

OFFICE OF STATE EMPLOYMENT RELATIONS

- COMPENSATION AND LABOR RELATIONS BULLETIN -

Date: June 25, 2015

Locator No: OSER-0394-CLR

Subject: Non-Pay Provisions of the 2015-2017
Compensation Plan

The purpose of this bulletin is to provide information for appointing authorities regarding the administration of non-pay items covered by Sections F, G and K, of the 2015-2017 Compensation Plan. *All of the information provided below is effective June 28, 2015, except travel related reimbursements and UW employee continuous service and sick leave, which are effective July 1, 2015.*

SECTION I. CONTINUOUS SERVICE

Section K, 2.03 has been created to assure the correct transfer of state continuous service of UW employees to other agencies by considering UW employees to be unclassified employees under s. ER 18.02 (2), Wis. Admin. Code. This is necessary due to the UW implementing its own personnel system effective July 1, 2015.

SECTION II. LEAVE PROVISIONS

- A. Personal Holiday Proration.** Section K, 4.01 has been revised to clarify that holiday payments need not be recouped if resignation is to accept another state position.
- B. Legal Holidays of Attorneys.** The provision regarding the pay of any Attorney-related classification for working on a legal holiday was moved from Section K to Section C. Although re-written in Section C, 5.03 for clarity, the intent of the provision does not change. The employee will receive eight hours of holiday pay at the straight rate, but otherwise not get paid for the hours worked. The employee will receive equivalent time off at a later date.
- C. Legal Holidays of Fire Crash Rescue Related Classifications.** Section K, 5.03 is created to exclude Fire/Crash Rescue related classifications from receiving premium pay or compensatory time for Legal Holidays.
- D. Sick Leave of UW Employees.** Section K, 10.00 has been created assure transfer of accrued sick leave of UW employees to other agencies. When moving from a UW position to another agency, a UW employee will be treated as an uncovered unclassified employee under s. ER 18.05 (2) (b), Wis. Admin. Code. This is the same treatment that had been provided in the past for UW academic staff employees moving to another agency. This is necessary due to the UW implementing its own personnel system effective July 1, 2015.

SECTION III. TRAVEL REIMBURSEMENTS (Effective July 1, 2015)

- A. Mileage Reimbursement.** The language in Section F, 3.05 (3) (f) has been revised to remove additional mileage reimbursement that employees previously received for using a personal vehicle as an emergency vehicle, under conditions that may cause excessive wear or depreciation, as transportation of other employees, or for off-road use.

The “nonavailability rate” for mileage reimbursement set by the OSER Director in accordance with Section F, 3.05 (3) (b) and 10.03 will remain at **\$0.51 per mile**.

- B. In-State Lodging.** Section F, 5.02 has been revised to increase maximum lodging rates in Milwaukee, Racine, and Waukesha counties to \$90 per night and to \$82 per night in all other counties.

SECTION IV. MISCELLANEOUS

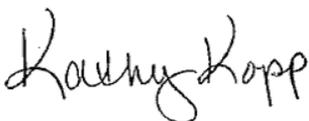
- A. Master Plumber License.** The language in Section G, 3.00 has been revised to remove the word “annually” because the license is good for four years.
- B. General Provisions Regarding Licenses and Certifications.** Section G, 13.00 has been created to clarify that fees for licenses and certifications are not to be reimbursed unless specifically provided for elsewhere in the Compensation Plan or in a collective bargaining agreement.
- C. Employee Development and Training.** Section G, 8.00 is deleted because the exception within is no longer needed and now only the Employee Development and Training language in the Chapter ER 44, Wis. Admin. Code applies.

SECTION V. REFERRAL OF QUESTIONS

Employee Questions: Individual employees with questions regarding the information provided in this bulletin should contact their agency Human Resources Office or Payroll Office directly.

Employer Questions: Employer questions regarding the information provided in this bulletin may be directed to one of the following:

Paul Ostrowski at Paul.Ostrowski@Wisconsin.gov or by phone at (608) 267-0343.



Kathy Kopp, Administrator
Division of Compensation and Labor Relations