

State of Wisconsin

# OFFICE OF STATE EMPLOYMENT RELATIONS

- COMPENSATION & LABOR RELATIONS BULLETIN -

**Date:** May 19, 2006

**Locator No.:** OSER-0095-CLR/LR/PP

**Subject:** Information for Processing FY 2005-2006 Pay and Benefit Provisions for Employees in the Wisconsin Science Professionals Bargaining Unit.

The purpose of this bulletin is to notify state agencies of fiscal year (FY) 2005-2006 pay provisions and benefit changes in the collective bargaining agreement between the State and the Wisconsin Science Professionals (WSP). This bulletin lists the provisions applicable in FY 2005-2006.

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

Pursuant to s. ER 29.04, Wis. Adm. Code, and the applicable provisions of the 2005-2007 Agreement with the WSP bargaining unit, multiple pay adjustments that are effective on the same date will be applied in the following order:

**Use the current FY 2004-2005 pay schedule for adjustments 1. through 8. on May 14, 2006. Use the new FY 2005-2006 pay schedule (see attachment) for adjustments shown in 9. through 11. below, effective on May 14, 2006, and for 1. through 11. after that date.**

1. Completion of the first 6 months of a probationary/trial period adjustment
2. Reallocation/regrade adjustment
3. Reclassification/regrade adjustment
4. Promotion/upward movement adjustment
5. Demotion/downward movement adjustment
6. Transfer/lateral movement adjustment
7. Reinstatement
8. Restoration
- 9. Negotiated Base Pay Adjustments for the 2005-2006 Fiscal Year**
10. Establishment of a raised minimum rate (RMR)
11. Original appointment

## SECTION II. ONGOING ADMINISTRATION OF SEMI-AUTOMATIC PROGRESSION ADJUSTMENTS

Ongoing administration of semi-automatic progression adjustments will be in accordance with Appendix E of the WSP Agreement. No changes in the ongoing administration have been made for the 2005-2007 Agreement. The FY 2005-2006 progression schedules are provided in the attachment to this bulletin.

**SECTION III. FY 2005-2006 GENERAL WAGE ADJUSTMENT (GWA)**

- A. Effective Date.** The GWA is effective May 14, 2006.
- B. Eligibility.**
- 1. Eligible.** Except for employees described under 2., below, all employees in pay status on May 14, 2006, are eligible to receive a GWA.
  - 2. Ineligible.** The following employees are ineligible to receive a GWA:
    - a. Employees in classifications assigned to pay range 15-24 or 15-35 whose base pay rate is equal to a pay progression point in the applicable pay range.
    - b. Any employee whose pay rate upon appointment was set in recognition of a previously earned rate that included a GWA for FY 2005-2006 provided under the Compensation Plan or another 2005-2007 collective bargaining agreement.
- C. Amount.** Each eligible employee will receive a GWA of 2.0% of the employee's base pay rate, subject to the pay range maximum indicated in the attachment. An employee who is not eligible to receive some or all of the GWA due solely to the pay range maximum limitation will be eligible to receive an Annualized GWA Payment under Section V., below.

**SECTION IV. IMPLEMENTATION OF PAY SCHEDULE 15 AND PROGRESSION RATES FOR FY 2005-2006 EFFECTIVE MAY 14, 2006**

- A.** Effective May 14, 2006, the pay schedule and the progression pay schedule in the attachment will be implemented. Any employee whose base pay rate falls below the applicable pay range minimum will receive an adjustment to the new pay range minimum.
- B.** Each employee who is currently assigned to a pay progression classification and whose pay rate is equal to a pay progression point before implementation of the new pay progression schedules will receive an adjustment to the new pay rate associated with the employee's current pay progression level.

**SECTION V. ANNUALIZED GWA PAYMENTS RELATED TO SECTION III**

- A. Granting Date.** Annualized GWA Payments will be granted as soon as administratively feasible after May 14, 2006.
- B. Eligibility.** Any employee who is otherwise eligible for a GWA under Section III will receive an Annualized GWA Payment if either of the circumstances described under 1. or 2., below, apply:
- 1.** The employee could not receive an adjustment under Section III, due solely to the applicable pay range maximum limitation (i.e., the employee's base pay was at or above the pay range maximum).

2. The employee received a base pay adjustment less than the full amount for which the employee would have been eligible due solely to the pay range maximum limitation.
- C. Amount.** The amount of an Annualized GWA Payment is calculated by multiplying by 2088 the value of the GWA provided under Section III that would exceed the FY 2005-2006 pay range maximum. Any Annualized GWA Payment will be prorated based on an employee's budgeted FTE status on May 14, 2006.
- D. Employees on Leave of Absence.** Any employee who is on an unpaid leave of absence on May 14, 2006, and would otherwise qualify for an Annualized GWA Payment will not receive such payment until s/he returns to pay status in a position in the bargaining unit during the term of the Agreement.

