

State of Wisconsin

DOA – DIVISION OF PERSONNEL MANAGEMENT

– CLASSIFICATION AND COMPENSATION BULLETIN –

Date: May 24, 2024

Subject: Processing Fiscal Year 2024-2025
Compensation Plan Pay Provisions

Locator No: DPM-0621-CC/PP

This information will assist appointing authorities to determine and process the new fiscal year 2024-2025 pay provisions in Sections A, B, C, L, and Z of the 2023-2025 Compensation Plan. Provisions included in this bulletin are effective June 30, 2024. All “Plan Reference(s)” in this bulletin refer to the 2023-2025 Compensation Plan.

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SECTION 1. 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 2023-2025 Compensation Plan.

SECTION 2. 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 3. 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.

SECTION 4. 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 13 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 5. IMPLEMENTATION OF THE FISCAL YEAR 2024-25 GWA

A. Effective Date. The GWA is effective June 30, 2024.

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 June 30, 2024, 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.
2. **Ineligible.**
 - a. Employees whose job performance was rated unsatisfactory as a result of formal performance evaluations conducted during the 12-month period ending June 30, 2024.
 - 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 June 30, 2024. 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 DOADPMCompEmploymentRelGenI@wisconsin.gov.

- c. Any employee paid at or above the new June 30, 2024 pay range maximum. Refer to the applicable pay schedules in Section Z of the Compensation Plan.
- d. Attorneys eligible for merit progression under s. 230.12(10) through (12), Wis. Stats., or Section C, 3.00.
- e. Employees represented by a certified collective bargaining unit on the effective date of the GWA. For Fiscal Year 2024-25, the following bargaining units are certified by the WERC:

DP Code

- 04 Building Trades
- 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, 2.19 of the Compensation Plan in relation to subordinate staff.

3. Delayed Eligibility.

- a. **Formerly represented employees.** Employees in employment status on June 30, 2024, but who were ineligible under 2./e., above, and who did not receive or were not considered for a corresponding FY25 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.
- b. Supervisors who do not receive the GWA on June 30, 2024, 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 September 30, 2024. The GWA will be effective the first pay period following completion of all required performance evaluations, 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 June 30, 2024, pay range maximum as noted in 2./c., above.

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 June 30, 2024.
2. **Eligibility.** Any eligible classified employee, or eligible unclassified employee covered by Section C, will receive an Annualized GWA Payment if either of the two following conditions apply:
 - a. The employee was not eligible to receive a GWA solely because the employee's base pay rate was at or above the new June 30, 2024, pay range maximum.
 - b. The employee did not receive the full GWA amount (i.e., 2.0% of base pay rate) because of the pay range maximum limitation.
3. **Amount.** The amount of an employee's Annualized GWA Payment is subject to the following limitations:
 - a. For employees who qualify because of the condition described in 2./a., above, the hourly amount used in calculating an Annualized GWA Payment will equal 2.0% of the employee's base pay rate.
 - b. For employees who qualify because of the condition described in 2./b., above, the hourly amount used in calculating an Annualized GWA Payment will equal the difference between 2.0% of the employee's base pay rate (prior to receipt of the partial GWA), and the partial GWA the employee actually received.
4. **Calculating Annualized GWA Payments.** To calculate an employee's Annualized GWA Payment, multiply the hourly amount that is appropriate for the employee, in accordance with 3., above, by 2,080. 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 June 30, 2024.

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 June 30, 2024, 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 28, 2025, 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 6. FUNDED INFORMATION SYSTEMS MARKET EQUITY ADJUSTMENT

A. Effective Date: June 30, 2024

B. Plan References. Section L, 2.20 of the Compensation Plan.

C. Market Generation. Subject to 1. through 4. below, various agencies will generate funding for each employee in positions allocated to the classifications listed in D., 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 the Plan.
5. Effective June 30, 2024, each employee in a position allocated to one of the classifications listed below, or a new classification title created as a result of the IS Occupational Survey, will generate the amount specified below for distribution based on pay range assignment.

