Sergeant-DPU
- State Patrol Lieutenant
- State Patrol Captain

**F. Parity with Nurse Clinicians.** Per Section L, 2.01(7) of the Compensation Plan, the Departments of Corrections, Health Services, Military Affairs, Public Instruction, and Veterans Affairs may request and DPM may approve parity for the Nurse Clinician series pay structure and market increases. Any such parity may only be provided to employees in the following classification:

- Nursing Supervisor

**G. Parity with Nursing Assistants and Resident Care Technicians.** Per Section L, 2.01(8) of the Compensation Plan, the Departments of Corrections, Health Services, and Veterans Affairs may request and DPM may approve parity for the Nursing Assistant and Resident Care Technician Market Placement under Section A, 2.11. Any such parity may only be provided to employees in the following classification:

- Resident Care Supervisor

**H. 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.

**I. Funding.** Except for parity with the funded market stratification for pay schedule 02 and 03 classifications, described in C., above, costs of parity adjustments will NOT be supplemented under the authority of s. 20.865, Wis. Stats., and must be funded by the requesting agency.

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

**A. Effective Date.** January 2, 2022

**B. Reference.** Section A, 4.37

**C. Eligible Employees.** DOC, DHS, and DVA employees who hold a current and valid license as a Certified Nursing Assistant and who have successfully completed all required agency-specific training to provide direct care, except for the following Ineligible Employees.

**D. Ineligible Employees.** Due to conversion of the \$1.20 add-on into base pay and implementation of the Certified Nursing Assistant / Resident Care Technician pay progression structure, employees in the following classifications are no longer eligible for this add-on:

38102 Nursing Assistant 2	38502 Resident Care Tech-Obj
38103 Nursing Assistant 3	38503 Resident Care Tech-Adv
38112 Nursing Assistant 2-Weekend	38512 Resident Care Tech-Obj-Weekend
38113 Nursing Assistant 3-Weekend	38513 Resident Care Tech-Adv-Weekend

**SECTION XII. OSPD-FUNDED PUBLIC DEFENDER INVESTIGATOR MARKET EQUITY ADJUSTMENT**

**A. Effective Date.** January 2, 2022

**B. Plan Reference.** Section L, 2.03

**C. Market Generation.** Subject to 1 through 4 below, the Office of the State Public Defender 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. Funds generated by employees in one classification may be used to grant pay adjustments to employees in a different classification.

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 January 2, 2022, 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>
\$1.00	67461	Public Defender Investigator
\$1.00	67462	Public Defender Investigator-Senior

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

**SECTION XIII. DHS-FUNDED RESIDENT CARE SUPERVISOR MARKET EQUITY ADJUSTMENT**

**A. Effective Date.** January 2, 2022

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

**C. Market Generation.** Subject to 1 through 4 below, the Department of Health Services will generate funding for each employee in positions allocated to the classification 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 January 2, 2022, each employee in the following classification 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>		
<u>Amount</u>	<u>Code</u>	<u>Classification</u>
\$1.00	38581	Resident Care Supervisor

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

**SECTION XIV. DHS, DVA, DOC-FUNDED ADVANCED PRACTICE NURSE-PRESCRIBER MARKET EQUITY ADJUSTMENT**

- A. Effective Date.** January 2, 2022
- B. Plan Reference.** Section L, 2.05
- C. Market Generation.** Subject to 1 through 4 below, the Departments of Health Services, Veterans Affairs, and Corrections will each generate funding for each employee in positions allocated to the classification 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 January 2, 2022, each employee in the following classification 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.

**Generated**

<u>Amount</u>	<u>Code</u>	<u>Classification</u>
\$1.20	38470	Advanced Practice Nurse-Prescriber

**Funding.** Costs of pay adjustments and related parity adjustments will NOT be supplemented under the authority of s. 20.865, Wis. Stats., and DHS, DVA, and DOC will be required to provide the necessary funding.

**SECTION XV. DHS, DVA, DOC-FUNDED DENTAL ASSISTANT MARKET ADJUSTMENT**

- A. Effective Date.** January 2, 2022
- B. Plan Reference.** Section L, 2.06
- C. Market Increase.** Each permanent and project employee in positions allocated to the following classification will receive \$0.60 per hour.

