

State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

- COMPENSATION & LABOR RELATIONS BULLETIN -

Date: August 18, 2006

Locator No: OSER-0132-CLR/LR/PP

Subject: Information Necessary to Process 2005-2007 General Wage Adjustments, Market Adjustments and Lump Sum Payments for Employees in the Wisconsin Professional Employees Council Bargaining Unit.

This information is provided to assist appointing authorities in applying the 2005-2007 General Wage Adjustments (GWAs), Market Adjustments, Lump Sum Payments, and implementing the pay range and pay progression schedules for the Professional Fiscal and Staff Services bargaining unit. These adjustments are granted in accordance with Article XI, Sections 1 through 6, of the 2005-2007 collective bargaining agreement between the State and the Wisconsin Professional Employees Council (WPEC).

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

Pursuant to § ER 29.04, Wis. Adm. Code, and the applicable provisions of the WPEC Agreement, multiple pay adjustments with the same effective date will be applied in the order provided below.

Use 2004-2005 pay schedules for adjustments under numbers 1. through 8., below, effective July 23, 2006.

Use the pay schedule in A. or B. of the Attachment as indicated in the bulletin for adjustments under number 9., effective July 23, 2006.

Use the pay schedule in B. of the Attachment for adjustments under numbers 10. and 11., effective July 23, 2006, for all adjustments effective July 24, 2006 through March 31, 2007, and adjustments under numbers 1. through 8., effective April 1, 2007.

Use the pay schedule in C. of the attachment for adjustments under numbers 9. through 11. on April 1, 2007 and for all adjustments after April 1, 2007.

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. Contractual Adjustments in the order set forth in this bulletin;
10. Establishment of a raised minimum rate (RMR);
11. Original Appointment

SECTION II. WAGE ADJUSTMENTS EFFECTIVE JULY 23, 2006

- A. Fiscal Year 2005-2006 Special Agent/Excise Tax Agent Pay Progression.** Pay progression adjustments are provided to eligible employees in the Special Agent and Excise Tax Agent series in pay ranges 7-30 and 7-31, in accordance with the "Ongoing Administration" provisions in Appendix H, Section II., of the Agreement. Reference the pay progression amounts in A of the attachment.
- B. Fiscal Year 2005-2006 2.0% General Wage Adjustment (GWA)**
- 1. Eligibility.**
 - a. Eligible.** All permanent employees (**employment types 01, 02 and 06**) who are in pay status on July 23, 2006 in the Professional Fiscal and Staff Services bargaining unit (**DP unit code 07**).
 - b. Ineligible.**
 - (1) Employees who have previously been considered for or received a FY 2005-2006 2.0% GWA provided under the Compensation Plan or analogous 2.0% wage adjustment in another collective bargaining agreement.
 - (2) Employees who separated from state service prior to July 23, 2006.
 - 2. Amount.** Effective July 23, 2006, each eligible employee will be granted a GWA of 2.0% of base pay, subject to the pay range maximum indicated in A. of the Attachment.
- C. Fiscal Year 2005-2006 Pay Schedule Implementation.**
Effective July 23, 2006, the pay range and pay progression schedules found in A. of the Attachment are implemented.
- D. Fiscal Year 2006-2007 Special Agent/Excise Tax Agent Pay Progression.** Pay progression adjustments are provided to eligible employees in the Special Agent and Excise Tax Agent series in pay ranges 7-30 and 7-31, in accordance with the "Ongoing Administration" provisions in Appendix H, Section II., of the Agreement. Reference the pay progression amounts in B. of the Attachment.
- E. Fiscal Year 2006-2007 2.0% General Wage Adjustment (GWA)**
- 1. Eligibility.**
 - a. Eligible.** All permanent employees (**employment types 01, 02 and 06**) who are in pay status on July 23, 2006 in the Professional Fiscal and Staff Services bargaining unit (**DP unit code 07**), subject to the pay range maximum indicated in B of the attachment.

b. Ineligible.

