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INTRODUCTION

Pursuant to s. 230.12(1)(a)3., Wis. Stats., provisions governing salary transactions for classified employees, except those in the public safety bargaining unit, are contained in this Compensation Plan. Pay provisions currently contained in this Section (Section A) of the Plan include:

- Nonrepresented General Wage Adjustments
- Nonrepresented Annualized General Wage Adjustments
- Relocation Incentive Awards
- Progression Adjustments for Certain Classifications
- Pay on Survey Regrade
- Supplemental Pay
- Overtime Compensation
- Lump Sum Incentive Payments.

General Wage Adjustments will only apply to employees who are not covered by a certified collective bargaining unit.

1.00 Coverage

The provisions of this Section (Section A) apply to **all project employees and all permanent employees** in the classified service who are not covered by the public safety collective bargaining agreement:

- (a) A "**permanent employee**" is a person who is an employee as a result of an appointment to a position in which permanent status can be attained, whether or not the employee has attained permanent status.
- (b) A "**project employee**" is a person who is an employee as a result of an appointment to a project position under conditions of employment which do not provide for attainment of permanent status. All project employees in the classified service are covered by this Plan.

Except as provided in 4.04 (Overtime During a Declared Emergency) of this Section (Section A), project employees must receive the same overtime compensation and/or supplemental pay as permanent employees in the same class.

Each position is considered separately to determine the number of work hours for employees occupying more than one position, unless the FLSA requires that the work hours be considered jointly.

2.00 Base Pay Adjustments and Lump Sum Awards for Fiscal Years 2019-2020 and 2020-2021

2.01 Nonrepresented General Wage Adjustment (GWA) and Annualized GWA

GWA:

- (1) Effective Dates. The GWAs will be effective January 5, 2020, in FY 2019-2020, and January 3, 2021, in FY 2020-2021.

- (2) Eligibility. All employees who are in pay status on the effective date are eligible to receive a GWA except the following:
- (a) Employees represented by a certified collective bargaining unit on the effective date of the GWA, and Crafts Worker Supervisors whose pay is established based on represented craftworker employees.
 - (b) Employees whose job performance was rated below satisfactory as a result of formal performance evaluations conducted in the 12-month period ending on the effective date of the applicable GWA.
 - (c) Supervisors who have not completed formal performance evaluations on all subordinate employees, for whom performance evaluations are required, within the 12-month period ending on the effective date of the applicable GWA. If the required performance evaluations are completed by the following March 31, a supervisor shall be granted a Delayed GWA if the supervisor had been denied the GWA solely because of the failure to complete evaluations. The Delayed GWA will be effective April 12, 2020 for FY 2019-2020 or April 11, 2021 for FY 2020-2021, with no retroactive pay or lump sum payment for the delay.

NOTE: Extenuating circumstances may exist (e.g., leaves of absences) that would allow a supervisor to receive a GWA even though the required performance evaluations were not completed within the mandated time frames. Contact the Division of Personnel Management (DPM) Bureau of Classification and Compensation for further assistance.

- (d) Any employee paid at or above the pay range maximum, or the new pay range maximum, if the new pay range maximum takes effect on the same date as GWA distribution. An employee who is not eligible to receive a GWA solely because the employee's base pay is at or above the pay range maximum or new pay range maximum, if applicable, may qualify for an Annualized GWA Payment.
- (e) Classified Legal and related positions (refer to Section C of this Plan).
- (f) Trainees eligible for scheduled trainee increases (refer to Section E, 1.04 of this Plan).
- (g) Any employee in a position not eligible under (a) above, who later becomes eligible and who was in employment status on the effective date of a GWA, but did not receive or was not considered for the GWA, will be granted:
 - 1. The GWA(s) or Annualized GWA(s) as provided above.
 - 2. An associated lump sum payment for all the hours in pay status from the effective date(s) of the GWA(s) provided above, to the effective date of becoming eligible.

3. Any GWA(s) received under (g) 1., above, will be granted prior to setting pay upon appointment if moving to a new position.
 - (h) Pay increases for employees classified as Fire/Crash Rescue Specialist, Fire/Crash Rescue Specialist – Crew Chief, and Fire/Crash Rescue Supervisor are subject to the federally-funded pay rates allowed for the duties performed. If the maximums are increased prior to the end of this Compensation Plan, pay increases occurring after the effective date of the new maximums will be subject to the new maximums.
- (3) Amount. All eligible employees will receive a GWA of 2.0% on January 5, 2020 and 2.0% on January 3, 2021. These increases are subject to the following restriction:

An employee's new base pay after application of the GWA must not exceed the pay range maximum, or the new pay range maximum if a new pay range maximum takes effect on the same date as GWA distribution. (Refer to Annualized GWA Payment provisions below.)

- (4) Ineligibility Due to Performance. Any employee who is not eligible to receive a GWA because of unsatisfactory job performance must receive a written notice that states the extent to which the employee's performance has not met management's expectations. This notice must also include recommendations for improvement.

