

State of Wisconsin

**OFFICE OF STATE EMPLOYMENT RELATIONS**

*– COMPENSATION & LABOR RELATIONS BULLETIN –*

**Date:** July 28, 2005

**Locator No:** OSER-0068- CLR/PP

**Subject:** Processing FY 2005-06 General Wage Adjustments, Annualized General Wage Adjustments, and Other Compensation for Certain Nonrepresented Employees

This information will assist appointing authorities to determine and process the following adjustments and reimbursements, granted in accordance with Sections A, B, C, D, F, I and K of the 2005-2007 Compensation Plan:

- Parity provisions for certain nonrepresented employees affected by the 2003-05 Wisconsin State Employees Union (WSEU) collective bargaining agreement;
- The FY 2005-06 General Wage Adjustment (GWA);
- The FY 2005-06 Annualized GWA Payment;
- Lump sum payments due to the delay of the FY 2005-06 GWA;
- The FY 2005-06 Supplemental Pay Revisions;
- Revisions to the Relocation Incentive Award;
- Revisions to the monthly employee contribution rates for health insurance;
- Revisions related to Limited Term Employees (LTEs);
- Revisions to the travel and moving expense provisions; and
- Revisions to the pay on appointment broadband provisions when movement from a nonrepresented or represented crafts-related position is involved.

**SECTION I. COVERAGE UNDER THIS BULLETIN**

**A. Covered Classified Employees.**

All nonrepresented permanent (**employment types 01, 02 and 06**) and project (**employment type 05**) employees are covered by this bulletin *except* trainees eligible for scheduled trainee increases and craftsworker-related employees (craftsworker supervisors, shop supervisors, the crafts operations manager, and project craftsworkers).

***NOTE:** See Section A, 4.08 of the 2005-07 Compensation Plan for pay rates of nonrepresented craftsworker-related employees.*

**B. Covered Unclassified Employees**

All indefinite-term GSEG, ESG and Non-ESG employees described in Sections B, 3.01 (1) through (3) of the 2005-07 Compensation Plan are covered by this bulletin.

## **SECTION II. ORDER OF PAY ADJUSTMENTS WITH THE SAME EFFECTIVE DATE**

### **A. Covered Classified Employees**

Pursuant to Section I, 4.01 of the 2005-07 Compensation Plan, multiple pay adjustments that are effective July 24, 2005, will be applied in the following order:

**Use FY 2004-05 pay schedules for adjustments 1 through 12:**

1. Reallocation/regrade adjustment;
2. Reclassification/regrade adjustment;
3. Progression adjustment provided under Section A, 2.05 of the Compensation Plan;
4. Promotion;
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;
11. Restoration;
12. Parity related to the 2003-05 WSEU collective bargaining agreement.

**Use of FY 2005-06 pay schedules for adjustments 13 through 18:**

13. FY 2005-06 General Wage Adjustment;
14. Implementation of the FY 2005-06 pay schedules;
15. Establishment of a raised minimum rate (RMR);
16. Discretionary Compensation Adjustment (DCA);
17. Other parity adjustment;
18. Original appointment.

***NOTE: For project employees in classifications allocated to represented pay schedules, use the applicable pay range of the represented pay schedule for the above adjustments.***

### **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 III. PARITY PROVISIONS

Parity increases effective July 24, 2005, related to the increases provided in the 2003-05 collective bargaining agreement between the State and WSEU shall be granted in accordance with Section K of the 2005-07 Compensation Plan (see Appendix A).

***NOTE:** The classification Secretary-Confidential was accidentally omitted from Section K, 2.02(4) d). Employees in pay status as a Secretary-Confidential on July 24, 2005, shall be treated as if the classification had been listed in 2.04(4) d), with an increase of \$1.185 per hour.*

### SECTION IV. FY 2005-06 GENERAL WAGE ADJUSTMENTS (GWA), ANNUALIZED GWA PAYMENTS AND LUMP SUM PAYMENTS FOR ALL COVERED CLASSIFIED EMPLOYEES

#### A. FY 2005-06 GWA

1. **Effective Date.** The GWA is effective July 24, 2005, for employees on biweekly payroll systems.
2. **Eligibility.**
  - a. **Eligible.** Except as specified in b., below, all covered classified employees in pay status on July 24, 2005, are eligible to receive a GWA.
  - b. **Ineligible.**
    - (1) Employees whose job performances were rated below satisfactory as a result of formal performance evaluations conducted during the period from June 27, 2004 through June 25, 2005.
    - (2) Supervisors who have not completed formal performance evaluations on all subordinate employees, for whom performance evaluations are required, during the period from June 27, 2004 through June 25, 2005.

***NOTE:** Performance evaluations are required for both represented and nonrepresented classified subordinate staff. 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 Paul Ostrowski, Office of State Employment Relations (OSER) Division of Compensation and Labor Relations, (608) 267-0343.*

- (3) Any employee paid at or above the FY 2005-06 pay range maximum. (Refer to the applicable FY 2005-06 pay schedules attached to this bulletin.)