## **SECTION VI. LUMP SUM PAYMENT FOR THE DELAY IN SETTLEMENT OF THE AGREEMENT**

- A. Granting Date.** The lump sum payments provided under C., below, will be provided as soon after the effective date of the collective bargaining agreement as administratively feasible.
- B. Eligibility.**
1. **Eligible.** The following employees will be eligible to receive a lump sum payment for the delay in implementation of the 2005-2007 Agreement:
    - a. Employees who were at all times in the bargaining unit between June 26, 2005 and May 14, 2006.
    - b. Employees who were laid off from the bargaining unit or returned from layoff to the bargaining unit after June 26, 2005 and on or before May 14, 2006.
    - c. New state employees hired into the bargaining unit between June 26, 2005 and May 14, 2006.
    - d. Employees hired into the bargaining unit from another certified state bargaining unit between June 26, 2005 and May 14, 2006, and prior to the effective date of a corresponding wage adjustment in the employee's former bargaining unit.
    - e. Former employees of the bargaining unit who retired from state service between June 26, 2005 and May 14, 2006. Such payments shall not be considered earnings for retirement and benefit purposes.
    - f. Employees in the bargaining unit who are on or returned from a leave of absence between June 26, 2005 and May 14, 2006. Employees who went on a leave of absence from a position in the bargaining unit on or after June 26, 2005, and have not returned to pay status will receive no payment until they return to pay status in the bargaining unit during the term of the Agreement.
  2. **Ineligible.**
    - a. Any employee who has previous state employment as a permanent classified employee, either represented or nonrepresented, and was considered for or received a FY 2005-06 GWA prior to his or her appointment to a position in the WSP bargaining unit.
    - b. Any employee who is on a leave of absence on May 14, 2006, and who fails to return from such leave during the term of the Agreement.

**C. Amount.** Eligible employees will receive a lump sum payment equal to the sum of the following (retirees receive this lump sum for base pay increases they would have received if there had been no delay in implementation of the Agreement):

1. The hourly amount received as a base pay increase under Section III. or IV., above, multiplied by the number of hours in pay status in the bargaining unit from June 26, 2005, through May 13, 2006.
2. The lump sum wage payment shall also reflect an increase in the premium rate portion of overtime wages earned during the applicable period stated in 1., above.

**D. Determining the “Hours in Pay Status.”**

1. Determine the sum of all “hours in pay status” as a represented employee in the WSP bargaining unit. “Hours in pay status” include the number of hours worked for cash payment plus the number of hours of paid leave time/compensatory time credits that were used during the applicable period stated in C. above.
2. Hours excluded from hours in pay status:
  - a. Hours as a project employee (employment type 05) or as an LTE employee (employment types 10 and 23);
  - b. Hours as a nonrepresented employee;
  - c. Hours in any bargaining unit other than the WSP bargaining unit;
  - d. Hours in the WSP bargaining unit after the employee was a permanent classified employee who was considered for or received a FY 2005-06 GWA under the 2005-2007 Compensation Plan or corresponding GWA under any other collective bargaining agreement;
  - e. Work hours for which holiday or compensatory time-off credits were earned but not used;
  - f. Any leave without pay hours.
3. For purposes of calculating employee benefits, except for former employees who have retired, any lump sum wage payment received under this section for the delay in implementation of the Agreement shall be considered as salary or wages earned during the applicable period from June 26, 2005 through May 13, 2006.

**SECTION VII. EXPANDED DISCRETIONARY LICENSURE, CERTIFICATION AND REGISTRATION ADD-ON**

Per 10/7/3 of the 2005-2007 WSP Agreement, effective May 14, 2006, the appointing authority will have the sole discretion to provide an add-on not to exceed \$0.30 per hour to an employee who holds one of the following licenses, certifications or registrations issued by the Department of Regulation and Licensing, the Department of Agriculture, Trade and Consumer Protection, the Department of Health and Family Services, the National Credentialing Agency for Laboratory Personnel (NCA), or the American Society for Clinical Pathology (ASCP), and required by statute, accreditation, or as a condition of employment:

- A. Professional Geologist
- B. Professional Hydrologist

- C. Sanitarian
- D. Nutrient Management Planner
- E. Professional Soil Scientist
- F. Certification by the NCA or ASCP

An employee will be eligible for only one add-on regardless of how many licenses/registrations the employee holds. This add-on will supplement the employee's base pay and will be immediately discontinued if the employee leaves the position.