- (1) Employees who have previously been considered for or received a FY 2006-2007 2.0% GWA provided under the Compensation Plan or analogous 2.0% wage adjustment in another collective bargaining agreement.
- (2) Employees who separated from state service prior to July 23, 2006, except as provided under Section III., A.1.f.

2. **Amount.** Effective July 23, 2006, each eligible employee will be granted a GWA of 2.0% of base pay, subject to the pay range maximum indicated in B. of the Attachment.

F. Fiscal Year 2006-2007 Pay Schedule Implementation.

Effective July 23, 2006, the pay range and pay progression schedules found in B. of the Attachment are implemented.

G. Market Adjustment**1. Eligibility.**

- a. **Eligible.** All permanent employees (**employment types 01, 02, and 06**) in pay status on July 23, 2006, in one of the following classifications:

<u>Class Code</u>	<u>Classification Title</u>
00264	Accountant – Senior
00265	Accountant – Advanced
00660	Accountant (UTF Systems)
00403	Agricultural Auditor 3
00404	Agricultural Auditor 4
00405	Agricultural Auditor 5
00204	Auditor – Senior
00205	Auditor – Advanced
00600	Auditor (School Finance)
00670	Auditor (Transportation Plan & Review)
00700	Auditor – Senior DHFS
01000	Fuel Tax & Registration Auditor
07570	Human Services Area Coordinator
15001	Paralegal
15002	Paralegal – Advanced
01301	Property Assessment Specialist
01302	Property Assessment Specialist – Journey
01303	Property Assessment Specialist – Advanced
01371	Property Assessment Practices Specialist
01372	Property Assessment Practices Specialist - Journey
01373	Property Assessment Practices Specialist – Senior
01370	Property Assessment Chief Training Officer
00304	Public Utilities Auditor - Senior

00305	Public Utilities Auditor - Advanced
00306	Public Utilities Auditor – Principle
00307	Public Utilities Auditor - Consultant
01564	Revenue Auditor 4
01565	Revenue Auditor 5
01566	Revenue Auditor 6
01575	Revenue Field Auditor 5
01576	Revenue Field Auditor 6
01577	Revenue Field Auditor 7
01578	Revenue Field Auditor 8
01102	Revenue Tax Specialist 2
01103	Revenue Tax Specialist 3
01104	Revenue Tax Specialist 4
01105	Revenue Tax Specialist 5
08000	Sign Language Interpreter
01802	Tax Resolution Officer– Office Audit Senior
01803	Tax Resolution Officer – Corp Office Audit
01804	Tax Resolution Officer – Field Audit
01805	Tax Resolution Officer – Large Case
03661	Workers Compensation Resolution Officer
03662	Workers Compensation Resolution Officer – Senior

- b. **Ineligible.** Employees who separated from state service prior to July 23, 2006 or who are eligible for another Market Adjustment in Section II., H., I., or J.

2. **Amount.** Effective July 23, 2006, each eligible employee will be granted a Market Adjustment of 8.0% of the applicable minimum, subject to the pay range maximum indicated in B. of the Attachment.

H. Market Adjustment

1. Eligibility.

- a. **Eligible.** All permanent employees (**employment types 01, 02, and 06**) in pay status on July 23, 2006, in one of the following classifications:

<u>Class Code</u>	<u>Classification Title</u>
67561	Special Agent
67562	Special Agent – Adv
67701	Excise Tax Agent
67702	Excise Tax Agent – Sr

- b. **Ineligible.** Employees who separated from state service prior to July 23, 2006

2. **Amount.** Effective July 23, 2006, each eligible employee will be granted a Market Adjustment of \$1.52.

I. Market Adjustment**1. Eligibility.**

- a. **Eligible.** All permanent employees (**employment types 01, 02, and 06**) in pay status on July 23, 2006, in pay ranges 07-04 or 07-05 who did not receive a Market Adjustment in G., above.
- b. **Ineligible.** Employees who separated from state service prior to July 23, 2006 or who are eligible for another Market Adjustment in Section II., G., H., or J.