Annualized GWA Payment:

- (1) Granting Date. Annualized GWA Payments will be granted as soon as administratively feasible after the effective date of the applicable GWA above.
- (2) Eligibility. Any employee will receive an Annualized GWA Payment if either of the conditions described under (a) or (b) below, apply:
 - (a) The employee was not eligible to receive a GWA solely because his or her base pay was at or above the pay range maximum, or the new pay range maximum if a new pay range maximum takes effect on the same date as GWA distribution.
 - (b) The employee did not receive the full GWA amount because of the pay range maximum limitation.
- (3) Amount. The amount of the Annualized GWA Payment is subject to the limitations under (a) and (b), below:
 - (a) For employees who qualify for an Annualized GWA Payment because of the condition described under (2)(a) above: The hourly amount used in calculating an Annualized GWA Payment will equal the full GWA amount (i.e., 2.0% on January 5, 2020 and 2.0% on January 3, 2021).
 - (b) For employees who qualify for an Annualized GWA Payment because of the condition described under (2)(b) above: The hourly amount used in calculating an Annualized GWA Payment will equal the difference between

the full amount (i.e., 2.0% on January 5, 2020 and 2.0% on January 3, 2021) and the partial GWA amount the employee actually received.

- (4) Calculating Annualized GWA Payments. Annualized GWA Payments for full-time employees will be calculated by multiplying the hourly amount determined to be appropriate for the employee in accordance with (3) above, by 960 for the January 5, 2020 GWA and 960 for the January 3, 2021 GWA. Annualized GWA Payments provided to permanent part-time or seasonal employees will be prorated on the basis of budgeted percentage of Full-Time Equivalency (FTE) on the GWA distribution date.
- (5) Annualized GWA Payments for Employees on Approved Unpaid Leaves of Absence. Any employee who is on an approved unpaid leave of absence as of the effective date of the GWA and who qualifies for an Annualized GWA Payment, will receive an Annualized GWA Payment, subject to the following restrictions:
 - (a) The employee must return from the leave of absence to pay status by June 19, 2021, and the employee's restoration right must be derived from a position covered by the GWA provisions of this Section (Section A), Section C of this Plan, or the employee becomes eligible under (g) of the GWA eligibility above.
 - (b) The employee will not receive an Annualized GWA Payment until he or she has returned to pay status.
 - (c) The hourly amount used in the calculation of any Annualized GWA Payment will equal the amount determined under (3) and (4) above.

2.02 Police and Warden Progression

- (1) Eligibility. All permanent and project employees in positions allocated to the classifications of Conservation Warden, Police Detective, Police Officer, Safety Specialist Warden, and Special Investigative Warden will be eligible for a base-building progression adjustment, except as follows:
 - (a) An employee whose base pay rate is equal to or greater than the amount established for the employee's time spent in the eligible classifications.
 - (b) An employee who has received an unsatisfactory performance (including those with an overall rating evaluation of "needs improvement" or "unacceptable") within twelve (12) months prior to the granting date. The denial of a progression adjustment based upon unsatisfactory performance is not grievable under s. 230.12(5)(e), Wis. Stats. Employees must be notified of the unsatisfactory performance in writing, and will receive a new performance evaluation within six (6) months. The written notification(s) will include:
 - 1) Details of each occurrence of unsatisfactory performance;
 - 2) Identification of goals and expectations stated in terms that are measurable and which specify how expectations are to be accomplished; and

- 3) Upon satisfactory completion of the goals and expectations, the supervisor will provide the employee with written notification of satisfactory performance.
- (2) Granting Date. Progression adjustments for eligible employees will be awarded following the employee's 3rd, 5th, 7th, 9th, and 11th year anniversary date, based on the total time spent in any of the eligible classifications. See paragraph (4) below regarding other law enforcement experience which may be considered when determining the anniversary date for progression under this provision. The time in class(es) anniversary date will be adjusted for absence from employment of more than one hundred and seventy four (174) work hours in a six (6) month period, approved leaves of absence, layoff and resignation. Adjustment of the anniversary date for the aforementioned reasons may be waived at the sole discretion of the appointing authority.

The progression adjustments will be effective on the first day of the pay period following the employee attaining the next progression interval. If the employee attains the next progression interval on the first day of a pay period, the semi-automatic progression adjustment will be effective on that date.

An employee who is ineligible for the progression adjustment due to unsatisfactory performance will receive the progression adjustment effective the first day of the pay period following the employee's receipt of the written satisfactory performance evaluation.

- (3) Amount.

On the effective date of a progression adjustment, the employee's base pay rate will be increased to the applicable progression point in accordance with the Police and Warden Progression schedule provided in Section Z of this Plan. If the employee's base pay rate equals or exceeds the applicable progression point, the current rate of pay will be retained.

An employee appointed to an eligible classification who is considered to have previous service in any of the eligible classifications, will be placed at the applicable progression point for the time previously spent in the eligible classifications. All other appointments at a rate at or above the lowest progression point will be made with the approval of DPM.

- (4) Other Experience. Other law enforcement experience within or outside state service may be considered as time previously spent in the eligible classifications at an amount of time to be determined by DPM.
- (5) The individual increase limit provided in s. 230.12(5)(d), Wis. Stats., does not apply to base pay adjustments granted pursuant to 2.02 of this Section (Section A).