#### **SECTION VIII. MISCELLANEOUS PAYMENTS**

- A. Per 9/3/1 of the Agreement, if the Employer requires the purchase of approved safety shoes or boots, the Employer will pay an allowance of \$35.00 for the term of the Agreement, as an expense check payable the first pay period following the effective date of the contract. (This amount is increased from \$27.00 in the 2003-05 Agreement.)
- B. Per 9/3/2 of the Agreement, Department of Natural Resources employees in classifications which are assigned to fire suppression duties and are required by the Employer to wear safety boots shall receive a payment of \$40.00 for the term of the Agreement, as an expense check payable the first pay period following the effective date of the contract. Such payment shall be in lieu of any payment specified in 9/3/1. (This provision is unchanged from the 2003-05 Agreement.)

#### **SECTION IX. REVISED VACATION SCHEDULE AND ACCRUAL FOR FLSA NON-EXEMPT EMPLOYEES**

- A. Effective beginning with calendar year 2005, the annual paid leave of absence schedule for FLSA non-exempt employees is modified as follows:

| <b>Seniority</b>    | <b>Hours</b> |
|---------------------|--------------|
| 0 yr. to 5 yrs.     | 104 hrs.     |
| 5+ yrs. to 10 yrs.  | 144 hrs.     |
| 10+ yrs. to 15 yrs. | 160 hrs.     |
| 15+ yrs. to 20 yrs. | 184 hrs.     |
| 20+ yrs. to 25 yrs. | 200 hrs.     |
| 25 yrs. or more     | 216 hrs.     |

- B. Per MOU #6 of the Agreement, employees who earn additional paid annual leave of absence (vacation) credits according to the above modified schedule shall be permitted to carry over any of the unused calendar year 2005 additional vacation credits into calendar year 2006. Such additional vacation credits must be used prior to December 31, 2006.

**SECTION X. 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 John Wiesman of the Bureau of Compensation at: Phone: (608) 266-1418 or E-mail: [john.wiesman@wisconsin.gov](mailto:john.wiesman@wisconsin.gov).

Questions regarding *all other contract provisions* should be referred to Lynn Wieser of the Bureau of Labor Relations at: Phone: (608) 266-0364 or E-mail: [lynn.wieser@wisconsin.gov](mailto:lynn.wieser@wisconsin.gov).

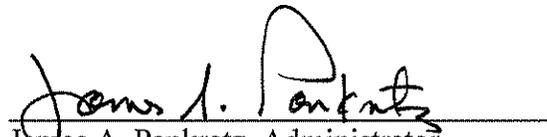
Questions concerning payroll processing or file maintenance procedures should be referred to the appropriate payroll center:

**DOA Central Payroll:**

**Shelley Schwartz at (608) 264-9571**

**UW-Processing Center:**

**Payroll and Financial Services (608) 262-3558**



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

JAP:JMW

Attachment: Pay Schedule 15 and Pay Progression Schedules effective May 14, 2006 through June 24, 2006.

**Pay Schedule 15  
Wisconsin Science Professionals**

**Effective May 14, 2006 through June 24, 2006**

**Official Hourly Basis**

| Pay Range | Minimum | Appointment<br>Maximum | Maximum | Within<br>Range Pay<br>Step | 8% of<br>Minimum |
|-----------|---------|------------------------|---------|-----------------------------|------------------|
| 15-02     | 36.611  | 43.934                 | 51.256  | 1.099                       | 2.929            |
| 15-03     | 20.096  | 31.200                 | 42.303  | 0.603                       | 1.608            |
| 15-24     | 15.420  | n/a                    | 25.700  | 0.463                       | 1.234            |
| 15-35     | 16.452  | n/a                    | 27.420  | 0.494                       | 1.317            |

**Pay Progression Schedule  
Effective May 14, 2006 through June 24, 2006**

| <b>Developmental Series</b> |             | <b>Hydrogeologist Series</b> |             |
|-----------------------------|-------------|------------------------------|-------------|
| Range 15-24                 |             | Range 15-35                  |             |
|                             | <u>Rate</u> |                              | <u>Rate</u> |
| Minimum                     | 15.420      | Minimum                      | 16.452      |
| A (year 1)                  | 16.149      | A (year 1)                   | 17.999      |
| B                           | 16.983      | B                            | 19.443      |
| C (year 2)                  | 17.817      | C (year 2)                   | 20.890      |
| D                           | 18.652      |                              |             |
| E (year 3)                  | 19.484      |                              |             |