**3. Amount.**

- a.** Subject to b., below, 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 FY 2005-06 pay range maximum. (Refer to the applicable FY 2005-06 pay schedules attached to this bulletin.)
- b.** No employee may, during any fiscal year, receive a total cumulative adjustment (GWA) exceeding a total of ten percent (10.0%) of the employee's base pay immediately prior to the application of the earliest fiscal year adjustment.

**4. Ineligibility Due to Performance.** Any employee who is not eligible to receive a GWA because of less than satisfactory 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.**5. Grievances.** An employee who is dissatisfied with the result of the GWA distribution process may file a grievance under the procedure set forth in s. 230.12(5)(e), Wis. Stats. The decision of the appointing authority is final and may not be appealed. Agencies must submit a copy of each grievance filed and the written decision of the appointing authority to OSER within 14 days of the decision. OSER Contact Person: Paul Ostrowski, (608) 267-0343.**B. Annualized GWA Payment**

- 1. Granting Date.** Annualized GWA Payments will be granted as soon as administratively feasible after the effective date of the FY 2005-06.
- 2. Eligibility.** Any covered classified employee will receive an Annualized GWA Payment if either of the conditions described under a. or b., below, apply:
  - a.** The employee was not eligible to receive a GWA solely because the employee's base pay was at or above the FY 2005-06 pay range maximum.
  - b.** The employee did not receive the full GWA amount (i.e., 2.0% of base pay) 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.
  - 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 (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 2088. 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 July 24, 2005.

C. **Annualized GWA Payments for Employees on Approved Unpaid Leaves of Absence.** Any employee who is on an approved unpaid leave of absence (LOA) on July 24, 2005, 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 23, 2007, *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 B., of this section.

D. **Lump Sum Payments Due to the Delay of the FY 2005-06 GWA**

1. **Granting Date.** Lump sum payments will be granted as soon as administratively feasible after the effective date of the FY 2005-06 GWA.
2. **Eligibility.** Any covered classified employee who receives a base pay increase under A., above, will be eligible for a lump sum payment due to the delay of the FY 2005-06 GWA.
3. **Amount.** The amount of the lump sum payment will be equal to the base increase received in accordance with A., above, multiplied by the hours in pay status from June 26, 2005 through July 23, 2005. Because this is not equivalent to a retroactive payment, no intervening pay transactions during period will be reconstructed.

E. **Lump Sum Payments for Employees on Approved Leave of Absence.** Any employee who is on an approved unpaid leave of absence (LOA) on July 24, 2005, and who qualifies for a lump sum payment in accordance with D., above, will receive such payment subject to the following restrictions:

1. The employee must return from the LOA to pay status by June 23, 2007, *and* the employee's restoration right must be derived from a position covered by this bulletin.
2. The employee will not receive the lump sum payment until the employee returns to pay status.

3. The hourly amount used in the calculation of the employee's lump sum payment will equal the amount determined under D., above.

**F. FY 2005-06 Pay Schedule Implementation.**

1. After application of the pay adjustments described in A. through C., above, the FY 2005-06 pay schedules in Attachments B, D, E and F will be implemented. Any employee (except trainees) serving the first six months of any type of probationary period, whose base pay rate falls below the new minimum of the applicable pay range will have his or her base pay rate adjusted to the new minimum.
2. Effective May 28, 2006, Schedule 1 in Appendix C will be implemented.

**SECTION V. FY 2005-06 GENERAL WAGE ADJUSTMENTS, ANNUALIZED GENERAL WAGE ADJUSTMENT PAYMENTS, AND LUMP SUM PAYMENTS FOR CERTAIN UNCLASSIFIED "NON-ESG" ATTORNEY POSITIONS**

**A. Covered Employees (NOTE: Hereafter, the phrase *covered attorneys* will be used to indicate the employees covered by this section of the bulletin.)**

1. Employees appointed on other than an LTE basis to nonrepresented deputy district attorney positions.
2. Employees appointed on other than an LTE basis to nonrepresented assistant state public defender attorney positions.
3. Employee appointed to the attorney position established under s. 569.015(2), Wis. Stats.

**B. FY 2005-06 GWA**

1. **Effective Date.** The GWA is effective July 24, 2005, for covered attorneys on biweekly payroll systems.
2. **Eligibility.**
  - a. **Eligible.** Except as specified in b., below, all covered attorneys in pay status on July 24, 2005, are eligible to receive a GWA.
  - b. **Ineligible.**
    - (1) Covered attorneys whose job performances were rated below satisfactory as a result of formal performance evaluations conducted during the period from June 27, 2004 through June 25, 2005.
    - (2) Supervisors who have not completed formal performance evaluations on all subordinate employees, for whom performance evaluations are required, during the period from June 27, 2004 through June 25, 2005.

**NOTE:** Performance evaluations are required for both represented and nonrepresented subordinate staff. For purposes of the GWAs for covered attorneys, the requirements of Chapter ER 45, Wis. Adm. Code, will apply to all covered attorneys. 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 Paul Ostrowski, OSER, Division of Compensation and Labor Relations, (608) 267-0343.

- (3) Any employee paid at or above the FY 2005-06 pay range maximum. (Refer to Pay Schedule 71 for FY 2005-06, attached to this bulletin.)

**NOTE:** Effective July 1, 2001, unclassified "Non-ESG" attorneys are paid using broadbanded Pay Schedule 71. They are subject to the pay on appointment provisions of Section I, 4.04, and the DCA provisions of Section J, of the 2005-2007 Compensation Plan.