<u>Amount</u>	<u>Code</u>	<u>Classification</u>
\$0.60	39200	Dental Assistant

**Funding.** Costs of pay adjustments and related parity adjustments will NOT be supplemented under the authority of s. 20.865, Wis. Stats., and DHS, DVA, and DOC will be required to provide the necessary funding.

**SECTION XVI. DHS, DVA, DOC-FUNDED LICENSED PRACTICAL NURSE  
MARKET EQUITY ADJUSTMENT**

**A. Effective Date.** January 2, 2022

**B. Plan Reference.** Section L, 2.07

**C. Market Generation.** Subject to 1 through 4 below, the Departments of Health Services, Veterans Affairs, and Corrections will each generate funding for each employee in positions allocated to the classification 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 January 2, 2022, each employee in the following classification 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.

**Generated**

<u>Amount</u>	<u>Code</u>	<u>Classification</u>
\$1.00	38500	Licensed Practical Nurse

**Funding.** Costs of pay adjustments and related parity adjustments will NOT be supplemented under the authority of s. 20.865, Wis. Stats., and DHS, DVA, and DOC will be required to provide the necessary funding.

## SECTION XVII. DHS, DVA, DOC-FUNDED NURSE CLINICIAN MARKET EQUITY ADJUSTMENT

**A. Effective Date.** January 2, 2022

**B. Plan Reference.** Section L, 2.08

**C. Market Generation.** Subject to 1 through 4 below, the Departments of Health Services, Veterans Affairs, and Corrections will each generate funding 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. Funds generated by employees in one classification may be used to grant pay adjustments to employees in a different classification.

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 January 2, 2022, 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.

### **Generated**

<b><u>Amount</u></b>	<b><u>Code</u></b>	<b><u>Classification</u></b>
\$5.00	38303	Nurse Clinician 3
\$5.00	38863	Nurse Clinician 3-Weekend
\$5.00	38304	Nurse Clinician 4

**Note.** The Compensation Plan lists separate \$3.00 and \$2.00 amounts due to the way this provision was presented to Joint Committee on Employment Relations (JCOER). Administratively, they are being combined as a total of \$5.00 for generation.

**Funding.** Costs of pay adjustments and related parity adjustments will NOT be supplemented under the authority of s. 20.865, Wis. Stats., and DHS, DVA, and DOC will be required to provide the necessary funding.

**SECTION XVIII. DHS, DPI-FUNDED OCCUPATIONAL AND PHYSICAL THERAPIST MARKET EQUITY ADJUSTMENT**

**A. Effective Date.** January 2, 2022

**B. Plan Reference.** Section L, 2.09

**C. Market Generation.** Subject to 1 through 4 below, the Departments of Health Services and Public Instruction will generate funding 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. Funds generated by employees in one classification may be used to grant pay adjustments to employees in a different classification.

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 January 2, 2022, 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.

**Generated**

<u>Amount</u>	<u>Code</u>	<u>Classification</u>
\$1.00	38903	Occupational Therapist
\$1.00	38904	Physical Therapist

**Funding.** Costs of pay adjustments and related parity adjustments will NOT be supplemented under the authority of s. 20.865, Wis. Stats., and DHS and DPI will be required to provide the necessary funding.

**SECTION XIX. DHS, DVA-FUNDED OCCUPATIONAL THERAPY ASSISTANT MARKET ADJUSTMENT**

**A. Effective Date.** January 2, 2022

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

**C. Market Increase.** Each permanent and project employee in positions allocated to the following classifications will receive \$1.00 per hour.

<u>Amount</u>	<u>Code</u>	<u>Classification</u>
\$1.00	39801	Occupational Therapy Assistant-Entry
\$1.00	39802	Occupational Therapy Assistant-Objective

**Funding.** Costs of pay adjustments and related parity adjustments will NOT be supplemented under the authority of s. 20.865, Wis. Stats., and DHS and DVA will be required to provide the necessary funding.