2.03 Annual Progression Adjustments

- (1) Eligibility. All permanent and project employees in positions allocated to classifications specified in (2) below, will be eligible for a base-building progression adjustment, except as follows:
 - (a) An employee whose base pay rate is equal to or greater than the appropriate threshold stated in (2) below.
 - (b) An employee who has received an unsatisfactory performance evaluation within six (6) months prior to the granting date. The denial of a progression adjustment based upon unsatisfactory performance is not grievable under s. 230.12(5)(e), Wis. Stats. Employees must be notified of the unsatisfactory performance in writing, and will receive a new performance evaluation within six (6) months, or prior to the next scheduled progression adjustment date, whichever is sooner. The written notification(s) will include:
 - 1) Details of each occurrence of unsatisfactory performance;
 - 2) Identification of goals and expectations stated in terms that are measurable and which specify how expectations are to be accomplished; and
 - 3) Upon satisfactory completion of the goals and expectations, the supervisor will provide the employee with written notification of satisfactory performance.
 - (c) An employee who has previously received the maximum number of possible progression adjustments in the same classification, except that progression adjustments received while in a project appointment will not count toward the progression adjustment eligibility for a permanent position or another project position.
- (2) Amount.
 - (a) An eligible employee in a position allocated to one of the following classifications will receive a two-time progression adjustment of \$1.20 per hour on the granting date, **subject to the pay range 81-03 minimum**.
 - 1) Accountant-Confidential
 - 2) Equal Opportunity Program Specialist
 - 3) Executive Equal Opportunity Specialist
 - 4) Executive Human Resources Specialist
 - 5) Human Resources Specialist
 - 6) IS Support Technician-Confidential
 - 7) IS Professional-Confidential
 - 8) Program & Policy Analyst-Confidential

- (b) An eligible employee in a position allocated to one of the following classifications will receive a one-time progression adjustment of \$1.20 per hour on the granting date, **subject to the pay range 81-03 minimum.**
 - 1) Budget and Policy Analyst-Agency
 - 2) Budget and Policy Analyst-Division
 - 3) Employee Benefit Plan Policy Advisor-Entry
 - 4) Institution Human Resources Director
 - 5) Revenue Economist-Confidential

- (c) An eligible employee in a position allocated to Payroll and Benefit Specialist will receive a two-time progression adjustment of \$1.00 per hour on the granting date, **subject to the pay range 81-04 minimum.**

- (d) An eligible employee in a position allocated to Research Analyst will receive a two-time progression adjustment of \$1.20 per hour on the granting date, **subject to the pay range 08-03 minimum.**

- (e) An eligible employee in a position allocated to Economist, Loan Analyst or Public Utility Rate Analyst will receive a one-time progression adjustment of \$1.20 per hour on the granting date, **subject to the pay range 08-03 minimum.**

- (f) An eligible employee in a position allocated to one of the following classifications will receive a two-time progression adjustment of \$1.20 per hour on the granting date, **subject to the pay range 07-03 minimum.**
 - 1) Accountant
 - 2) Agriculture Auditor
 - 3) Auditor
 - 4) Consumer Credit Examiner
 - 5) Equal Opportunity Specialist
 - 6) Financial Examiner
 - 7) Fuel Tax & Registration Auditor
 - 8) IS Business Automation Analyst
 - 9) IS Comprehensive Services Professional
 - 10) IS Data Services Professional
 - 11) IS Network Services Professional
 - 12) IS Systems Development Services Professional
 - 13) IS Technical Services Professional
 - 14) Mortgage Banking Examiner
 - 15) Motor Vehicle Program Specialist-Senior
 - 16) Program and Policy Analyst
 - 17) Public Utility Auditor
 - 18) Risk Management Specialist
 - 19) Securities Examiner
 - 20) Urban and Regional Planner

- (g) An eligible employee in a position allocated to one of the following classifications will receive a one-time progression adjustment of \$1.20 per hour on the granting date, **subject to the pay range 07-03 minimum**.
- 1) Crime Victims Claims Specialist
 - 2) DOA Program Specialist
 - 3) Elections Specialist-Entry
 - 4) Ethics Specialist-Entry
 - 5) Emergency Government Specialist
 - 6) Environmental Coordinator
 - 7) Grants Specialist
 - 8) Health Care Rate Analyst
 - 9) Human Services Program Coordinator
 - 10) Insurance Examiner
 - 11) Lottery Customer Service Specialist
 - 12) Natural Resources Bureau Data Coordinator
 - 13) Natural Resources Financial Assistance Specialist
 - 14) PECFA Program Specialist
 - 15) Printing Technician
 - 16) Public Defender Investigator
 - 17) Real Estate Specialist
 - 18) Revenue Agent
 - 19) Revenue Field Agent
 - 20) Technical Writer
 - 21) Tourism Specialist Assistant
 - 22) Trust Funds Specialist
 - 23) Workers Compensation Examiner
- (h) An eligible employee in a position allocated to Insurance Financial Examiner will receive a two-time progression adjustment of \$1.50 per hour on the granting date, **subject to the pay range 07-04 appointment maximum**.
- (i) The individual increase limit provided in s. 230.12(5)(d), Wis. Stats., does not apply to progression adjustments granted pursuant to provisions of 2.03 of this Section (Section A).
- (j) An eligible employee in a position allocated to Revenue Auditor or Revenue Field Auditor will receive a two-time progression adjustment of \$1.50 per hour on the granting date, **subject to the pay range 07-04 appointment maximum**. Classification titles may be changed only upon the approval of the DPM Administrator.
- (3) Granting Date.
- (a) Progression adjustments for eligible employees will be awarded based on the employee's state service seniority date. Seniority dates will be adjusted (for progression adjustment purposes only) for absence from employment of more than one hundred and seventy four (174) work hours during the period between seniority dates, approved leaves of absence, layoff, and resignation. Adjustment of seniority for the aforementioned reasons may be waived at the discretion of the appointing authority.