**3. Amount.**

- a. Subject to b., below, 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 FY 2005-06 pay range maximum. (Refer to Pay Schedule 71 for FY 2005-06, attached to this bulletin.)
- b. No employee may, during any fiscal year, receive a total cumulative adjustment (GWA) exceeding a total of ten percent (10.0%) of the employee's base pay immediately prior to the application of the earliest fiscal year adjustment.
- 4. Ineligibility Due to Performance.** Any covered attorney who is not eligible to receive a GWA because of less than satisfactory performance must receive a written notice that states the extent to which the covered attorney's performance has not met management's expectations. This notice must also include management's recommendations for performance improvement.
- 5. Grievances.** A covered attorney who is dissatisfied with the result of the GWA distribution process may file a grievance under the procedure set forth in s. 230.12(5)(e), Wis. Stats. The decision of the appointing authority is final and may not be appealed. Agencies must submit a copy of each grievance filed and the written decision of the appointing authority to OSER within 14 days of the decision. OSER Contact Person: Paul Ostrowski, (608) 267-0343.

**C. Annualized GWA Payment**

- 1. Granting Date.** Annualized GWA Payments provided to covered attorneys will be granted as soon as administratively feasible after the effective date of the FY 2005-06 GWAs.

2. **Eligibility.** Any covered attorney will receive an Annualized GWA Payment if either of the conditions described under a. or b., below, apply:
  - a. The covered attorney was not eligible to receive a GWA *solely* because the employee's base pay was at or above the FY 2005-06 pay range maximum.
  - b. The covered attorney received a GWA, but because of the pay range maximum limitation, the amount of the GWA was less than the appointing authority would have otherwise granted the covered attorney.
3. **Amount.** The amount of a covered attorney's Annualized GWA Payment is subject to the following limitations:
  - a. For covered attorneys 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.
  - b. For covered attorneys 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 (prior to receipt of the partial GWA), and the partial GWA the employee actually received.
4. **Calculating Annualized GWA Payments.** To calculate a covered attorney's Annualized GWA Payment, multiply the hourly amount that is appropriate for the covered attorney, in accordance with 3., above, by 2088. 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 July 24, 2005.

**D. Lump Sum Payments Due to the Delay of the FY 2005-06 GWA**

1. **Granting Date.** Lump sum payments will be granted as soon as administratively feasible after the effective date of the FY 2005-06 GWAs.
2. **Eligibility.** Any covered classified employee who receives a base pay increase under A., above, will be eligible for a lump sum payment due to the delay of the FY 2005-06 GWA.
3. **Amount.** The amount of the lump sum payment will be equal to the base increase received in accordance with A., above, multiplied by the hours in pay status from June 26, 2005 through July 23, 2005. Because this is not equivalent to a retroactive payment, no intervening pay transactions during this period will be reconstructed.

**SECTION VI. FY 2005-06 GENERAL WAGE ADJUSTMENTS AND LUMP SUM PAYMENTS FOR COVERED UNCLASSIFIED EMPLOYEES OTHER THAN CERTAIN "NON-ESG" ATTORNEY POSITIONS**

**A. FY 2005-06 GWA**



1. **Effective Date.** The General Wage Adjustments (GWAs) are effective July 24, 2005, for employees on biweekly payroll systems.
2. **Eligibility.**
  - a. **Eligible.** Except as specified in b., below, all covered unclassified employees in pay status on July 24, 2005, are eligible to be considered for a GWA.
  - b. **Ineligible.** Any employee paid at or above the applicable 2005-06 pay range maximum. (Refer to the FY 2005-06 pay schedules attached to this bulletin.)
3. **Amount.**
  - a. Subject to b. through e., below, 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 FY 2005-06 pay range maximum. (Refer to the FY 2005-06 pay schedules attached to this bulletin.)
  - b. ESG and GSEG employees must be paid at least the FY 2005-06 pay range minimum. (Refer to Attachments E and F - FY 2005-06 Pay Schedules 90 and 95.)
  - c. No employee may, during any fiscal year, receive a total cumulative adjustment (GWA) exceeding a total of ten percent (10.0%) of the employee's base pay immediately prior to the application of the earliest fiscal year adjustment.
  - d. No employee, except an employee in a GSEG position, may receive an increase that causes the employee's pay to equal or exceed the salary paid the Governor (i.e., \$131,768).

#### **B. Lump Sum Payments Due to the Delay of the FY 2005-06 GWA**

1. **Granting Date.** Lump sum payments will be granted as soon as administratively feasible after the effective date of the FY 2005-06 GWAs.
2. **Eligibility.** Any covered unclassified employee who receives a base pay increase under A., above, will be eligible for a lump sum payment due to the delay of the FY 2005-06 GWA.
3. **Amount.** The amount of the lump sum payment will be equal to the base increase received in accordance with A., above, multiplied by the hours in pay status from June 26, 2005 through July 23, 2005. Because this is not equivalent to a retroactive payment, no intervening pay transactions during this period will be reconstructed.