**SECTION XX. DHS, DVA, DOC-FUNDED PHARMACY TECHNICIAN MARKET ADJUSTMENT**

**A. Effective Date.** January 2, 2022

**B. Plan Reference.** Section L, 2.11

**C. Market Increase.** Each permanent and project employee in positions allocated to the following classifications will receive \$1.00 per hour.

<u>Amount</u>	<u>Code</u>	<u>Classification</u>
\$1.00	36401	Pharmacy Technician-Entry
\$1.00	36402	Pharmacy Technician-Objective

**Funding.** Costs of pay adjustments and related parity adjustments will NOT be supplemented under the authority of s. 20.865, Wis. Stats., and DHS, DVA, and DOC will be required to provide the necessary funding.

**SECTION XXI. DHS, DVA-FUNDED PHLEBOTOMIST MARKET ADJUSTMENT**

**A. Effective Date.** January 2, 2022

**B. Plan Reference.** Section L, 2.12

**C. Market Increase.** Each permanent and project employee in positions allocated to the following classification will receive \$1.00 per hour.

<u>Amount</u>	<u>Code</u>	<u>Classification</u>
\$1.00	35400	Phlebotomist

**Funding.** Costs of pay adjustments and related parity adjustments will NOT be supplemented under the authority of s. 20.865, Wis. Stats., and DHS and DVA will be required to provide the necessary funding.

## **SECTION XXII. DHS, DVA-FUNDED RESPIRATORY THERAPIST MARKET EQUITY ADJUSTMENT**

**A. Effective Date.** January 2, 2022

**B. Plan Reference.** Section L, 2.13

**C. Market Generation.** Subject to 1 through 4 below, the Departments of Health Services and Veterans Affairs will generate funding 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. Funds generated by employees in one classification may be used to grant pay adjustments to employees in a different classification.

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 January 2, 2022, 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.

**Generated**

<u>Amount</u>	<u>Code</u>	<u>Classification</u>
\$2.00	35903	Respiratory Therapist
\$2.00	35904	Respiratory Therapist-Senior
\$2.00	35905	Respiratory Therapist-Advanced

**Funding.** Costs of pay adjustments and related parity adjustments will NOT be supplemented under the authority of s. 20.865, Wis. Stats., and DHS and DVA will be required to provide the necessary funding.

### SECTION XXIII. DOC-FUNDED PROBATION AND PAROLE AGENTS MARKET ADJUSTMENTS

- A. Effective Date.** June 19, 2022
- B. Plan Reference.** Section L, 2.14
- C. Market Increase.** Each permanent and project employee in positions allocated to the following classifications will receive \$1.00 per hour.

<u>Amount</u>	<u>Code</u>	<u>Classification</u>
\$1.00	49501	Probation and Parole Agent
\$1.00	49502	Probation and Parole Agent-Senior

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

### SECTION XXIV. IMPLEMENTATION OF THE JANUARY 2, 2022 GWA

- A. Effective Date.** The GWA is effective January 2, 2022.
- 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 02, 2022, 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), Wis Stats., 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 2021-23 state budget, and have not yet received a FY 2022 progression increase of at least 2.0%.

Note. For FY 2022, some progression-eligible attorneys are receiving the statutory merit increases effective January 2, 2022 instead of in July 2021.
  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 2, 2022.

- 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 2, 2022. See (3)(b), below, regarding a delayed GWA for supervisors.

***NOTE: DPM has separately sent 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 the Bureau of Classification and Compensation at DOADPMCompEmploymentRelGenI@wisconsin.gov.***

- c. Any employee paid at or above the new January 2, 2022 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 2022 progression increase of at least 2.0%, or is receiving a progression increase of at least 2.0% effective this same date (January 2, 2022). 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 2, 2022.
  - 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 2, 2022 (FY 2022), the following bargaining units are considered certified by the WERC:
- | <u>DP Code</u> |                              |
|----------------|------------------------------|
| 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, 2.15 of the Compensation Plan in relation to subordinate staff.

### 3. **Delayed Eligibility.**

- a. **Formerly represented employees.** Employees in employment status on January 2, 2022, 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 2, 2022 to the date of eligibility for the delayed GWA.