D. Market Classifications and Amounts:

Code	Classification	Amount
09040	Adm, Division of Technology Svcs	\$1.50
13150	Information Technology Manager	\$1.50
13301	IS Data Services Prof	\$1.00
13302	IS Data Services Sen	\$1.00

13303	IS Data Services Spec	\$1.50
13304	IS Data Services Conslt Admr	\$1.50
13361	IS Network Services Prof	\$1.00
13362	IS Network Services Sen	\$1.00
13363	IS Network Services Spec	\$1.50
13364	IS Network Services Conslt Admr	\$1.50
13371	IS Systems Development Services	\$1.00
13372	IS Systems Development Services Sen	\$1.00
13373	IS Systems Development Services Spec	\$1.50
13374	IS Systems Development Services Conslt Admr	\$1.50
13401	IS Comprehensive Services Prof	\$1.00
13402	IS Comprehensive Services Sen	\$1.00
13403	IS Comprehensive Services Spec	\$1.50
13404	IS Comprehensive Services Conslt Admr	\$1.50
13461	IS Technical Services Prof	\$1.00
13462	IS Technical Services Sen	\$1.00
13463	IS Technical Services Spec	\$1.50
13464	IS Technical Services Conslt Admr	\$1.50
13521	IS Supervisor 1	\$1.50
13522	IS Supervisor 2	\$1.50
13530	Management Information Chief	\$1.50
13550	Management Information Manager	\$1.50
13561	IS Professional In-Training (A)	\$0.50
13562	IS professional In-Training (B)	\$0.50
13620	ERP Supervisor	\$1.50
13661	IS Business Auto Analyst	\$1.00
13662	IS Business Auto Analyst Sen	\$1.00
13663	IS Business Auto Analyst Spec	\$1.50
13664	IS Business Auto Analyst Conslt Admr	\$1.50
13700	Info Technology Mgt Consultant	\$1.50
13761	IS Enterprise Business Auto Analyst-Prof	\$1.00
13762	IS Enterprise Business Auto Analyst-Sen	\$1.00
13763	IS Enterprise Business Auto Analyst-Spec	\$1.50
13764	IS Enterprise Business Auto Analyst-Conslt Adm	\$1.50
13802	IS Operations Support Tech-Inter	\$0.50
13803	IS Operations Support Tech-Sen	\$0.50
13902	IS Resources Support Tech-Inter	\$0.50
13903	IS Resources Support Tech-Sen	\$0.50
14061	IS Enterprise Data Services Spec	\$1.50
14062	IS Enterprise Data Services Conslt Admr	\$1.50
14063	IS Enterprise Data Services Prof	\$1.00
14064	IS Enterprise Data Services Sen	\$1.00
14071	IS Enterprise Network Services Spec	\$1.50
14072	IS Enterprise Network Services Conslt Admr	\$1.50
14073	IS Enterprise Network Services Prof	\$1.00
14074	IS Enterprise Network Services Sen	\$1.00

14261	IS Enterprise Systems Development Serv Spec	\$1.50
14262	IS Enterprise Systems Development Serv Co Ad	\$1.50
14263	IS Enterprise Systems Development Serv Prof	\$1.00
14264	IS Enterprise Systems Development Serv Sen	\$1.00
14271	IS Enterprise Technical Services Spec	\$1.50
14272	IS Enterprise Technical Services Conslt Admr	\$1.50
14273	IS Enterprise Technical Services Prof	\$1.00
14274	IS Enterprise Technical Services Sen	\$1.00
14361	IS Enterprise Strategic Plan Services Spec	\$1.50
14362	IS Enterprise Strategic Plan Services Conslt Ad	\$1.50
16810	IS Specialist Confidential	\$1.50
16820	IS Consultant Confidential	\$1.50
16821	IS Consultant Management	\$1.50

E. Parity: There will be no eligible classification for parity for this market provision.

SECTION 7. IMPLEMENTATION OF THE NEW PAY SCHEDULES EFFECTIVE JUNE 30, 2024

The new pay schedules effective June 30, 2024 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 8. ADJUSTING PAY OF LIMITED TERM EMPLOYEES (LTEs)

The provisions described in A., B., and C., 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 June 30, 2024, 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 June 30, 2024. (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 June 30, 2024, GWA for all of an agency’s LTEs under the new pay range minimum. Contact Dennis Dissmore with your request by Wednesday, July 3, 2024, or as soon as possible. Agencies wishing to apply more complex criteria to LTE increases should contact Dennis Dissmore.

SECTION 9. 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.

DocuSigned by:

Jennifer Flugel

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Jen Flugel, Administrator

Division of Personnel Management