2. **Amount.** Each eligible employee will receive a base pay increase corresponding to their full years of state seniority as of June 30, 2006, according to the table below, subject to the pay range maximum indicated in B of the attachment.

<u>Full Years of Seniority as of June 30, 2006</u>	<u>Base Pay Increase</u>
0-2	\$0.00
3-5	\$0.33
6-8	\$0.38
9-11	\$0.43
12-14	\$0.48
15-17	\$0.53
18-20	\$0.58
21 or more	\$0.63

J. Market Adjustment**1. Eligibility.**

- a. **Eligible.** All permanent employees (**employment types 01, 02, and 06**) in pay status on July 23, 2006, that did not receive a Market Adjustment in G. or H., above.
- b. **Ineligible.** Employees who separated from state service prior to July 23, 2006 or who are eligible for another Market Adjustment in Section II., G., H., or I..

2. **Amount.** Each eligible employee will receive a base pay increase corresponding to their full years of state seniority as of June 30, 2006, according to the table below, subject to the pay range maximum indicated in B. of the Attachment.

<u>Full Years of Seniority as of June 30, 2006</u>	<u>Base Pay Increase</u>
0-2	\$0.00
3-5	\$0.28
6-8	\$0.33
9-11	\$0.38
12-14	\$0.43
15-17	\$0.48
18-20	\$0.53
21 or more	\$0.58

K. Annualized Wage Adjustment Payment. Eligible employees will be granted Annualized Wage Adjustment Payments as follows:

1. Employees who receive a wage adjustment under B., above, of less than 2.0% of their base pay rate solely because of the pay range maximum limitation will receive an Annualized Wage Adjustment Payment equal to the difference between the value of 2.0% of the employee's base pay rate prior to application of the wage adjustment, and the amount the employee actually received, multiplied by 2088.
2. Employees who receive no wage adjustment under B., above, solely because of the pay range maximum limitation will receive an Annualized Wage Adjustment Payment equal to 2.0% of the employee's base pay rate, multiplied by 2088.
3. Employees who receive a wage adjustment under E., above, of less than 2.0% of their base pay rate solely because of the pay range maximum limitation will receive an Annualized Wage Adjustment Payment equal to the difference between the value of 2.0% of the employee's base pay rate prior to application of the wage adjustment, and the amount the employee actually received, multiplied by 2088.
4. Employees who receive no wage adjustment under E., above, solely because of the pay range maximum limitation will receive an Annualized Wage Adjustment Payment equal to 2.0% of the employee's base pay rate, multiplied by 2088.
5. Employees who receive a wage adjustment under G., above, of less than their applicable market adjustment solely because of the pay range maximum limitation will receive an Annualized Market Adjustment Payment equal to the difference between the value of the applicable Market Adjustment, and the amount the employee actually received, multiplied by 2088.
6. Employees who receive no wage adjustment under G., above, solely because of the pay range maximum limitation will receive an Annualized Market Adjustment Payment equal to the value of the applicable Market Adjustment, multiplied by 2088.
7. Employees who receive a wage adjustment under H., above, of less than \$1.52 solely because of the pay range maximum limitation will receive an Annualized Market Adjustment Payment equal to the difference between \$1.52, and the amount the employee actually received, multiplied by 2088.
8. Employees who receive no wage adjustment under H., above, solely because of the pay range maximum limitation will receive an Annualized Market Adjustment Payment equal to \$1.52, multiplied by 2088.
9. Employees who receive a wage adjustment under I., above, of less than their applicable market adjustment solely because of the pay range maximum limitation will receive an Annualized Market Adjustment Payment equal to the difference between the value of the applicable Market Adjustment, and the amount the employee actually received, multiplied by 2088.