#### **SECTION VII. FY 2005-2006 RELOCATION INCENTIVE AWARDS**

The Relocation Incentive Award maximum, provided in Section A, 2.03 of the Compensation Plan, is increased to an amount not to exceed 125% of the monthly minimum of the applicable pay range.

### SECTION VIII. FY 2005-2006 EMPLOYEE CONTRIBUTIONS TOWARD HEALTH INSURANCE PREMIUMS

The employee monthly contribution rates for health insurance are provided below. The 2006 rates are identical to the 2005 rates.

#### 2006 Monthly Employee Contribution Rates

	<u>Single</u>	<u>Family</u>
<b>Tier 1</b>	\$22.00	\$55.00
<b>Tier 2</b>	\$50.00	\$125.00
<b>Tier 3</b>	\$100.00	\$250.00

### SECTION IX. FY 2005-2006 SUPPLEMENTAL PAY SCHEDULE FOR PSYCHOLOGIST DOCTORATES

The schedule of supplemental pay amounts, effective July 24, 2005 – June 24, 2006, for the classifications of Psychologist Supervisor, Psychologist Supervisor Management, Psychologist Manager and Psychologist Chief, are a **mandatory minimum of \$3.24 per hour** through a **maximum of \$4.47 per hour**. See Section A, 4.12 of the 2005-2007 Compensation Plan for additional information.

### SECTION X. FY 2005-06 SUPPLEMENTAL PAY SCHEDULES FOR PATIENT TREATMENT-RELATED EMPLOYEES

The schedule of supplemental pay amounts for Board Certification and Board Certification Eligibility effective July 24, 2005, is provided below. See Section A, 4.15 of the 2005-2007 Compensation Plan for additional information.

#### FY 2005-06 Schedule of Supplemental Pay Amounts for Board Certification and Board Certification Eligibility

Classification (Pay Range)	July 24, 2005 – June 24, 2006	
	Board Certification Eligibility	Board Certification
Physician Mgt (50-51) Physician Supv (50-51)	NTE - \$5.99/hr.	\$8.80 - \$17.96/hr.
Psychiatrist Mgt (50-52) Psychiatrist Supv (50-52)	NTE - \$6.53/hr.	\$9.60 - \$19.59/hr.

The schedule of supplemental pay amounts for Supervisory and Management Responsibility, effective July 24, 2005, is provided below. See Section A, 4.15 of the 2005-2007 Compensation Plan for additional information.

**FY 2005-06 Schedule of Supplemental Pay Amounts  
for Supervisory and Management Responsibility**

Classification (Pay Range)	July 24, 2005 – June 25, 2006	
	Supervisory Responsibility	Management Responsibility
Dentist Supv (50-50)	NTE - \$4.90/hr.	NTE - \$14.55/hr.
Physician Mgt (50-51) Physician Supv (50-51)	NTE - \$5.99/hr.	NTE - \$17.96/hr.
Psychiatrist Mgt (50-52) Psychiatrist Supv (50-52)	NTE - \$6.53/hr.	NTE - \$19.59/hr.

**SECTION XI. REVISIONS TO LTE PROVISIONS**

- A. Supplemental Pay.** Section D, 4.04 of the 2005-2007 Compensation Plan is revised to clarify that LTEs may be provided with supplemental pay only if the supplemental pay is based on hours worked.
- B. Schedule 18.** Revisions to schedule 18 are provided in Section D, 6.00 of the 2005-2007 Compensation Plan.

**SECTION XII. TRAVEL AND MOVING EXPENSE REIMBURSEMENT**

- A. Mileage Reimbursement.** Effective August 1, 2005, reimbursement rates for use of privately-owned vehicles and airplanes, and the rate at which employees reimburse the state for personal use of state-owned vehicles, are increased from 32.5 cents to 38.5 cents per mile. The reimbursement rate for use of privately-owned motorcycles is increased from 16.2 cents to 19.2 cents per mile on that date.
- B. Moving Expense Stipend.** Effective August 1, 2005, the moving expense stipend is increased from \$600 to \$1,000.

**SECTION XIII. MOVEMENTS FROM CRAFT OR CRAFT-RELATED POSITIONS**

Pay on appointment provisions for movements from represented or nonrepresented crafts positions to nonrepresented broadband positions have been created so the new pay need not be based on prevailing rates. See Section I, 4.04 and 4.15 of the 2005-2007 Compensation Plan for specific language.

**SECTION XIV. 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 Paul Ostrowski by phone at (608) 267-0343 or by e-mail at [paul.ostrowski@oscr.state.wi.us](mailto:paul.ostrowski@oscr.state.wi.us), or Lynn Maulbetsch by phone at (608) 267-5164 or by e-mail at [lynn.maulbetsch@oscr.state.wi.us](mailto:lynn.maulbetsch@oscr.state.wi.us).