Example: A State Patrol Trooper is a represented public safety employee on January 2, and then promotes to a non-represented State Patrol Sergeant effective January 16, before settlement of a public safety collective bargaining agreement covering the 2019-2021 fiscal biennium. This State Patrol Sergeant would be awarded the missed FY20, FY21, and FY22 GWAs prior to setting pay on promotion, and receive a lump sum payment for hours in pay status since January 5, 2020, January 3, 2021, and January 2, 2022, as applicable.

- b. Supervisors who do not receive the GWA on January 2, 2022, 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, 2022. The GWA will be effective April 10, 2022, with no retroactive pay or lump sum payment for the delay.

**D. 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 2, 2022 pay range maximum as noted in (2)(c) above.

For progression-eligible attorneys who did not receive a FY22 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.

**E. Ineligibility Due to Performance.** Any employee who is not eligible to receive a GWA because of unsatisfactory 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.

### **F. Annualized GWA Payment**

- i. **Granting Date.** Annualized GWA Payments will be granted as soon as administratively feasible after January 2, 2022.

- ii. **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 2, 2022 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.
- iii. **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.
- iv. **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 2, 2022.

**G. 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 2, 2022, 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 17, 2023, 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 XXV. IMPLEMENTATION OF ENHANCED PAY PROGRESSION  
STRUCTURE IN PAY RANGES 05-31 AND 05-32**

- A. Effective Date.** January 2, 2022
- 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 January 2, 2020, and after receipt of the GWA on the same date, 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.

<b>Years of State Service</b>	<b>Pay Range 05-31</b>	<b>Pay Range 05-32</b>
Minimum	19.89	21.45
1 Year	20.51	24.61
2 Years	21.59	25.90
3 Years	22.24	26.70
5 Years	22.92	27.50
10 Years	23.62	28.34
15 years	24.33	29.21
20 Years	25.08	30.11

- E. Ongoing Pay Progression.** Pay Progression will continue without any change to the administrative process in the 2021-23 Plan.

**SECTION XXVI. IMPLEMENTATION OF THE JANUARY 2, 2022 THROUGH  
DECEMBER 31, 2022 PAY SCHEDULES**

The pay schedules effective January 2, 2022 through December 31, 2022 are implemented. Generally, all pay schedule minimums and maximums were increased by the value of the GWA, except for market-related increases for security staff and 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 XXVII. NIGHT AND WEEKEND DIFFERENTIALS NOT REQUIRED IN CERTAIN CIRCUMSTANCES**

**A. Effective Date.** January 2, 2022

**B. Plan References.** Section A, 4.05(2)(a) and 4.06(2)(a)

**C. Accommodation of Flexible Schedules Requested by Employees.** Payment of night and weekend differentials under Section A, 4.05 and 4.06 has previously been mandatory for all qualifying work hours of FLSA-nonexempt employees. The Compensation Plan is revised to add the following new provisions:

- Hours worked at the request of the employee for flexible scheduling do not qualify for Night Differential.
- Hours worked at the request of the employee for flexible scheduling do not qualify for Weekend Differential.

The intent of these provisions is to facilitate agencies to allow flexible scheduling for FLSA non-exempt employees that request to work schedules that include night and/or weekend hours for the convenience of the employee without incurring additional cost to the agency. Payment of night and weekend differentials remains mandatory for any night and/or weekend hours where coverage by an employee is required by the agency.

**D. Payroll Administration.** Central Payroll is establishing a process for overriding the default automatic payment of night/weekend differentials for all FLSA-nonexempt employees and may be contacted for more information on payroll administration.

## **SECTION XXVIII. ASBESTOS SUPERVISOR ADD-ON ELIGIBILITY ADDITION**

**A. Effective Date.** January 2, 2022

**B. Plan Reference.** Section A, 4.14(2)

**C. New Eligible Classifications.** In addition to employees in the classification of Construction Coordinator Supervisor, the following classifications are added as eligible for the \$0.30 add-on for possession of an Asbestos Supervisor certification:

- 26361 Construction Representative
- 26362 Construction Representative-Journey
- 26363 Construction Representative-Senior

## **SECTION XXIX. SUPPLEMENTAL PAY FOR ACCREDITED AND CERTIFIED INSURANCE EXAMINERS**

**A. Effective Date.** January 2, 2022

**B. Plan Reference.** Section A, 4.19

**C. Increased Add-on Amounts.** Previously, the add-on amount for each level of accreditation and certification was \$0.25 per hour. The add-on amount for each level is increased to \$1.00 per hour, for a maximum of \$2.00 per hour. All other administrative provisions remain the same.