10. Employees who receive no wage adjustment under I., above, solely because of the pay range maximum limitation will receive an Annualized Market Adjustment Payment equal to the value of the applicable Market Adjustment, multiplied by 2088.
 11. The Annualized Wage Adjustment Payment provided under 1. through 10., above, will be prorated based on the employee's budgeted FTE on July 23, 2006.
 12. Employees who are not in pay status on the effective date of the Annualized Wage Adjustment Payment, and who return from an approved leave of absence or layoff from a bargaining unit position during the term of the Agreement, will receive any Annualized Wage Adjustment Payment for which they would otherwise have been eligible when they return to work.
- L. Special Agent/Excise Tax Agent Pay Progression.** Pay progression adjustments are provided to eligible employees in the Special Agent and Excise Tax Agent series in pay ranges 7-30 and 7-31, in accordance with the "Ongoing Administration" provisions in Appendix H, Section II., of the Agreement. Reference the pay progression amounts in C., of the Attachment.
- M. 2.25% General Wage Adjustment (GWA)**
1. **Eligibility.**
 - a. **Eligible.** All permanent employees (**employment types 01, 02 and 06**) in pay status on April 1, 2007, in the Professional Fiscal and Staff Services bargaining unit (**DP unit code 07**).
 - b. **Ineligible.** Employees who separated from state service prior to April 1, 2007.
 2. **Amount.** Effective April 1, 2007, each eligible employee will be granted a GWA of 2.25% of base pay, subject to the pay range maximum indicated in C., of the Attachment.
- N. Annualized Wage Adjustment Payment.** Eligible employees will be granted Annualized Wage Adjustment Payments as follows:
1. Employees who receive a wage adjustment under M., above, of less than 2.25% of their base pay rate solely because of the pay range maximum limitation will receive an Annualized Wage Adjustment Payment equal to the difference between the value of 2.25% of the employee's base pay rate prior to application of the wage adjustment, and the amount the employee actually received, multiplied by 480.
 2. Employees who receive no wage adjustment under M., above, solely because of the pay range maximum limitation will receive an Annualized Wage Adjustment Payment equal to 2.25% of the employee's base pay rate, multiplied by 480.
 3. The Annualized Wage Adjustment Payment provided under 1. and 2., above, will be prorated based on the employee's budgeted FTE on April 1, 2007.

4. Employees who are not in pay status on the effective date of the Annualized Wage Adjustment Payment, and who return from an approved leave of absence or layoff from a bargaining unit position during the term of the Agreement, will receive any Annualized Wage Adjustment Payment for which they would otherwise have been eligible when they return to work.

O. Pay Schedule Implementation.

Effective April 1, 2007, the pay range and pay progression schedules found in C., of the Attachment are implemented.

SECTION III. LUMP SUM PAYMENTS AND WAGE ADJUSTMENTS FOR DELAY IN IMPLEMENTATION OF AGREEMENT

A. Eligibility.

1. Eligible.

- a. Employees who were at all times in the bargaining unit between June 26, 2005 and July 23, 2006, for fiscal year 2005-2006 lump sum payments and between June 25, 2006 and July 23, 2006, for fiscal year 2006-2007 lump sum payments.
- b. Employees who were laid off from the bargaining unit or returned from layoff to the bargaining unit after June 26, 2005 and before July 23, 2006, for fiscal year 2005-2006 lump sum payments and between June 25, 2006 and July 23, 2006, for fiscal year 2006-2007 lump sum payments.
- c. New state employees hired into the bargaining unit between June 26, 2005 and July 23, 2006, for fiscal year 2005-2006 lump sum payments and between June 25, 2006 and July 23, 2006, for fiscal year 2006-2007 lump sum payments.
- d. Employees hired into the bargaining unit from another certified state bargaining unit between June 26, 2005 and July 23, 2006, for fiscal year 2005-2006 lump sum payments and between June 25, 2006 and July 23, 2006 for fiscal year 2006-2007 lump sum payments, and prior to the effective date of a GWA in the employee's former bargaining unit.
- e. Employees in the bargaining unit who are on, or returned from, a leave of absence between June 26, 2005 and July 23, 2006, for fiscal year 2005-2006 lump sum payments and between June 25, 2006 and July 23, 2006 for fiscal year 2006-2007 lump sum payments. Employees who are on a leave of absence on July 23, 2006, shall be eligible to receive any Annualized Wage Adjustment Payment for which they would otherwise have been eligible when they return to work in a position in the bargaining unit during the term of the Agreement.