Employer questions regarding *payroll processing or file maintenance* should be directed to the appropriate payroll center:

**DOA Central Payroll:**

Shelley Schwartz at (608) 264-9571

**UW-Processing Center:**

Payroll and Financial Services (608) 262-3558

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

PLO

Attachments:      Appendix A – Section K of the 2005-07 Compensation Plan  
                         Appendix B - Pay Schedule 01 effective July 24, 2005  
                         Appendix C - Pay Schedule 01 effective May 28, 2006  
                         Appendix D - Pay Schedules 50, 56, 70, 71 & 81  
                         Appendix E - Pay Schedule 90  
                         Appendix F - Pay Schedule 95

**SECTION K - PARITY PROVISIONS FOR CERTAIN NONREPRESENTED EMPLOYEES  
AFFECTED BY 2003-2005 COLLECTIVE BARGAINING AGREEMENTS**

**1.00 Coverage**

**2.00 Parity Adjustments**

- 2.01 Eligibility
- 2.02 Non-Discretionary Market Adjustments
- 2.03 Agency Adjustments
- 2.04 Additional Adjustments

**3.00 Parity Lump Sum Payments**

- 3.01 Eligibility
- 3.02 Non-Discretionary Lump Sum Payments

**1.00 Coverage**

The provisions of this Section (Section K) apply to permanent or project employees in the classified service who are not covered by a collective bargaining agreement:

- (1) A “**permanent employee**” is a person who is an employee as a result of an appointment to a position in which permanent status can be attained, whether or not the employee has attained permanent status.
- (2) A “**project employee**” is a person who is an employee as a result of an appointment to a project position under conditions of employment that do not provide for attainment of permanent status.

**2.00 Parity Adjustments**

**2.01 Eligibility**

- (1) Except for employees specified in (a) through (d), below, any employee in a position allocated to a classification listed in 2.02 through 2.04 of this Section (Section K) who is in pay status on the effective date indicated for a parity adjustment is eligible to be considered for that particular adjustment.
  - (a) Any employee whose performance was rated below satisfactory as a result of a formal performance evaluation conducted in the 12-month period ending June 25, 2005.
  - (b). Any supervisor who has not completed formal performance evaluations on all subordinate employees, for whom performance evaluations are required, within the 12-month period ending June 25, 2005.

## Section K – 2.01

- (c) Any employee paid at or above the pay range maximum.
- (2) All parity adjustments granted are subject to the applicable pay range maximum.
- (3) Permanent and project employees in positions allocated to other nonrepresented classifications in the classified service if such positions provide technical supervision, spend the majority of their time in, or are primarily responsible for the duties performed by the employees receiving market adjustments under a 2003-2005 collective bargaining agreement. **Such positions will be included only upon an agency's recommendation and OSER's approval.**
- (4) The individual increase limit provided in s. 230.12(5)(d), Wis. Stats., does not apply to base pay adjustments granted pursuant to this Section (Section K).

**NOTE:** The parity base pay rate adjustments provided under this Section (Section K) may be considered when determining pay on reinstatement or restoration in accordance with the applicable provisions relating to pay on reinstatement or restoration under Section I, 4.07 and 4.08 of this Plan. The base pay rate adjustments provided under 2.02 and 2.03 **shall** be considered when determining pay on restoration.

**NOTE:** The parity adjustments provided under this Section (Section K) will be applied in the order set forth below, and **immediately prior to the July 24, 2005 GWAs provided Section A.**

### 2.02 Non-Discretionary Market Adjustments

- (1) Effective Date. The market adjustments will be effective on applicable date provided in (4), below. Adjustments will be granted in the order they are shown in (4), below if an employee is eligible for more than one adjustment.
- (2) Amount. An eligible employee will receive the amount designated in (4), below (based on full years of seniority as indicated, when applicable).
- (3) Funding.
  - (a) Each eligible employee in pay status on the effective date will generate the amount provided in (4), below.
  - (b) Any funds that are not distributed on the effective date will remain unspent.

**Section K – 2.02**

(c) **Costs of pay adjustments will be supplemented under the authority of s. 20.865, Wis. Stats., subject to the availability of funds for this purpose as determined by the Secretary of the Department of Administration.**

(4) Market Adjustments Effective July 24, 2005

a) Any employee in pay status on the effective date with a base pay rate of less than \$13.000 per hour shall receive an increase of the **lesser** of \$0.150 per hour or the amount that would increase the employee's base pay rate to \$13.000 per hour.

b)	<u>Code</u>	<u>Classification</u>	<u>Per Hour Increase</u>
	06021	Academic Department Supv.	\$0.500
	65140	Administrative Warden	\$0.200
	80320	Aircraft Mechanic Supv.	\$0.300
	80220	Aircraft Pilot Supv.	\$0.300
	51560	Assistant Corrections Unit Supv.	\$0.250
	76120	Building/Grounds Supv.	\$0.300
	24130	Chief, Field Operations Section	\$0.300
	81320	Communications Technician Supv.	\$0.300
	51580	Corrections Unit Supv.	\$0.250
	19120	Customer Svcs. Supv.	\$0.500
	35620	Diagnostic Imaging Supv.	\$0.350
	23120	DOT Program Supv.	\$0.300
	25700	Eng. Program Mgt. Consultant	\$0.300
	67020	Fingerprint Technician Supv.	\$0.300
	84120	Food Svc. Supv.	\$0.520
	70520	Grain Inspector Supv.	\$0.300
	34520	Lab Tech Support Supv.	\$0.300
	86460	Laundry Svcs. Supv.	\$0.280
	29820	Lemay Forestry Center Supt.	\$0.300
	57620	Library Svcs. Supv.	\$0.500
	76520	Maintenance Supv.	\$0.300
	41120	Medical Technologist Supv.	\$0.350
	56080	Nat. Res. Area Supv.	\$0.300
	65080	Nat. Res. Law Enforcement Supv.	\$0.200
	90920	Nat. Res. Operations Supv.	\$0.300
	56020	Nat. Res. Region Team Supv.	\$0.300
	55220	Park Manager	\$0.200
	21120	Payroll & Benefit Program Supv.	\$0.500
	21020	Payroll & Benefit Supv.	\$0.500
	36420	Pharmacy Technician Supv.	\$0.350
	82620	Printing Svcs. Program Supv.	\$0.300
	82520	Printing Svcs. Supv.	\$0.300
	66180	Psychiatric Care Supv.	\$0.200
	38581	Resident Care Supv.	\$0.350