### **SECTION XXX. PLUMBING SPECIALTY ADD-ON**

**A. Effective Date.** January 2, 2022

**B. Plan Reference.** Section A, 4.26

**C. Adding Eligibility for Supervisors.** Supervisors who have a valid Plumber's license or are credentialed as a Designer of Engineering Systems with a Plumbing Specialty and who supervise at least one employee with one of these credentials may receive the \$3.50 add-on with approval of the appointing authority.

### **SECTION XXXI. NURSE CLINICIAN ADD-ON REVISIONS**

**A. Effective Date.** January 2, 2022

**B. Plan Reference.** Section A, 4.30

**C. Eligibility Revisions.** The substantive revision to the Nurse Clinician add-on eligibility provisions is to authorize the Department of Corrections to pay Nurse Clinicians at any level in the classification series an add-on of up to \$3.00 per hour for qualifying hours worked providing direct patient care at the Milwaukee Secure Detention Facility.

Other revisions to this provision were to delete obsolete language and better organize the remaining provisions.

### **SECTION XXXII. SUPPLEMENTAL PAY FOR REVENUE ECONOMIST- CONFIDENTIAL CLASSIFICATIONS**

**A. Effective Date.** January 2, 2022

**B. Plan Reference.** Section A, 4.36

**C. Supplemental Pay Provisions.** Please note that criteria must be approved by the DPM Administrator prior to granting of add-ons under these provisions.

- (1) The appointing authority will grant an add-on to certain employees of the Department of Revenue based on the following list and criteria developed by the appointing authority. Such criteria must be approved by the DPM Administrator prior to the granting of any add-on under these provisions:

Revenue Economist-Confidential	\$1.00/hr
Revenue Economist-Confidential-Senior	\$2.00/hr
Revenue Economist-Confidential-Advanced	\$3.00/hr
Revenue Economist-Confidential-Consultant	\$4.00/hr
Revenue Economist Manager	\$4.00/hr

Other related supervisory or managerial positions with responsibility for directing positions in the above classifications may be included upon approval of the DPM Administrator.

- (2) Any add-on will immediately cease when the employee is no longer employed in the position for which the add-on was approved, unless the employee continues employment in an otherwise covered position.
- (3) Differences in add-on amounts may not be based on differences in the level of managerial or supervisory functions performed. These differences are reflected in the base pay range assignments of the classifications. Pursuant to s. 230.12(1)(c), Wis. Stats., supplemental pay may not be granted for circumstances reflected by the base pay rate or range.
- (4) Any add-on granted to an employee will take effect at the beginning of the first pay period following the appointing authority's approval of the add-on.

### **SECTION XXXIII. TEACHER ADD-ON IN JUVENILE SCHOOLS**

**A. Effective Date.** January 2, 2022

**B. Plan Reference.** Section A, 4.38

**C. Eligible Employees.** Department of Corrections permanent and project employees working at Lincoln Hills or Copper Lake School in the following classifications:

58200 Teacher  
58220 Teacher Supervisor

**D. Add-on Amount.** Eligible employees will receive \$3.00 per hour for worked hours only. The add-on will end immediately for any employee that leaves a covered classification or leaves the named schools, and the add-on will expire for all employees with closure of both these schools.

### **SECTION XXXIV. SUPPLEMENTAL PAY FOR HIGH-VACANCY ADULT CORRECTIONAL INSTITUTIONS**

**A. Effective Date.** January 2, 2022

**B. Plan Reference.** Section A, 4.40

**C. Eligible Employees.** Permanent and project employees in the following classifications working in an eligible adult correctional institution:

66500 Correctional Officer  
66503 Correctional Sergeant

**D. Eligible Institutions.** As of January 2, 2022, the following two institutions are eligible:

- Columbia Correctional Institution
- Waupun Correctional Institution

Note. Additional institutions may become eligible and the Division of Personnel Management Administrator will notify impacted agencies and payroll via memo.

