

# OFFICE OF STATE EMPLOYMENT RELATIONS

- COMPENSATION AND LABOR RELATIONS BULLETIN -

**Date:** July 2, 2008

**Locator No:** OSER-0200-CLR/PP/LR

**Subject:** Information Necessary to Process 2007-2008 General Wage 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 2007-2008 General Wage Adjustments (GWAs), 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 A, of the 2007-2009 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 2006-2007 pay schedules for adjustments under numbers 1. through 8., below, effective June 8, 2008.**

**Use the pay schedule in the Attachment as indicated in the bulletin for adjustments under number 9. through 11, effective June 8, 2008, for all adjustments effective June 8, 2008 through July 5, 2008.**

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 June 8, 2008

- A. Fiscal Year 2007-2008 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 of the attachment.

**B. Fiscal Year 2007-2008 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 June 8, 2008 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 2007-2008 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 June 8, 2008.

**2. Amount.** Effective June 8, 2008, each eligible employee will be granted a GWA equal to 2.0% of the employee's current base pay rate, subject to the pay range maximum indicated in the Attachment.

**C. Fiscal Year 2007-2008 Pay Schedule Implementation.**

Effective June 8, 2008, the pay range and pay progression schedules found in the Attachment are implemented.

**D. 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. The Annualized Wage Adjustment Payment provided under 1. and 2., above, will be prorated based on the employee's budgeted FTE on June 8, 2008.
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.

## **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 24, 2007 and June 8, 2008, for fiscal year 2005-2006 lump sum payments.
- b. Employees who were laid off from the bargaining unit or returned from layoff to the bargaining unit on or after June 24, 2007 and before June 8, 2008, for fiscal year 2007-2008 lump sum payments.
- c. New state employees hired into the bargaining unit between June 24, 2007 and June 8, 2008, for fiscal year 2007-2008 lump sum payments.
- d. Employees hired into the bargaining unit from another certified state bargaining unit between June 24, 2007 and June 8, 2008, for fiscal year 2007-2008 lump sum payments.
- e. Employees in the bargaining unit who are on, or returned from, a leave of absence between June 24, 2007 and June 8, 2008, for fiscal year 2007-2008 lump sum payments. Employees who are on a leave of absence on June 8, 2008, 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 24, 2007 and June 8, 2008 for fiscal year 2007-2008 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 2007-2008 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 on or after June 24, 2007, 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., above, multiplied by the number of hours in pay status from June 24, 2007, through June 7, 2008.
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.

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

1. “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., or 2., above.
2. Hours excluded from hours in pay status:
  - a. “Hours in pay status” as an LTE employee (**employment types 10 and 23**);
  - b. “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 2007-2008 GWA under the 2007-2009 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:           FY 2007-2008 GWA AND ANNUALIZED GWA PAYMENTS ELIGIBILITY  
WHEN APPOINTED TO WPEC POSITION**

An employee appointed to a position within the WPEC bargaining unit from bargaining units not yet having a 2007-2009 collective bargaining agreement may be eligible for the GWA described in this bulletin after the effective date of the GWA, per Section 11/4/2 through 11/4/4 of the WPEC 2007-2009 Collective Bargaining Agreement. If eligible, the employee will receive the GWA and lump sum in a manner similar to that described in the 2007-2009 Agreement, except that lump sum payments will be for hours in pay status from June 24, 2007 to the appointment.

**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:**

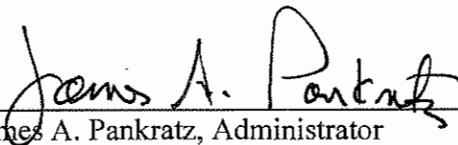
Employer questions regarding the *pay provisions* contained in this bulletin should be referred to the Division of Compensation and Labor Relations: **Tim Borchert** by phone at **(608) 266-3381**; or e-mail **Tim.Borchert@Wisconsin.Gov.**

Employer questions regarding *all other contract provisions* of the WPEC Agreement should be referred to the Division of Compensation and Labor Relations: **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**

**PAY SCHEDULE 07: FISCAL & STAFF SERVICES**

**June 8, 2008 through July 5, 2008**

**Official Hourly Basis**

<b>Pay Range</b>	<b>Minimum</b>	<b>Appointment Maximum 1</b>	<b>Appointment Maximum 2</b>	<b>Maximum</b>	<b>Within Range Step</b>	<b>8% of the Minimum</b>
<b>2</b>	25.006	41.260	45.760	57.514	0.751	2.001
<b>3</b>	21.380	35.277	na	49.174	0.642	1.711
<b>4</b>	16.405	27.069	na	37.732	0.493	1.313
<b>5</b>	13.029	21.498	na	29.967	0.391	1.043
<b>30</b>	23.279	na	na	27.499	0.699	1.863
<b>31</b>	28.790	na	na	33.521	0.864	2.304

**PAY SCHEDULE 07: FISCAL & STAFF SERVICES**

**Semi-Automatic Pay Progression Structure**

**June 8, 2008 through July 5, 2008**

**Special Agent and Excise Tax Agent Schedule**

<b>Range 07-30</b>		<b>Range 07-31</b>	
<b>min</b>	<b>max</b>	<b>min</b>	<b>max</b>
<b>23.279</b>	<b>27.499</b>	<b>28.790</b>	<b>33.521</b>
<b>progression points:</b>		<b>progression points:</b>	
<b>A</b>	23.279	<b>A</b>	28.790
<b>B</b>	24.687	<b>B</b>	29.973
<b>C</b>	26.091	<b>C</b>	31.154
<b>D</b>	27.499	<b>D</b>	32.337
		<b>E</b>	33.521