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35960	Respiratory Therapy Supv.	\$0.350
20120	Shipping & Mailing Supv.	\$0.340
66581	Supervising Officer 1	\$0.200
66582	Supervising Officer 2	\$0.250
66320	Supervising Officer-DHFS	\$0.250
53880	Supervising Youth Counselor	\$0.250
53550	Supervisor, Childrens Living	\$0.300
35320	Veterinary Technician Supv.	\$0.300

c)

<u>Code</u>	<u>Classification</u>	<u>Per Hour Increase</u>
21110	Executive Payroll Coordinator	*
21410	Payroll & Benefits Spec.-Adv.-Conf.	*
21310	Payroll & Benefits Spec.-Conf.	*

**\*Full Years of Adjusted Continuous Service as of June 12, 2005**

	<u>Per Hour Increase</u>
10 through 14	\$0.100
15 through 19	\$0.200
20 through 24	\$0.250
25 through 29	\$0.300
30 through 34	\$0.350
35 through 39	\$0.400
40 through 44	\$0.450
45 or more	\$0.500

d)

<u>Code</u>	<u>Classification</u>	<u>Per Hour Increase</u>
07110	Executive Staff Secretary	\$1.185
19410	Human Resources Assistant	\$1.185
19510	Human Resources Assistant-Adv.	\$1.185
10110	Human Resources Coordinator	\$1.185
02580	Insurance Supv.	\$1.185
04810	Office Management Spec.	\$1.185
16410	Program Assistant-Adv.-Conf.	\$1.185
16310	Program Assistant-Conf.	\$1.185
16320	Program Assistant Supv.	\$1.185
16420	Program Assistant Supv.-Adv.	\$1.185
16330	Program Assistant Supv.-Conf.	\$1.185
16430	Program Assistant Supv.-Conf.-Adv	\$1.185
16520	Program Support Supv.-DOC	\$1.185

**2.03 Agency Adjustments**

- (1) Effective Date. The agency market adjustments will be effective on the applicable date provided in (4), below.



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- (2) Amount. Appointing authorities may grant market adjustments to eligible employees affected by pay compression or inequities resulting from the negotiated adjustments provided to represented subordinate or counterpart employees covered by the 2003-2005 collective bargaining agreements. **Criteria for distribution of the discretionary market adjustments will be applied in a uniform manner throughout the agency or employing unit.**
- (3) Funding.
  - (a) Subject to (b) through (e), below, on the effective date designated in (4), below, agencies will generate the amount indicated for each employee in positions allocated to the classifications listed.
  - (b) Any funds that are not distributed on the effective date will remain unspent.
  - (c) **Funds generated have no bearing on the rights of individual employees to these funds.**
  - (d) **Costs of pay adjustments will NOT be supplemented under the authority of s. 20.865, Wis. Stats., and the agency providing any adjustment will be required to provide the necessary funding.**
  - (e) Funds generated for distribution in (4), below, may not be combined with the discretionary parity funds provided for distribution in any other section of this Plan.
- (4) Agency Market Adjustment Generation Effective July 24, 2005

(a)	<u>Code</u>	<u>Classification</u>	<u>Per Hour Increase</u>
	70450	Chief, Grading, Labeling & Eval	\$1.550
	70380	Food Safety Supv.	\$1.550
	70420	Meat Safety Supv.	\$1.550
(b)	<u>Code</u>	<u>Classification</u>	<u>Per Hour Increase</u>
	67020	Fingerprint Technician Supv.	\$1.000
	29820	Lemay Forestry Center Supt.	\$1.600
	90020	UW Agriculture Supv.	\$3.000

**2.04 Additional Adjustments**

There may be unique situations related to the Administrative Support Survey in which the adjustment(s) provided under 2.02(4)(d), above, did not **significantly** reduce the pay compression or inequities resulting from the negotiated adjustments

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provided to represented subordinate or counterpart employees covered by the 2003-2005 collective bargaining agreements. Appointing authorities may request additional adjustments for individual employees receiving market adjustments under 2.02(4)(d), above, for these unique situations. Such requests shall be made in the same manner as requests made under 2.01(3), above. **Additional adjustments will be included only upon an agency’s recommendation and OSER’s approval.**