**E. Provisions.**

- (1) An add-on of \$5.00 per hour shall be paid for hours worked to Correctional Officers and Correctional Sergeants when both of the following conditions are met:
  - (a) The employee is working at an adult correctional institution.
  - (b) The position vacancy rate among Correctional Officers and Correctional Sergeants combined at the institution is above 40.0%.
- (2) Once the \$5.00 add-on has been implemented at an institution, it shall remain in effect until the position vacancy rate for Correctional Officers and Correctional Sergeants combined has remained at 40.0% or less for six consecutive calendar months.
- (3) If the \$5.00 add-on has been suspended at an institution, and the position vacancy rate for Correctional Officers and Correctional Sergeants combined at the institution increases to more than 40.0%, the add-on shall be reinstated and remain in effect until the vacancy rate has again remained at 40.0% or less for six consecutive calendar months.
- (4) In all events under this provision, the determination of the position vacancy rate and its duration shall be made by the Administrator of the Division of Personnel Management in the Department of Administration.
- (5) Funding. The costs of the add-on will be supplemented at 50% 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 XXXV. DOC MAXIMUM SECURITY ADD-ON**

**A. Effective Date.** January 2, 2022

**B. Plan Reference.** Section A, 4.41

**C. Eligible Employees.** Permanent and project employees in the following classifications working in an eligible maximum security correctional location:

<u>Job Code</u>	<u>Classification</u>
66500	Correctional Officer
66503	Correctional Sergeant
53760	Youth Counselor
53703	Youth Counselor Advanced

**D. Eligible Maximum Security Locations:**

- Columbia Correctional Institution
- Dodge Correctional Institution
- Green Bay Correctional Institution
- Taycheedah Correctional Institution
- Waupun Correctional Institution
- Wisconsin Secure Program Facility
- Lincoln Hills/Copper Lake Schools

**E. Amount.** Eligible employees will be paid \$2.00 per hour for hours worked only.

**SECTION XXXVI. LAW ENFORCEMENT COURT APPEARANCE CANCELLATION PAY**

**A. Effective Date.** January 2, 2022

**B. Plan Reference.** Section A, 4.42

**C. Eligible Employees.** Any permanent or project employee working in a position that requires certification as a law enforcement officer. Eligible employees will include, but not be limited to, DOA Capitol Police, DNR Conservation Wardens, DOJ Special Agents, DOR Excise Tax Agents, and DOT State Patrol non-represented law enforcement officers.

**Note.** Represented State Patrol Troopers and Inspectors currently receive similar court appearance cancellation pay through their labor agreement, and the same payroll TRC of WLEAC will be used for both represented and non-represented eligible employees.

**D. Eligibility and Amount.** In those instances where a law enforcement officer is scheduled to appear in court for a work-related matter on their off-duty time and has been notified of cancellation of the court appearance less than twenty-four (24) hours prior to such appearance, the employee may be credited with three and one-half (3-1/2) hours pay at the employee's regular rate of pay at the discretion of the appointing authority.

## **SECTION XXXVII. REFERRAL BONUS AT DOC, DHS, DVA**

**A. Effective Date.** January 2, 2022

**B. Plan Reference.** Section A, 5.07

**C. Eligibility Provisions and Payment Amounts.** Upon the approval of the department secretary, a referral bonus in an amount up to \$1,500 dollars total may be paid to an employee under the following conditions:

- (1) The referral bonus may be provided in total to the recommending employee with one-third of the payment on the first paycheck after the hired candidate completes 30 days of service in a permanent position and the remaining two-thirds to be paid the first pay period the hired candidate obtains permanent status within the same agency;
- (2) The recommending employee must work for the same institution/facility as the hired candidate at the time the hired candidate completes 30 days of service;
- (3) The hired candidate has no state service in the previous five years in a permanent or project position in an executive branch, non-UW position; and
- (4) The recommending employee and the hired candidate must work for one of the following agencies' 24x7 institutions/facilities:
  - Department of Corrections,
  - Department of Health Services
  - Department of Veteran Affairs
- (5) The Bureau of Classification and Compensation Director approves the required agency plan and procedures to utilize this provision.

