

State of Wisconsin

DOA – DIVISION OF PERSONNEL MANAGEMENT

– CLASSIFICATION AND COMPENSATION BULLETIN –

Date: June 16, 2022

Subject: Processing Fiscal Year 2022-2023
Compensation Plan Pay Provisions

Locator No: DPM-0576-CC/PP

This information will assist appointing authorities to determine and process the new fiscal year 2022-2023 pay provisions provided in Sections A, B, C, E, I, L, and Z of the 2021-2023 Compensation Plan. All provisions covered in this bulletin represent changes from fiscal year 2021-2022 provisions. 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), and employees in the following two represented bargaining units are excluded only from the Fiscal Year 2023 General Wage Adjustment provisions:

- Represented classified staff attorneys (i.e., Attorneys and Assistant Attorneys General)
- Represented building trades employees (craftworkers)

- 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.

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 schedules effective on the same date for applying pay range maximum limits on Compensation Plan adjustments under 12 and for transactions 14 through 19.

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. DOC-FUNDED PROBATION AND PAROLE AGENTS MARKET ADJUSTMENTS

Note. This provision was included in the FY 2021-22 bulletin to include all 2021-23 market adjustments in that bulletin. It is repeated here because this is a FY 2022-23 adjustment.

A. Effective Date. June 19, 2022

B. Plan Reference. Section L, 2.14

C. Market Increase. Each permanent and project employee in pay status 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

Employees on unpaid leave of absence will receive this market increase upon return to pay status.

Funding. Costs of pay adjustments and any 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 VI. PARITY WITH PROBATION AND PAROLE AGENTS MARKET ADJUSTMENTS

A. Effective Date. The effective date for approved parity adjustments are the same as the effective date of the associated market adjustment. Therefore, any approved parity adjustments will be effective June 19, 2022. Employees on unpaid leave of absence will receive the parity increase upon return to pay status. The Bureau of Classification and Compensation will inform Central Payroll of any parity approvals.

B. Plan Reference. 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. Parity will be provided only upon an agency recommendation and DPM approval. *For the Probation and Parole Agent market adjustment, parity will be considered only for employees of DOC.*

SECTION VII. 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 a 2021-23 labor agreement reached with the public safety bargaining unit. Such parity will be supplementable through the budget process. Parity may only be provided to employees in the following classifications:

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

- State Patrol Captain

The Bureau of Classification and Compensation will inform Central Payroll of any parity approvals.

SECTION VIII. INCREASES TO NIGHT AND WEEKEND PAY DIFFERENTIALS

A. Effective Date. January 1, 2023.

Note: The increased night and weekend differential rates will be applied for work shifts that start at or after 12:00 a.m. on Sunday, January 1, 2023. Shifts that start before 12:00 a.m. on January 1 will be paid at the prior night and weekend differential rates for the entire shift.

B. Plan References. Section A, 4.05(3)(a) and 4.06(3)(a), and Section B, 3.07(4)(a) and (b)

C. Night Differential Increase. Starting January 1, 2023, the night differential increases from \$0.45 per hour to \$0.80 per hour. All eligibility requirements for both classified and unclassified employees remain the same as before.

D. Weekend Differential Increase. Starting January 1, 2023, the weekend differential increases from \$0.60 per hour to \$0.80 per hour. All eligibility requirements for both classified and unclassified employees remain the same as before.

SECTION IX. IMPLEMENTATION OF THE JANUARY 1, 2023 GWA

A. Effective Date. The GWA is effective January 1, 2023.

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 1, 2023, 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 2023 progression increase of at least 2.0%.

Note: For FY 2023, progression-eligible assistant district attorneys and assistant state public defender attorneys are receiving the statutorily-authorized merit increases effective January 1, 2023, instead of in July 2022.

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 1, 2023.
- b. Supervisors covered in Compensation Plan 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 1, 2023. 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 the Bureau of Classification and Compensation at DOADPMCompEmploymentRelGenl@wisconsin.gov.

- c. Any employee paid at or above the new January 1, 2023, 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 2023 progression increase of at least 2.0%, or is receiving a progression increase of at least 2.0% effective this same date (January 1, 2023). 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 1, 2023.
 - iii. The attorney is a represented assistant district attorney, or represented assistant attorney general (also see e., following).
- e. Employees represented by a certified collective bargaining unit on the effective date of the GWA. For January 1, 2023 (FY 2023), the following bargaining units are considered certified by the WERC:

DP Code

- 04 Building Trades
- 09 Classified Attorneys
- 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 1, 2023, 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 F., 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 1, 2023, to the date of eligibility for the delayed GWA.

Example: A State Patrol Trooper is a represented public safety employee on January 1, 2023, and then transfers to a non-represented State Patrol Sergeant effective January 15, 2023, before settlement of a public safety collective bargaining agreement covering the 2021-2023 fiscal biennium. This State Patrol Sergeant would be awarded the missed FY22 and FY23 GWAs prior to setting pay on transfer, and receive a lump sum payment for hours in pay status since January 2, 2022, and since January 1, 2023, as applicable.

- b. Supervisors who do not receive the GWA on January 1, 2023, 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, 2023. The GWA will be effective April 9, 2023, 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 1, 2023 pay range maximum as noted in (2)(c) above.

For non-represented progression-eligible attorneys who did not receive a FY23 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

1. **Granting Date.** Annualized GWA Payments will be granted as soon as administratively feasible after January 1, 2023.
2. **Eligibility.** Any eligible classified employee, or eligible unclassified employee covered by Section C of the Compensation Plan, 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 1, 2023 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 ii./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 ii./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 iii., 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 1, 2023.

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 1, 2023, 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 F., above.

SECTION X. IMPLEMENTATION OF THE NEW PAY SCHEDULES EFFECTIVE JANUARY 1, 2023

The new pay schedules effective January 1, 2023 are implemented. These pay schedules will remain in effect until replaced by a new Compensation Plan or a revision to this Plan. Generally, all pay schedule minimums and maximums were increased by the value of the GWA, except for small differences in the ESG schedules and other schedules where the maximum is set at 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 XI. 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 D. 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 1, 2023, 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 1, 2023. (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. 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 and shift differentials 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 1, 2023 GWA for all of an agency’s LTEs under the new pay range minimum. Contact Dennis Dissmore with your request by December 30, 2022. Agencies wishing to apply more complex criteria to LTE increases should contact Dennis Dissmore.

SECTION XII. JUDGE AND JUSTICE MARKET INCREASE AND OTHER RATES FOR OFFICE

In Section B of the Plan, effective January 1, 2023, the rates of office are updated for judges and justices, legislative members, and constitutional officers. The judge and justice salaries include an additional market increase of 4.0% for FY 2023. Except for judges and justices when a new judge or justice takes the oath of office, constitutional officers and elected officials may not receive a pay increase during their term of office.

SECTION XIII. 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 2023 under the same administrative provisions as past fiscal years. For FY 2023, payments will be awarded for the pay period beginning June 4, 2023. BCC will collaborate with Central Payroll to determine eligible employees.

SECTION XIV. 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.

Employer questions regarding *payroll processing* should be directed to DOA Central Payroll: Dennis Dissmore at (608) 266-8431, or by email to DOACentralPayroll@wisconsin.gov.


Jen Floegel, Administrator
Division of Personnel Management