- (b) Progression adjustments will be effective on the first day of the pay period following the employee's seniority date. If the employee's seniority date occurs on the first day of a pay period, the progression adjustment will be effective on that date.
- (c) An employee who is ineligible for the progression adjustment due to unsatisfactory performance will receive the progression adjustment effective the first day of the pay period following the employee's receipt of the written satisfactory performance evaluation. An employee will not be allowed to receive more than one progression adjustment on a granting date due to such a delay.

2.04 Excise Tax Agents and Criminal Analysts Progression

- (1) Eligibility: Employees in positions allocated to the classifications of Excise Tax Agents, and employees in the Criminal Analyst classification series as of February 18, 2018, are eligible for semi-automatic progression adjustments except for employees who have received an unsatisfactory performance evaluation prior to the employee attaining the next progression level and who have not received written notification that the unsatisfactory performance has been corrected.

Employees must be notified of unsatisfactory performance in writing. The written notification must include:

- (a) Details of each occurrence of unsatisfactory performance.
- (b) Identification of goals and expectations stated in terms that are measurable and which specify how expectations are to be accomplished.

Employees who have received an unsatisfactory performance evaluation will receive a new performance evaluation within six (6) months, or prior to the next scheduled progression adjustment, whichever is sooner.

Upon satisfactory completion of the goals and expectations, the supervisor will, prior to the next scheduled progression adjustment, provide the employee with written notice of satisfactory performance. The employee will receive the next scheduled adjustment in accordance with (3) below.

Note: Employees hired into the Criminal Analyst series after February 18, 2018, are not eligible for pay progression.

- (2) Effective Date.

Semi-automatic progression adjustments for eligible employees will be awarded at one (1) year intervals based on the anniversary date of the start date in the class series. The time in class series anniversary date will be adjusted for absence from employment of more than one hundred and seventy four (174) work hours in a six (6) month period, approved leaves of absence, layoff, and resignation. Adjustment

of the anniversary date for the aforementioned reasons may be waived at the sole discretion of the appointing authority.

Semi-automatic progression adjustments will be effective on the first day of the pay period following the employee attaining the next progression interval. If the employee attains the next progression interval on the first day of a pay period, the semi-automatic progression adjustment will be effective on that date.

(3) Amount.

Denial of a semi-automatic progression adjustment will not be arbitrary and capricious and will be supported by documentation as specified in (1) above.

Except as provided below, on the effective date of the semi-automatic progression adjustment, an employee's base pay rate will be increased to the pay rate which is closest to but greater than the employee's current base pay rate, in accordance with the applicable progression schedule provided in Section Z of this Plan.

If eligible, an employee whose semi-automatic progression adjustment was previously denied due to circumstances described in (1) above, will receive an increase to the pay rate which the employee would have attained if the employee would have had satisfactory performance.

2.05 Law Enforcement Dispatcher Progression

- (1) Administration. Employees in positions allocated to the classification of Law Enforcement Dispatcher are eligible for a one-time \$1.00 per hour base pay progression adjustment, subject to the maximum of the pay range. Eligible employees will receive the adjustment on the first day of the pay period following a period of one year in the classification. Effective starting January 19, 2020, employees will receive an additional \$1.00 base pay progression adjustment on the first day of the pay period following a period of two years in the classification. This additional \$1.00 will also be provided effective January 19, 2020 to employees who already have more than two years in the classification as of that date. Any increases are subject to the pay range maximum.
- (2) Funding. All provisions of this progression will be agency funded.