## **SECTION XXXVIII. MISCELLANEOUS SMALL PROVISIONS**

**A. Revenue Progression Title Updates.** Section A, 2.14 is updated to reflect class title changes and abolished classes through personnel management surveys. Since progression eligibility was modified with implementation of the surveys as authorized in the administrative provisions, the table does not represent any changes to current eligibility.

- B. 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. Notes are revised to clarify proration of compensation for activities not completed, and to generalize reassignment of unassigned positions to other school activities.
- C. DOC/DHS Retention Incentive Payments for Protective Staff.** The retention incentive payments under Section A, 5.08 for DOC and DHS protective staff continue for Fiscal Year 2022 and Fiscal Year 2023 under the same administrative provisions. For FY 2022, payments will be awarded for the pay period beginning June 5, 2022.
- D. Rates of Office.** In Section B, the rates of office are updated for judges and justices, legislative members, and constitutional officers. The judge and justice salaries include a market increase of 3.0% for FY 2022 and 4.0% market increase for FY 2023. For District Attorneys, the salary for the largest prosecutorial unit population was frozen, and the number of different rates was reduced to three salary levels. None of the District Attorney salary revisions will affect incumbents during the 2021-23 biennium. Additional notes were added to provide more information about when constitutional officers take office and how to determine the applicable salary for District Attorneys.
- E. 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.
- F. Return to Previous Level Definition.** The following clarifying note was added at Section I, 3.00(5) after the definition of “Return to Previous Level”:
- Note: For current employees, pay on “Return to Previous Level” is only applied when an employee is moving upwards towards, or to, a pay range level previously attained. A transaction that meets the definition of a demotion cannot be considered a return to previous level, even if the employee was previously in a position at the lower level to which demoting. A transaction that meets the definition of a transfer is considered a return to previous level only if the movement is to a higher classification level in the same broadband pay range.
- G. Physician and Psychiatrist Pay Schedule Increases.** The range minimums, appointment maximums, and range maximums for pay ranges covering physicians and psychiatrists (including supervisory/management) are increased effective January 2, 2022. See pages Z-17 and Z-31 in the Compensation Plan. It is not anticipated that these range adjustments will affect the pay of any current employee. The following ranges are increased:
- 10-51, 10-52, 50-51, and 50-52
- H. Pay Schedule 70 (IS-Related) Appointment Maximums Increased.** The appointment maximums for pay ranges 70-01 and 70-02 are increased effective January 2, 2022 using the calculation methodology previously used in the 2017-19 Compensation Plan before

they were inadvertently calculated differently in the 2019-21 Plan. See page Z-30 in the Compensation Plan. This change will not affect the pay of current employees.

- I. Pay Schedule 90 Note.** The first informational note underneath each Pay Schedule 90 in Section Z is revised and a second note was added. See pages Z-33 to Z-35. The notes in their entirety are:

Note. In accordance with s. 20.923(15)(b), the pay of employees covered by this ESG structure must be less than the pay of the governor, except for positions approved by the joint committee on employment relations.

Note. In accordance with s. 230.33(3), Wis. Stats., an employee who has completed an original appointment probationary period in the classified service and is appointed to a position in the unclassified service from the classified service shall be entitled to receive at least the same pay received in the classified position while serving in such unclassified position. See s. 230.33 for complete details.

## **SECTION XXXIX. 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 2, 2022, 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 2, 2022. (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. LTEs and Supplemental Pay.** As new supplemental pay provisions are implemented this is a reminder that per Section D, 4.04 of the Compensation Plan, Limited Term Employees may receive the same types of supplemental pay including add-ons as permanent employees in the same or most closely related classification if the supplemental pay is based on hours worked.

**D. Payroll Processing Instructions.** Central Payroll can apply the January 2, 2022 GWA for all of an agency's LTEs under the new pay range minimum. Contact Dennis Dissmore with your request by January 3, 2022 or as soon as possible. Agencies wishing to apply more complex criteria to LTE increases should contact Dennis Dissmore.

