

State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

- COMPENSATION & LABOR RELATIONS BULLETIN -

Date: June 22, 2004

Locator No: OSER-0040-CLR/LR/PP

Subject: Information on Processing the FY 2004-2005 Wage Adjustments, Lump Sum Wage Payments and Annualized Wage Adjustment Payments for the Assistant District Attorneys

This information is provided to assist appointing authorities in determining FY 2004-2005 base pay adjustments, lump sum wage payments and annualized payments for employees in represented Assistant District Attorney positions. These adjustments and lump sum payments are granted in accordance with Article V, Sections 2 and 3 of the FY 2003-2005 Agreement between the State and the Association of State Prosecutors (ASP). The adjustments are effective June 27, 2004.

SECTION I. ORDER OF PAY ADJUSTMENTS WITH THE SAME EFFECTIVE DATE

Pursuant to Article V, Section 1 of the 2003-2005 ASP Agreement, multiple pay adjustments with the same effective date will be applied in the order consistent with the order of pay adjustments for analogous personnel transactions in the classified service under § ER 29.04, of the Wis. Adm. Code, and in Section order below, for contractual adjustments.

SECTION II. FY 2004-2005 GENERAL WAGE ADJUSTMENT (June 27, 2004)

A. Effective Date. The General Wage Adjustment (GWA) is effective June 27, 2004.

B. Eligibility.

- 1. Eligible.** Except for employees described under 2., below, all employees in pay status on June 27, 2004, are eligible to receive a GWA.
- 2. Ineligible.** The following employees are ineligible to receive a GWA:

Any employee whose pay upon appointment was set in recognition of a previously earned rate that included a wage adjustment provided under another FY 2004-2005 state employee labor agreement or compensation plan with an effective date of June 27, 2004, or later.

C. Amount. Each eligible employee will receive a GWA equal to 1.0% of their base per rate, plus an additional \$0.10 per hour, subject to the FY 2004-2005 pay range maximum shown in Section IV.

below. An employee who cannot receive any or all of the GWA because of the pay range maximum limitation will receive an annualized GWA payment, as described in Section V. of this bulletin.

SECTION III. \$250.00 GENERAL WAGE LUMP SUM PAYMENT EFFECTIVE JUNE 27, 2004

All employees in pay status on June 27, 2004, will receive a GWA lump sum payment of \$250.00, pro-rated based on the employees budgeted FTE status on June 27, 2004.

SECTION IV. IMPLEMENTATION OF PAY SCHEDULE 20 FOR FY 2004-2005

Pay Schedule 20, below, is implemented effective June 27, 2004, for FY 2004-2005.

Classification Title	Range Minimum	Range Maximum	Transaction Step
Assistant District Attorney	\$19.905	\$51.067	\$0.598

SECTION V. ANNUALIZED PAYMENTS RELATED TO SECTION II.

- A. Granting Date.** For employees on the Department of Administration Central Payroll System, any annualized payments required will be granted as soon as administratively feasible after June 27, 2004.
- B. Eligibility.** Any employee who is otherwise eligible for a GWA under Section II. will receive an annualized payment if either of the circumstances described under 1. or 2., below, apply:
1. The employee could not receive an adjustment under Section II. due solely to the applicable pay range maximum limitation (i.e., the employee's base pay rate was at or above the pay range maximum).
 2. The employee received a base pay adjustment, but the amount applied to their base pay rate was less than the full amount required because of the pay range maximum limitation.
- C. Amount.** The amount of any annualized payment is calculated by multiplying the value of the GWA provided under Section II. that exceeds the applicable pay range maximum by 2088. Any annualized payments will be prorated based on an employee's budgeted FTE status on June 27, 2004.
- D. Employees on Leave of Absence.** Any employee who is on an unpaid leave of absence on June 27, 2004, and who qualifies for an annualized payment will receive such payment subject to the following:
1. The employee must return from the leave to pay status in a position in the bargaining unit during the term of the Agreement.

2. The employee will not receive an annualized payment until he/she returns to pay status in a position in the bargaining unit.

SECTION VI. REFERRAL OF QUESTIONS

Employee questions regarding the provisions contained in this bulletin should be referred to the agency Human Resources Office.

Agency questions regarding the *pay provisions* contained in this bulletin should be referred to Lynn Maulbetsch of the Bureau of Compensation at: Phone: (608) 267-5164 or E-mail: lynn.maulbetsch@oscr.state.wi.us.

Questions regarding *all other contract provisions* should be referred to Jill Thomas of the Bureau of Labor Relations at: Phone: (608) 266-64359 or E-mail: at jill.thomas@oscr.state.wi.us

Questions concerning payroll processing or file maintenance procedures should be referred to the payroll center below:

DOA Central Payroll: Shelley Schwartz (608) 264-9571.

James A. Pankratz, Administrator
Division of Compensation and Labor Relations

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