- f. Former employees of the bargaining unit who retired from or died while serving in a bargaining unit position between June 26, 2005 and July 23, 2006 for fiscal year 2005-2006 lump sum payments and between June 25, 2006 and July 23, 2006 for fiscal year 2006-2007 lump sum payments. These employees are also eligible to receive any base pay adjustments for which they would have otherwise been eligible.

2. Ineligible.

- a. Employees who have previously been considered for or received a 2005-2006 or 2006-2007 fiscal year GWA provided under the Compensation Plan or an analogous wage adjustment in another collective bargaining agreement shall not be eligible for a lump sum payment associated with the WPEC GWAs.
- b. Employees who went on a leave of absence from a position in the bargaining unit after June 26, 2005, and fail to return to a position in the bargaining unit during the term of the Agreement.

B. Amount. Eligible employees will receive a lump sum payment equal to the sum of the following:

1. The hourly amount received as a base pay increase under Section II., B. and C., above, multiplied by the number of hours in pay status in the bargaining unit from June 26, 2005, through the Agreement effective date.
2. The hourly amount received as a base pay increase under Section II., E. through J., above, multiplied by the number of hours in pay status in the bargaining unit from June 25, 2006, through the Agreement effective date.
3. 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., and 2., above.

C. Determining the "Hours in Pay Status."

1. Determine the sum of all "hours in pay status" as a represented employee in the Fiscal and Staff Services 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 B. 1., 2., or 3., above.
2. Hours excluded from hours in pay status:
 - a. "Hours in pay status" as a project employee (**employment type 05**) or as an LTE employee (**employment types 10 and 23**);
 - b. "Hours in pay status" as a nonrepresented employee in a permanent position;
 - c. "Hours in pay status" in any bargaining unit other than the Fiscal and Staff Services bargaining unit;

- d. "Hours in pay status" in the Fiscal and Staff Services bargaining unit after the employee was a permanent classified employee who was considered for or received a FY 2005-2006 or FY 2006-2007 GWA under the 2005-2007 Compensation Plan or analogous wage adjustment under any other collective bargaining agreement. However, hours in pay status shall be excluded only in relation to the particular GWA the employee previously received or for which he/she was previously considered;
- e. Work hours for which holiday or compensatory leave credits were earned but not used;
- f. Any leave without pay hours.

SECTION IV. VACATION

Effective calendar year 2005, eligible employees will earn paid annual leave of absence (vacation) according to the following schedule. Additional hours of paid annual leave earned under the new schedule for calendar year 2005 will be credited to the employee's termination/sabbatical account. Employees will have until December 31, 2006, to use the additional hours of paid annual leave earned under the new schedule for calendar year 2006.

<u>Years of Service</u>	<u>Hours Earned</u>	<u>Each Year Change</u>
During First 5	104	+ 3 Days
5+ to 10	144	+ 3 Days
10+ to 15	160	+ 3 Days
15+ to 20	184	+ 3 Days
20+ to 25	200	+ 3 Days
25+	216	+ 2 Days

SECTION V. REFERRAL OF QUESTIONS**Employee Questions:**

Individual employees with questions regarding their pay rates or pay adjustments included in this bulletin should contact their agency Human Resources or Payroll Office directly.