2.06 Pay Range 05-31 and 05-32 Progressions

Effective the first day of the pay period following completion of the months of adjusted continuous service designated below, employees in positions allocated to classifications in pay ranges 05-31 and 05-32 will be paid the greater of the applicable pay rate in the following tables, or a pay rate calculated in accordance with Section E, 4.00(5):

Effective January 6, 2019	Pay Range 05-31	Pay Range 05-32
6 months	\$17.16 per hour	Not Applicable
12 months	\$17.68 per hour	Not Applicable
18 months	\$18.19 per hour	Not Applicable
24 months	\$18.70 per hour	\$20.70 per hour

Effective January 5, 2020	Pay Range 05-31	Pay Range 05-32
Minimum	\$16.99	\$17.80
6 months	\$17.51	Not applicable
12 months	\$18.04	Not applicable
18 months	\$18.56	Not applicable
24 months	\$19.08	\$21.12

Effective January 19, 2020	Employees in Academy and Employees receiving \$5 add-on		All Other Employees This Minimum Overrides the General Pay Range Minimum Listed in Section Z	
	Pay Range 05-31	Pay Range 05-32	Pay Range 05-31	Pay Range 05-32
Minimum	\$16.99	\$17.80	\$18.65	\$20.15
6 months	\$17.51	Not applicable	\$19.17	Not applicable
12 months	\$18.04	Not applicable	\$19.70	Not applicable
18 months	\$18.56	Not applicable	\$20.22	Not applicable
24 months	\$19.08	\$21.12	\$20.74	\$23.47
			The pay rates in these two columns incorporate the market adjustment indicated in Section L, 2.09.	

Effective June 21, 2020	Pay Range 05-31	Pay Range 05-32
Minimum	\$18.65	\$20.15
6 months	\$19.17	Not applicable
12 months	\$19.70	Not applicable
18 months	\$20.22	Not applicable
24 months	\$20.74	\$23.47

Effective December 6, 2020	Pay Range 05-31	Pay Range 05-32
Minimum	\$18.65	\$20.15
1 Year	\$19.70	\$23.64
2 Years	\$20.74	\$24.89
3 Years	\$21.37	\$25.65
5 Years	\$22.02	\$26.43
10 Years	\$22.69	\$27.23
15 years	\$23.38	\$28.06

Effective January 3, 2021	Pay Range 05-31	Pay Range 05-32
Minimum	\$19.03	\$20.56
1 Year	\$20.10	\$24.12
2 Years	\$21.16	\$25.39
3 Years	\$21.80	\$26.17
5 Years	\$22.47	\$26.96
10 Years	\$23.15	\$27.78
15 years	\$23.85	\$28.63

2.07 Schedule 14 and 15 Progressions

- (1) Eligible: Except as noted below, permanent and project employees in positions allocated to entry level classifications assigned to pay ranges 14-14, 14-15 and 15-04 whose base pay rate is less than the applicable threshold (Point C for Construction Representative, Facility Designer, and Hydrogeologist, Point E for all others) are eligible for semi-automatic adjustments as specified in (3) below.

Ineligible: The following employees are not eligible for a semi-automatic progression adjustment:

- (a) Employees who have received an unsatisfactory performance evaluation prior to the employee attaining the next progression level and who have not received written notification that the unsatisfactory performance has been corrected. Employees must be notified of unsatisfactory performance in writing. The written notification must include:
 1. Details of each occurrence of unsatisfactory performance.
 2. Identification of goals and expectations stated in terms that are observable and measurable and which specify how expectations are to be accomplished.

Employees who have received an unsatisfactory performance evaluation will receive a new performance evaluation within six (6) months, or prior to the next scheduled progression adjustment, whichever is sooner.

Upon satisfactory completion of the goals and expectations, the supervisor will, prior to the next scheduled progression adjustment, provide the

employee with written notice of satisfactory performance. The employee will receive the next scheduled adjustment in accordance with (3) below.

- (b) Employees who are serving the first six months of an original or promotional probationary period.

(2) Effective Date.

- (a) Except as provided in (c), below, semi-automatic progression adjustments for eligible employees will be awarded at six (6) month intervals based on the employee's time in the classification series. Time in the classification series will be adjusted for absences from employment of more than one hundred and seventy four (174) work hours per six (6) month progression interval (excluding approved annual leave), approved leaves of absence, layoff, and resignation. Adjustment of time in the classification series for the aforementioned reasons may be waived at the sole discretion of the appointing authority.
- (b) Semi-automatic progression adjustments will be effective on the first day of the pay period following the employee attaining the next progression interval. If the employee attains the next progression interval on the first day of a pay period, the semi-automatic progression adjustment will be effective on that date.
- (c) Employees whose pay rate is below point A of the applicable progression schedule will receive their adjustment to point A after one year of service in the classification series. Subsequent progression adjustments will be in accordance with (a) and (b) above.

(3) Amount.

- (a) Except as provided in (b) below, on the effective date of the semi-automatic progression adjustment, an employee's base pay rate will be increased to the pay rate which is closest to but greater than the current base pay rate, in accordance with the applicable progression schedule provided in Section Z of this Plan.
- (b) If eligible, an employee whose semi-automatic progression adjustment has been previously denied due to circumstances described in (1)(a) above, and project employees formerly ineligible for an adjustment, will receive an increase to the greater of the following rates on the effective date of the next scheduled semi-automatic progression increase: the pay rate that is closest to but greater than the employee's current base pay rate or the pay rate that corresponds to the employee's time in the classification series.

