

State of Wisconsin

## OFFICE OF STATE EMPLOYMENT RELATIONS

- *COMPENSATION & LABOR RELATIONS BULLETIN* -

**Date:** August 5, 2005

**Locator No:** OSER-0076-CLR/PP

**Subject:** Authorization for Fiscal Year 2005-2006  
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, that must be granted to any nonrepresented employees who did not receive, or were not considered for, a FY 2005-2006 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 (i.e., movements between classified positions such as transfers, promotions, demotions, reclassifications, reallocations, etc.) **before the effective date of the FY 2005-2006 wage adjustment for the employee's previous position and after the effective date of the FY 2005-2006 wage adjustment applicable to the nonrepresented classification to which the employee moved.**

In such a situation, the employee must be granted a pay adjustment equal to the amount the employee would have received (i.e., 2.0%) had he or she been in that new nonrepresented position on the actual effective date of the respective adjustment.

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 June 26, 2005 to the effective date of the personnel transaction. **The begin date for the hours considered for the lump sum payment is different than the effective date of increase because of the delay in implementation of the 2005-2007 Compensation Plan.**

**EXAMPLE:**

An Operations Program Associate is promoted to a Program Assistant Supervisor-Advanced (PR 81-04) position effective September 1, 2005. The FY 2005-2006 wage adjustment for Operations Program Associate has not yet been negotiated. The FY 2005-2006 adjustment for the nonrepresented classification, a 2.0% General Wage Adjustment (GWA), was effective July 24, 2005. Assuming the employee meets the eligibility criteria for the GWA, the employee will be granted a 2.0% base pay adjustment **prior** to setting pay as a result of the promotion. A lump sum payment reflecting the 2.0% adjustment will be granted equal to the adjustment value multiplied by the number of hours in pay status from June 26, 2005 through August 31, 2005.

**NOTE:**

**There may be instances in which the employees did not yet receive a FY 2004-2005 increase due to unsettled 2003-2005 collective bargaining agreements. Assuming they meet the eligibility requirements, these employees must also receive the FY 2004-2005 pay adjustments and lump sums provided in bulletin OSER-44-CLR/PP, dated July 8, 2004. The FY 2004-2005 pay adjustments are to be processed prior to the FY 2005-2006 pay adjustment.**

Questions regarding the eligibility of an employee for an adjustment under this bulletin 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](mailto: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](mailto:Lynn.Maulbetsch@oscr.state.wi.us), or by phone at (608) 267-5164.

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Division of Compensation and Labor Relations

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