Employer Questions:

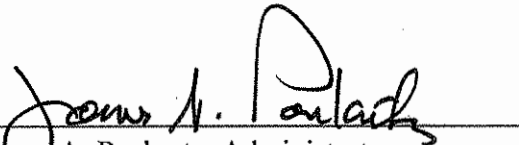
Employer questions regarding the *pay provisions* contained in this bulletin should be referred to the Division of Compensation and Labor Relations: **Tim Borchert by phone at (608) 266-3381; or e-mail Tim.Borchert@Wisconsin.Gov.**

Employer questions regarding *all other contract provisions* of the WPEC Agreement should be referred to the Division of Compensation and Labor Relations: **Mike Soehner by phone at (608) 267-9462; or e-mail Mike.Soehner@Wisconsin.Gov, or Wil Mickelson by phone at (608) 267-5169; or e-mail Wil.Mickelson@Wisconsin.gov.**

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

DOA Central Payroll: Shelley Schwartz (608) 264-9571

UW Processing Center-Payroll and Financial Services: (608) 262-3558



James A. Pankratz, Administrator

Division of Compensation and Labor Relations

ATTACHMENT

A.

PAY SCHEDULE 07: FISCAL & STAFF SERVICES

**For Specific Pay Transactions Effective July 23, 2006
Official Hourly Basis**

Pay Range	Minimum	Appointment Maximum 1	Appointment Maximum 2	Maximum	Within Range Step	8% of the minimum
2	23.504	37.658	43.012	51.811	0.706	1.881
3	20.096	31.200	na	42.303	0.603	1.608
4	15.420	24.723	na	34.026	0.463	1.234
5	12.246	19.900	na	27.554	0.368	0.980
30	20.391	na	na	24.357	0.612	1.632
31	25.571	na	na	30.018	0.768	2.046

PAY SCHEDULE 07: FISCAL & STAFF SERVICES

Semi-Automatic Pay Progression Structure

For Specific Pay Transactions Effective July 23, 2006

Special Agent and Excise Tax Agent Schedule

Range 07-30	
min	max
20.391	24.357
progression points:	
A	20.391
B	21.714
C	23.035
D	24.357

Range 07-31	
min	max
25.571	30.018
progression points:	
A	25.571
B	26.684
C	27.794
D	28.905
E	30.018

B.

PAY SCHEDULE 07: FISCAL & STAFF SERVICES
Effective July 23, 2006 through March 31, 2007

Official Hourly Basis

Pay Range	Minimum	Appointment Maximum 1	Appointment Maximum 2	Maximum	Within Range Step	8% of the minimum
2	23.975	38.412	43.874	52.848	0.720	1.918
3	20.498	31.824	na	43.150	0.615	1.640
4	15.729	25.218	na	34.707	0.472	1.259
5	12.491	20.298	na	28.105	0.375	1.000
30	22.319	na	na	26.365	0.670	1.786
31	27.603	na	na	32.139	0.829	2.209

PAY SCHEDULE 07: FISCAL & STAFF SERVICES

Semi-Automatic Pay Progression Structure

Effective July 23, 2006 through March 31, 2007

Special Agent and Excise Tax Agent Schedule

Range 07-30	
min	max
22.319	26.365
progression points:	
A	22.319
B	23.669
C	25.016
D	26.365

Range 07-31	
min	max
27.603	32.139
progression points:	
A	27.603
B	28.738
C	29.870
D	31.004
E	32.139

C.

PAY SCHEDULE 07: FISCAL & STAFF SERVICES
Effective April 1, 2007 through June 30, 2007

Official Hourly Basis

Pay Range	Minimum	Appointment Maximum 1	Appointment Maximum 2	Maximum	Within Range Step	8% of the minimum
2	24.515	38.796	44.862	54.038	0.736	1.962
3	20.960	32.541	na	44.121	0.629	1.677
4	16.083	25.786	na	35.488	0.483	1.287
5	12.773	20.757	na	28.740	0.384	1.022
30	22.822	na	na	26.959	0.685	1.826
31	28.225	na	na	32.863	0.847	2.258

PAY SCHEDULE 07: FISCAL & STAFF SERVICES
Semi-Automatic Pay Progression Structure
Effective April 1, 2007 through June 30, 2007

Special Agent and Excise Tax Agent Schedule

Range 07-30	
min	max
22.822	26.959
progression points:	
A	22.822
B	24.202
C	25.579
D	26.959

Range 07-31	
min	max
28.225	32.863
progression points:	
A	28.225
B	29.385
C	30.543
D	31.702
E	32.863