2.08 DMV Progression Adjustment

An employee who completes twelve (12) months in pay status as a DMV Customer Service Representative will receive a progression adjustment equal to \$1.40 per hour, subject to the maximum of the pay range. Pay will be effective the first day of the pay period

following the date in which the twelve (12) months in pay status is attained. In counting time in pay status, sixty (60) days will be waived per occurrence of time charged to a s. 230.36 claim or worker's compensation.

All employees in positions allocated to the DMV Customer Service Representative classification will be eligible for the base-building progression adjustment, except an employee who has previously received a \$1.40 per hour progression adjustment prior to the effective date of this Plan or an employee who has received an unsatisfactory performance evaluation prior to attaining twelve (12) months in pay status in the DMV Customer Service Representative classification.

Employees must be notified of the unsatisfactory performance in writing. The written notification will include details of each occurrence of unsatisfactory performance and must identify goals and expectations stated in terms that are measurable and which specify how expectations are to be accomplished including supervisory follow-up in intervals of not more than two (2) months. The two-month period may take absences into consideration.

An employee who has received an unsatisfactory performance evaluation will receive a new performance evaluation within six (6) months. Upon satisfactory completion of the goals and expectations, the supervisor will provide the employee with written notice of satisfactory performance. The employee will receive the progression adjustment effective the first day of the first pay period following the employee's receipt of the written satisfactory performance evaluation.

2.09 Nurse Clinician 2 and Nurse Clinician 2-Weekend Market Placement

Effective April 12, 2020, employees in pay status in the classifications of Nurse Clinician 2 or Nurse Clinician 2-Weekend will have their pay increased to the amount designated in the Pay Schedule 11-02 Nurse Clinician progression structure found in Section Z. Placement will be based on full years of professional nursing experience as established by the nurse license granting date. Employees whose current pay rate is equal to or greater than the designated amount will keep their current pay rate. This pay adjustment shall be applied after the \$1.00 increase provided under 4.30(B) of this Section (Section A).

The individual increase limit provided in s. 230.12(5)(d), Wis. Stats., does not apply to base pay adjustments granted pursuant to this market placement.

Funding. Costs of pay adjustments will NOT be supplemented under the authority of s. 20.865, Wis. Stats., and affected agencies will be required to provide the necessary funding.

2.10 Nurse Clinician 2 and Nurse Clinician 2-Weekend Pay Progression

(1) Eligibility. Starting April 26, 2020, all permanent and project employees in positions allocated to the classifications of Nurse Clinician 2 or Nurse Clinician 2-Weekend will be eligible for a base-building progression adjustment, except as follows:

- (a) An employee whose base pay rate is equal to or greater than the amount established for the employee's professional nursing experience.

- (b) An employee who has received an unsatisfactory performance evaluation within twelve (12) months prior to the granting date. The denial of a progression adjustment based upon unsatisfactory performance is not grievable under s. 230.12(5)(e), Wis. Stats. Employees must be notified of the unsatisfactory performance in writing, and will receive a new performance evaluation within six (6) months. The written notification(s) will include:
 - 1) Details of each occurrence of unsatisfactory performance;
 - 2) Identification of goals and expectations stated in terms that are measurable and which specify how expectations are to be accomplished; and
 - 3) Upon satisfactory completion of the goals and expectations, the supervisor will provide the employee with written notification of satisfactory performance.

- (2) Granting Date. Progression adjustments for eligible employees will be awarded following the employee’s attainment of 3, 5, 7, 9, and 11 years of professional nursing experience.

The progression adjustments will be effective on the first day of the pay period following the employee attaining the next professional experience level. If the employee attains the next progression level on the first day of a pay period, the semi-automatic progression adjustment will be effective on that date.

An employee who is ineligible for the progression adjustment due to unsatisfactory performance will receive the progression adjustment effective the first day of the pay period following the employee’s receipt of the written satisfactory performance evaluation.

- (3) Amount.

On the effective date of a progression adjustment, the employee’s base pay rate will be increased to the applicable progression point in accordance with the Nurse Clinician 2 progression schedule provided with pay schedule 11 in Section Z of this Plan. If the employee’s base pay rate equals or exceeds the applicable progression point, the current rate of pay will be retained.

Funding. Costs of progression adjustments will NOT be supplemented under the authority of s. 20.865, Wis. Stats., and affected agencies will be required to provide the necessary funding.

2.11 Fire/Crash Rescue Specialist Progression Adjustment

- (1) Administration. Except as noted below, employees in positions allocated to the classification of Fire/Crash Rescue Specialist will receive a one-time progression adjustment of \$1.00 per hour upon successful completion of 18 months of employment in the classification, including time as a Fire/Crash Rescue Specialist 1

(the previous classification title), subject to any federal maximum. If the maximum is increased prior to the expiration of this Compensation Plan, pay increases occurring after the effective date of the new maximum will be subject to the new maximum. Eligible employees will receive the adjustment on the first day of the pay period following completion of 18 months in the classification.

- (2) Employees who previously have held the classification title of Fire/Crash Rescue Specialist 2 or Fire/Crash Rescue Specialist 3 are **not** eligible for the \$1.00 per hour adjustment in (1) above.