### 3.00 Parity Lump Sum Payments

#### 3.01 Eligibility.

- (1) Except for employees specified in (a) through (c), below, any employee in a position allocated to a classification listed in 2.02 or 2.03 of this Section (Section K) who is in pay status on July 24, 2005, is eligible for lump sum payment consideration.
  - (a) The employee did not have hours in pay status in the “qualifying position” during the applicable period.
  - (b) Any employee that did not qualify for FY 2005-2006 General Wage Adjustment because his or her job performance was rated below satisfactory as a result of a formal performance evaluation conducted in the 12-month period ending June 25, 2005.
  - (c) Any supervisor who has not completed formal performance evaluations on all subordinate employees, for whom performance evaluations are required, within the 12-month period ending June 25, 2005.
- (2) Permanent and project employees in positions allocated to other nonrepresented classifications in the classified service if such positions provide technical supervision, spend the majority of their time in, or are primarily responsible for the duties performed by the employees receiving market adjustments under a 2001-2003 collective bargaining agreement. **Such positions will be included only upon an agency’s recommendation and OSER’s approval.**

NOTE: Any employee who is on an approved unpaid leave of absence as of July 24, 2005, and who otherwise would be eligible will also receive any applicable Parity Lump Sum Payment upon restoration, subject to the following restrictions:

1. The employee must return from the leave of absence to pay status by June 23, 2007, and the employee’s restoration rights must be derived from a position covered by the provisions of this Section (Section K).
2. The employee will not receive a lump sum payment until he or she has returned to pay status.

#### 3.02 Non-Discretionary Lump Sum Payments

- (1) Granting Date. Non-discretionary lump sum payments shall be granted as soon as administratively feasible after the date specified.

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- (2) Funding.
  - (a) Each eligible employee in pay status on the effective date will generate the amount provided in (3), below.
  - (b) Any funds that are not distributed on the effective date will remain unspent.
  - (c) Costs of lump sum payments associated with pay adjustments in 2.02, above, will be supplemented under the authority of s. 20.865, Wis. Stats., subject to the availability of funds for this purpose as determined by the Secretary of the Department of Administration.
  - (d) Costs of lump sum payments associated with pay adjustments in 2.03, above, will NOT be supplemented under the authority of s. 20.865, Wis. Stats.
- (3) Lump Sum Payments.
  - (a) Employees in pay status on July 24, 2005, who received a base pay rate increase under 2.02(4) or 2.03(4)(a), above, will receive a lump sum payment equal to the amount of the base rate received multiplied by the number of hours in pay status in those classifications for the period June 12, 2005 through July 23, 2005.
  - (b) Employees in pay status on July 24, 2005, who received a base pay rate increase under 2.03(4)(b), above will receive a lump sum payment equal to the amount of the base rate received multiplied by the number of hours in pay status in those classifications for the period June 27, 2004 through July 23, 2005.
  - (c) Employees who receive additional adjustments under 2.04, above, will receive a lump sum payment equal to the amount of the base rate received multiplied by the number of hours in pay status for the same period determined for their lump sum payment under (a), above.

NOTE: These payments are not the equivalent of a retroactive adjustment. Intervening pay and benefit transactions between the specified date and July 23, 2005, will not be reconstructed.

## PAY SCHEDULE 1: GENERAL NONREPRESENTED

July 24, 2005 through May 27, 2006

<u>Pay Range</u>	<u>Official Hourly Rate</u>				<u>Monthly Basis*</u>		<u>Annual Basis*</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Within Range Step</u>	<u>8% of Minimum</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
<b>1-01</b>	8.108	10.604	0.244	0.649	1,411	1,846	16,930	22,142
<b>1-02</b>	8.435	11.340	0.254	0.675	1,468	1,974	17,613	23,678
<b>1-03</b>	8.891	11.790	0.267	0.712	1,548	2,052	18,565	24,618
<b>1-04</b>	9.338	12.771	0.281	0.748	1,625	2,223	19,498	26,666
<b>1-05</b>	9.752	13.165	0.293	0.781	1,697	2,291	20,363	27,489
<b>1-06</b>	10.146	13.726	0.305	0.812	1,766	2,389	21,185	28,660
<b>1-07</b>	10.422	14.812	0.313	0.834	1,814	2,578	21,762	30,928
<b>1-08</b>	11.269	16.021	0.339	0.902	1,961	2,788	23,530	33,452
<b>1-09</b>	12.189	17.326	0.366	0.976	2,121	3,015	25,451	36,177
<b>1-10</b>	13.182	18.739	0.396	1.055	2,294	3,261	27,525	39,128
<b>1-11</b>	14.257	20.267	0.428	1.141	2,481	3,527	29,769	42,318
<b>1-12</b>	15.420	22.672	0.463	1.234	2,684	3,945	32,197	47,340
<b>1-13</b>	16.675	24.519	0.501	1.334	2,902	4,267	34,818	51,196
<b>1-14</b>	18.036	26.522	0.542	1.443	3,139	4,615	37,660	55,378
<b>1-15</b>	19.509	29.642	0.586	1.561	3,395	5,158	40,735	61,893
<b>1-16</b>	21.097	33.093	0.633	1.688	3,671	5,759	44,051	69,099
<b>1-17</b>	22.818	35.791	0.685	1.826	3,971	6,228	47,644	74,732
<b>1-18</b>	24.678	38.710	0.741	1.975	4,294	6,736	51,528	80,827
<b>1-19</b>	26.691	41.863	0.801	2.136	4,645	7,285	55,731	87,410
<b>1-20</b>	28.865	45.276	0.866	2.310	5,023	7,879	60,271	94,537
<b>1-21</b>	31.219	48.967	0.937	2.498	5,433	8,521	65,186	102,244
<b>1-22</b>	33.762	52.959	1.013	2.701	5,875	9,215	70,496	110,579
<b>1-23</b>	36.516	57.277	1.096	2.922	6,354	9,967	76,246	119,595
<b>1-99**</b>								