#### **SECTION XL. PAY ON APPOINTMENT FOR NURSING ASSISTANT AND RESIDENT CARE TECHNICIAN PAY PROGRESSION CLASSIFICATIONS**

**A. Effective Date.** January 2, 2022

**B. Plan Reference.** Section E, 4.00(10)

**C. Pay on Appointment Provisions.** These pay administration provisions supersede other pay provisions in Section E of the Compensation Plan and chapter ER 29, Wis. Adm. Code. For all transactions, the base pay rate may not exceed the pay range maximum.

**D. Covered classifications.** The following pay administration provisions apply for the following pay progression classifications:

- Nursing Assistant 2 and 3
- Nursing Assistant 2-Weekend and 3-Weekend
- Resident Care Technician-Obj
- Resident Care Technician-Obj-Weekend
- Resident Care Technician-Adv
- Resident Care Technician-Adv-Weekend

(a) For all transfers **between positions** in these classifications, an employee shall maintain their current rate of pay.

- (b) For all upward movements from one of the classifications listed above to a higher listed classification, employees will receive the greater of their current pay rate or the rate on the progression schedule for their new classification corresponding to their years of state service.
- (c) For all downward movements from one of the classifications listed above to a lower listed classification, employees will receive the pay rate on the progression schedule for their new classification corresponding to their years of state service.
- (d) An employee with prior state continuous service entering a position in one of the above-listed classifications from outside state service, or from a state position not in one of the above-listed classifications, shall receive either:
  - a. The pay rate on the pay structure and progression schedule for Pay Schedule 06 in Section Z that corresponds to the employee's years of state service based on the adjusted continuous service date.
  - b. If an employee has more than 15 years of state service, the employee may have their pay set at a rate equitable with other employees in the same progression structure statewide with similar experience.

Example. A Resident Care Supervisor with 20 years of state service demotes to Resident Care Technician-Advanced. Their current pay rate is \$25.00. The pay progression rate for 15 or more years of service is \$22.30. The agency may set the pay rate at anywhere from \$22.30 to \$25.00 because there is no "next applicable pay progression point" which restricts the maximum possible rate.

- (e) New hires into one of the listed classifications without state continuous service credit shall be paid at the rate for zero years of service.
- (f) Employees entering the non-progression classifications of Nursing Assistant 1 or Resident Care Technician-Entry are not covered by these special provisions.

## **SECTION XLI. NURSE CLINICIAN 2 AND NURSE CLINICIAN 2-WEEKEND PAY ON APPOINTMENT**

**A. Effective Date.** January 2, 2022

**B. Plan Reference.** Section I, 4.16

**C. Pay on Appointment Provisions.**

- (1) Except for Pay on Restoration and Pay on Reinstatement, these provisions supersede the other pay provisions in Section I.
- (2) Except as otherwise provided below, for personnel transactions between or into the classifications of Nurse Clinician 2 or Nurse Clinician 2-Weekend, pay will be set at the amount designated in the Pay Schedule 11-02 Nurse Clinician progression structure found in Section Z, page Z-19, based on full years of professional nursing experience as established by the nurse license granting date.
- (3) Employees who are transferring or promoting into one of these classifications and whose current pay rate is equal to or greater than the designated amount will keep their current pay rate.
- (4) Except as provided in (5), below, an employee demoting into one of these classifications will be placed at the progression structure rate corresponding to their full years of professional nursing experience.
- (5) Notwithstanding (2) and (4), above, new hires or current employees with more than 11 years of professional nursing experience may have their pay set at a rate equitable with other employees in the classification state-wide with similar experience, with approval of DPM.

## SECTION XLII. 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 the Bureau of Classification and Compensation at [DOADPMCompEmploymentRelGenI@wisconsin.gov](mailto:DOADPMCompEmploymentRelGenI@wisconsin.gov).

Employer questions regarding *payroll processing* should be directed to DOA Central Payroll: Dennis Dissmore at (608) 266-8431.



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Division of Personnel Management