2.12 Revenue Progression

- (1) Eligibility. All permanent and project employees in positions allocated to classifications in the table in (2) below, will be eligible for a base-building progression adjustment, except as follows:

An employee who has received an unsatisfactory performance evaluation within 12 month of the granting date will not be eligible. The denial of a progression adjustment based upon unsatisfactory performance is not grievable under s. 230.12(5)(e), Wis. Stats. Employees must be notified of the unsatisfactory performance in writing, and will receive a new performance evaluation within 12 months. The written notification(s) will include:

- (a) Details of each occurrence of unsatisfactory performance;
- (b) Identification of goals and expectations stated in terms that are measurable and which specify how expectations are to be accomplished; and
- (c) Upon satisfactory completion of the goals and expectations, the supervisor will provide the employee with written notification of satisfactory performance.

Classification titles may be changed only upon the approval of the DPM Administrator.

- (2) Amount. On the granting date, an eligible employee will receive the amount that corresponds with the employee's classification and years of adjusted continuous service.

	7 year	10 years	15 years	20 years
Revenue Auditor 3 Revenue Field Auditor 4 Tax Resolution Officer-Office Audit Objective/Senior	\$1.00/hr			
Revenue Auditor 4 Revenue Field Auditor 5, 6 Tax Resolution Officer – Field Audit Tax Resolution Officer – Corp Office Audit Revenue Tax Specialist 3	\$1.00/hr	\$1.00/hr		
Revenue Auditor 5, 6 Revenue Field Auditor 7, 8 Tax Resolution Officer – Large Case Revenue Tax Specialist 4, 5	\$1.00/hr	\$1.00/hr	\$2.00/hr	\$2.00/hr

(3) Granting Date.

- (a) Progression adjustments for eligible employees will be awarded based on the employee’s adjusted continuous service date. The service date will be adjusted (for progression adjustment purposes only) for absences from employment of more than 174 work hours during the period between service dates, approved leaves of absences, layoff, and resignation. Adjustments for the aforementioned reasons may be waived at the discretion of the appointing authority.
- (b) Progression adjustments will be effective on the first day of the pay period following the employee’s service date. If that service date occurs on the first day of a pay period, the adjustment will be effective on that date.
- (c) An employee who is ineligible for the progression adjustment due to unsatisfactory performance will receive the adjustment effective the first day of the pay period following the employee’s receipt of the written satisfactory performance evaluation.

2.13 Crafts Worker Pay

- (1) Lead crafts workers will be paid in accordance with (4) below, plus they may be provided an additional base pay of fifty cents (\$0.50) per hour. Temporary lead crafts workers will be paid in accordance with (4) below, plus they may be provided an add-on of twenty cents (\$0.20) per hour.
- (2) Crafts Worker Supervisors will be paid one dollar (\$1.00) per hour more than the adjusted state rate for the highest paid Craft supervised, or one dollar (\$1.00) per hour more than the adjusted state rate for the craft in which they have journeyman status, whichever is greater.

- (3) Shop Supervisors will be paid one dollar and fifty cents (\$1.50) per hour more than the pay rate established in accordance with (2) above, for the highest paid Crafts Worker Supervisor supervised, or one dollar and fifty cents (\$1.50) per hour more than the adjusted state rate for the craft in which they have journeyman status, whichever is greater.
- (4) Craft workers in pay schedule 04 will be paid in accordance with the adjusted rate schedule published on the DPM website.

NOTE: The additional pay provided under (1) through (3) above, will always be applied to the applicable state rate for the 100 hours of annual leave. The applicable state rate with the additional pay is considered to be the base pay rate for pay administration purposes. However, this state rate **without additional pay** will be used as the maximum for determining transaction type.

2.14 Discretionary Compensation

Discretionary Equity and Retention Adjustments (DERA) and Discretionary Merit Compensation (DMC) shall be granted in accordance with Sections I and J of this Plan, respectively.

3.00 Pay on Regrade

3.01 Individual Position Reallocation or Reclassification

Pursuant to s. 230.09(2)(f), Wis. Stats., the pay rate of an incumbent who is regraded as a result of position reallocation or reclassification will be adjusted as provided in this Section (Section A), and Sections E and I of this Plan. This supersedes s. ER 29.03(3), Wis. Adm. Code.

3.02 Classification and/or Compensation Surveys

The DPM Administrator may, without prior approval of the Joint Committee on Employment Relations (JCOER), establish provisions for determining the pay rate of a regraded employee whose position is reallocated as a result of a compensation survey and/or a classification survey under s. 230.09(2)(b), Wis. Stats., if such provisions are necessary to avoid the creation of pay anomalies. The DPM Administrator may also, for surveys, waive the increase for regrades due to reallocations provided in Sections E and I of this Plan. This authority is subject to the following:

- (1) The pay on regrade for survey reallocations as a result of position reallocation to the same, counterpart or higher pay range will not exceed 12.0% of the new pay range minimum, subject to the maximum of the new pay range.
- (2) The cost of any adjustments provided under (1) above, may be supplemented under s. 20.928, Wis. Stats., as appropriate, with respect to funding source.