\*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

\*\*Based on prevailing rates. See Section A, 4.08 of the Compensation Plan

**PAY SCHEDULE 1: GENERAL NONREPRESENTED**

May 28, 2006 through June 23, 2007

**Pay**  
**Range**

**1-99** Based on prevailing rates. See Section A, 4.08 of the Compensation Plan

## NONREPRESENTED BROADBAND PAY SCHEDULES

July 24, 2005 through June 24, 2006

<u>Pav Schedule</u>	<u>Pav Range</u>	<u>Official Hourly Rate</u>						<u>Monthly Basis*</u>		<u>Annual Basis*</u>	
		<u>Minimum</u>	<u>Appointment Maximum 1</u>	<u>Appointment Maximum 2</u>	<u>Maximum</u>	<u>Within Range Step</u>	<u>8% of Minimum</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Patient Treatment-Related											
<b>50</b>	<b>50-50</b>	54.240	70.512	na	86.784	1.628	4.340	9,438	15,101	113,254	181,205
	<b>50-51</b>	59.833	77.834	na	95.835	1.795	4.787	10,411	16,676	124,932	200,104
	<b>50-52</b>	65.272	84.905	na	104.538	1.959	5.222	11,358	18,190	136,288	218,276
Law Enforcement											
<b>56</b>	<b>56-01</b>	21.731	32.647	na	43.563	0.652	1.739	3,782	7,580	45,375	90,960
	<b>56-02</b>	17.495	21.920	na	26.344	0.525	1.400	3,045	4,584	36,530	55,007
Information Systems-Related											
<b>70</b>	<b>70-02</b>	23.504	37.658	43.012	51.811	0.706	1.881	4,090	9,016	49,077	108,182
Professional Legal-Related											
<b>71</b>	<b>71-01</b>	20.304	36.248	na	52.191	0.610	1.625	3,533	9,082	42,395	108,975
General											
<b>81</b>	<b>81-01</b>	26.478	41.370	na	56.262	0.795	2.119	4,608	9,790	55,287	117,476
	<b>81-02</b>	23.504	37.658	na	51.811	0.706	1.881	4,090	9,016	49,077	108,182
	<b>81-03</b>	20.096	31.200	na	42.303	0.603	1.608	3,497	7,361	41,961	88,329
	<b>81-04</b>	15.420	24.723	na	34.026	0.463	1.234	2,684	5,921	32,197	71,047
	<b>81-05</b>	11.269	18.364	na	25.458	0.339	0.902	1,961	4,430	23,530	53,157

\*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

**PAY SCHEDULE 90: EXECUTIVE SALARY GROUP (ESG)**

July 24, 2005 through June 24, 2006

<b>Pay Range</b>	<b>Official Hourly Rate</b>			<b>Monthly Basis*</b>		<b>Annual Basis*</b>	
	<b>Minimum</b>	<b>Maximum</b>	<b>3% of Minimum**</b>	<b>Minimum</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Maximum</b>
<b>90-01</b>	26.478	41.041	0.795	4,607	7,141	55,286	85,694
<b>90-02</b>	28.597	44.326	0.858	4,976	7,713	59,711	92,553
<b>90-03</b>	30.885	47.872	0.927	5,374	8,330	64,488	99,957
<b>90-04</b>	33.356	51.702	1.001	5,804	8,996	69,647	107,954
<b>90-05</b>	36.025	55.839	1.081	6,268	9,716	75,220	116,592
<b>90-06</b>	38.907	60.307	1.168	6,770	10,493	81,238	125,921
<b>90-07</b>	42.020	65.131	1.261	7,311	11,333	87,738	135,994
<b>90-08</b>	45.382	70.343	1.362	7,896	12,240	94,758	146,876
<b>90-09</b>	49.013	75.971	1.471	8,528	13,219	102,339	158,627
<b>90-10</b>	52.935	82.050	1.589	9,211	14,277	110,528	171,320

\*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

\*\*Equivalent to Within Range Pay Step.

**PAY SCHEDULE 95: GENERAL SENIOR EXECUTIVE GROUP (GSEG)**

July 24, 2005 through June 24, 2006

<b>Pay Range</b>	<b>Official Hourly Rate</b>		<b>3% of Minimum**</b>	<b>Monthly Basis*</b>		<b>Annual Basis*</b>	
	<b>Minimum</b>	<b>Maximum</b>		<b>Minimum</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Maximum</b>
<b>95-01</b>	38.690	67.810	1.161	6,732	11,799	80,785	141,587
<b>95-02</b>	51.586	90.378	1.548	8,976	15,726	107,712	188,709

\*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

\*\*Equivalent to Within Range Pay Step.