

State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

- COMPENSATION & LABOR RELATIONS BULLETIN -

Date: July 8, 2004

Locator No: OSER-0044-CLR/PP

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

The purpose of this bulletin is to inform appointing authorities of the circumstances under which a fiscal year pay adjustment must be 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 adjustment as authorized in the Compensation Plan. The amount of such an adjustment is explained below. Lump sum payments are also authorized.

Authority for Granting Adjustments: Under the provisions of s. 230.12(4)(b), Wis. Stats., the Director of the Office of State Employment Relations (OSER) may determine the circumstances under which it is appropriate for an appointing authority to grant, and may authorize an appointing authority to grant, a general wage adjustment (or portion thereof) to employees who did not receive such an adjustment on the effective date as authorized in the Compensation Plan.

Effective Dates and Types of Adjustments: Adjustments under this authority may not become effective before the effective date of the personnel transaction that created the need for application of this provision, but the OSER Director may authorize the agency appointing authority to grant a lump sum payment to an employee to reflect any wage and/or Annualized General Wage Adjustment Payment that the employee did not receive during the period between the effective date of the pay adjustment prescribed in the Compensation Plan and the effective date of the individual employee's personnel transaction.

Adjustments Authorized: The OSER Director is authorizing a base pay adjustment and related lump sum payment, including the \$250 lump sum GWA Payment, that must be granted to any nonrepresented employees who did not receive, or were not considered for, a FY 2004-2005 wage adjustment under a collective bargaining agreement or Compensation Plan prior to moving to the affected position. The following circumstances have been identified as appropriate for granting a fiscal year increase under this authority.

Conditions Required for Granting Adjustments: The employee (represented or nonrepresented) moved to a nonrepresented position (e.g., transfer, promotion, demotion, reclassification, reallocation) **before the effective date of the FY 2004-2005 wage adjustment for the employee's previous position and after the effective date of the FY 2004-2005 wage adjustment applicable to the non-represented classification to which the employee moved (reallocated, reclassified, etc.).**

In such a situation, the employee would be granted a pay adjustment equal to the amount the employee would have received (i.e., 1% plus \$0.10 per hour) had he or she been in that new non-represented position on the actual effective date of the respective adjustment. The employee would also be provided the \$250 GWA payment and lump sum based on the hours worked since June 27, 2004.

The base pay adjustment will be effective on the same effective date as the personnel transaction and will be processed **prior** to the application of any pay adjustment resulting from the personnel transaction. A lump sum payment must be granted in an amount equal to the hourly adjustment granted to the employee under this authority, multiplied by the number of hours in pay status from the actual effective date of the pay adjustment to the effective date of the personnel transaction.

EXAMPLE:

A Program Assistant 4 is promoted to a Program Assistant Supervisor-Advanced (PR 81-04) position effective August 1, 2004. The FY 2004-2005 wage adjustment for Program Assistant 4 has not yet been negotiated. The FY 2004-2005 adjustment for the non-represented classification, a 1.0% General Wage Adjustment (GWA) and a \$0.10 per hour GWA, were effective June 27, 2004. Assuming the employee meets the eligibility criteria for the General Wage Adjustment, the employee will be granted a 1.0% plus \$0.10 per hour base pay adjustment **prior** to setting pay as a result of the promotion. A lump sum payment reflecting the 1.0% plus \$0.10 per hour adjustment will be granted equal to the adjustment multiplied by the number of hours in pay status from June 27, 2004 to August 1, 2004. In addition, the employee would receive the \$250 lump sum GWA Payment, pro-rated by budgeted FTE in the new position.

Questions regarding the eligibility of an employee for an adjustment under this provision or the amount of an increase or lump sum payment may be directed to Paul Ostrowski by e-mail at Paul.Ostrowski@oscr.state.wi.us or by phone at (608) 267-0343, or Lynn Maulbetsch, by e-mail at Lynn.Maulbetsch@oscr.state.wi.us, or by phone at (608) 267-5164.

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

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