

**State of Wisconsin**

**DOA – DIVISION OF PERSONNEL MANAGEMENT**

**- CLASSIFICATION & COMPENSATION BULLETIN -**

**Date:** October 20, 2023

**Locator No:** DPM-0609-CC/PP

**Subject:** Non-pay Provisions in the 2023-2025 Compensation Plan related to Travel, Reimbursement, and Weekend Classification leave provisions

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 2023-2025 Compensation Plan; (Pay provisions under Sections A, B, C, E, I, L, and Z are covered in DPM-0608-CC/PP.

*Changes in Section F of the 2023-2025 Compensation Plan apply to all employees, unless superseded by an analogous provision in the labor agreement for public safety employees; all other changes in this bulletin apply to employees covered by the Compensation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. The changes below are effective October 22, 2023, except for all updates related to travel provisions which are effective November 1, 2023, and identified in Section I.*

**SECTION I. UNIFORM TRAVELS SCHEDULE AMOUNTS (UTSA) UPDATES**

**A. Maximum Meal Amounts (Section F-4.02).**

1. For meals in state (i.e., Wisconsin), the maximum reimbursement rates are increased by \$1.00 for breakfast and lunch, and \$2.00 for dinner. The reimbursement rates effective November 1, 2023, are as follows:

Breakfast	\$10.00
Lunch	\$12.00
Dinner	\$23.00

2. For meals out-of-state, the maximum reimbursement rates are increased by \$1.00 for breakfast and lunch, and \$2.00 for dinner. The reimbursement rates effective November 1, 2023, are as follows:

Breakfast	\$11.00
Lunch	\$17.00
Dinner	\$27.00

3. For bag lunch meals reimbursement rates are increased from \$4.00 to \$5.00
- B. **Maximum Lodging Rates (Section F-5.02).** The “in-state” lodging rate for all counties, *except* Milwaukee, Racine, and Waukesha was increased to \$98.00 per night. The maximum permitted rate for Milwaukee, Racine, and Waukesha counties was increased to \$103.00 per night.

## SECTION II. OTHER REIMBURSEMENTS

- A. **Damaged Personal Articles (Section G-2.02).** The reimbursement amount for damaged personal articles is revised to increase the maximum for any one incident from \$100.00 to \$150.00.

## SECTION III. ANNUAL LEAVE AND SABBATICAL/TERMINATION LEAVE

- A. **Section K-3.04** is revised to add the potential future classification of Weekend Licensed Practical Nurse (LPN) to classifications with special annual leave provisions.
- B. **Section K-3.05** is created to add potential future security classifications of Correctional Officer-Weekend, Correctional Sergeant-Weekend, Psychiatric Care Technician-Weekend, Psychiatric Care Technician-Advanced-Weekend, Youth Counselor-Weekend, and Youth Counselor-Advanced-Weekend to the special leave provisions for weekend positions.
- C. **Section K-4.03** is retitled to “Weekend Classifications Personal Holidays” and revised to add Weekend Licensed Practical Nurse (LPN) and Weekend Security classifications as covered classifications not eligible for personal holidays.
- D. **Section K-5.02** is retitled to “Weekend Classifications” and revised to include all Weekend classifications in the special legal holiday provisions.

## SECTION IV. 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](mailto:DOADPMCompEmploymentRelGenI@wisconsin.gov).

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Jen Flögel, Administrator

Division of Personnel Management