

State of Wisconsin

## OFFICE OF STATE EMPLOYMENT RELATIONS

- *COMPENSATION & LABOR RELATIONS BULLETIN* -

**Date:** February 24, 2005

**Locator No:** OSER-0044-CLR/PP  
(ADDENDUM)

**Subject:** Authorization of Fiscal Year 2004-2005  
Base Pay Adjustment and Lump Sum  
Payment to Nonrepresented Employees  
Under Certain Circumstances

The purpose of this addendum is to inform appointing authorities of an exception to normal policy regarding fiscal year base pay adjustments and lump sum payments provided to certain nonrepresented employees who, as a result of a personnel transaction, did not receive a scheduled adjustment on the effective date of the General Wage Adjustments (GWAs) as authorized in the Compensation Plan. This exception is non-precedential, i.e., it will apply only for 2004-2005 GWAs. It is made to provide consistency with the base pay adjustments and lump sum payments being granted to employees who move from a bargaining unit without a 2003-2005 collective bargaining agreement to a bargaining unit with a 2003-2005 collective bargaining agreement (not covered by this bulletin).

**Exception:** An employee's pay status on the effective date of the applicable GWAs shall not affect eligibility for the GWAs (e.g., an employee hired into a bargaining unit without a 2003-2005 Agreement after the effective date of the nonrepresented 2004-2005 GWAs shall be granted the GWAs and associated back pay as described in the original bulletin). As an example, an employee who was hired into a represented position in September 2004, and subsequently transfers to a nonrepresented position should receive the GWAs effective on the date of the movement to the nonrepresented position, with back pay for hours in pay status since being hired in September. However, other eligibility requirements, such as the requirement that there be a personnel transaction from a represented position without a break in service, still apply.

Agencies may need to check personnel transactions to nonrepresented positions that have occurred since June 27, 2004, to see if any employees should be compensated in accordance with this exception.

Questions regarding this addendum may be directed to Paul Ostrowski by e-mail at [Paul.Ostrowski@oscr.state.wi.us](mailto:Paul.Ostrowski@oscr.state.wi.us) or by phone at (608) 267-0343.

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