- (3) The individual increase limit provided in s. 230.12(5)(d), Wis. Stats., does not apply to base pay adjustments granted pursuant to 3.02 of this Section (Section A).

3.03 Surveys with Different Implementation Dates

The provisions of 3.02 of this Section (Section A) will apply to situations where surveys of an occupational group are conducted in stages requiring different implementation dates. Any pay adjustments resulting from such application of the provisions of 3.02 shall be granted on the effective date of full survey implementation.

3.04 Intervening Adjustments

The intervening Compensation Plan adjustments pursuant to 3.02 of this Section (Section A) may be included in determining pay on return to previous level (as defined in Section I, 3.00 of this Plan), pay on reinstatement, and pay on restoration.

4.00 Overtime and Supplemental Pay

4.01 Definitions

- (1) **Base pay rate.** The official hourly rate excludes any overtime or supplemental pay. Base pay rate is limited to the pay range maximum; base pay rate plus any supplemental pay received is not limited to the pay range maximum.
- (2) **Compensatory time.** Paid time off the job which is earned and accrued by an employee in lieu of immediate cash payment for overtime. See Chapter 520 of the Wisconsin Human Resources Handbook.
- (3) **Exempt.** Exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).
- (4) **FLSA regular rate or regular rate.** The average hourly rate actually paid the employee as the straight time pay for all hours worked in the workweek, including all remuneration for employment paid to, or on behalf of, the employee except payments specifically excluded by the FLSA or federal regulations. The regular rate must be calculated on a week-by-week basis. Because the regular rate calculation includes differentials, stand-by pay, etc., it will often differ from the base hourly rate. It will also differ from the base rate during those weeks when an employee works fewer or more than 40 hours in the workweek.
- (5) **Night hours.** Work hours between the hours of 6:00 p.m. and 6:00 a.m.
- (6) **Nonexempt.** Subject to the overtime provisions of the FLSA.
- (7) **Nonstandard work period.** A regularly recurring period of 336 hours in the form of 14 consecutive 24-hour periods, which begins on a day of the week and time established by the appointing authority. Employees assigned a nonstandard work period are those employees who work a fixed schedule of more than 40 hours one week and less than 40 hours the next week.

- (8) **Overtime hours.** For employees assigned a standard workweek, work hours in excess of 40 in a standard workweek. For employees assigned a nonstandard work period except in the area of fire/crash rescue, work hours in excess of 80 hours in a nonstandard work period. Each position is considered separately in determining the number of work hours for employees occupying more than one position. (This definition applies only to employees who are exempt from the overtime provisions of the FLSA. Refer to Chapter 520 of the Wisconsin Human Resources Handbook for the definition of overtime as provided by the FLSA for nonexempt employees.)
- (9) **Premium rate.** The straight rate plus 0.5 times the regular rate paid the employee.
- (10) **Standard workweek.** A regularly recurring period of 168 hours in the form of 7 consecutive 24-hour periods which begins on a day of the week and time established by the appointing authority.
- (11) **Supplemental pay.** Pay in addition to the base rate for circumstances not reflected in the base pay rate or pay range. Such circumstances are identified below under 4.05 through 4.39.
- (12) **Weekend hours.** Work hours from 12:00 a.m. Saturday to 12:00 midnight on Sunday.
- (13) **Work hours.** Work time as directed by the appointing authority during which an employee must be on duty and at a prescribed place of work. In determining overtime hours for nonexempt employees, work hours means hours worked as defined in Chapter 520 of the Wisconsin Human Resources Handbook.

4.02 General Policy

- (1) **Usage.** Overtime and supplemental pay is to be held to a minimum consistent with the needs of the service. It is the responsibility of each agency to utilize other available alternatives before assigning employees to work hours that will require such pay.
- (2) **Records.** All cash overtime and supplemental pay will be separately recorded on payroll and will cease to be payable when no longer applicable.
- (3) **Application for Absences, Termination, or Cashing Annual Leave.**

Overtime or supplemental pay that is a base-building amount which is not automatically provided for all hours in work status or that is a lump sum payment, will not be paid to an employee absent or on leave with pay (vacation, sick leave, military leave, etc.) during the period in which the employee would otherwise be scheduled to work, or be included in computing lump sum payments for leave credit balances upon termination. **No overtime or supplemental pay** will be included for computing cash payments for employees selecting the cash option for annual leave (reference s. ER 18.02(5)(b)3., Wis. Adm. Code).

- (4) **Salaried Employees.** Employees who meet the duty and discretion test for exemption from the overtime provisions of the FLSA as professional, administrative, or executive employees must be paid on a "salary basis" as defined in the federal regulations and explained in Chapter 520 of the Wisconsin Human Resources Handbook. Exceptions to the requirement to be paid on a salary basis may be granted by the Director, Bureau of Compensation and Employment Relations.

NOTE: Refer to Section B, 3.07 of this Plan for overtime and supplemental pay for unclassified employees; and Section D, 4.00 of this Plan for overtime and supplemental pay provisions for limited term employees (LTEs).

4.03 Overtime for Permanent Employees

Employees are categorized as exempt or nonexempt in accordance with FLSA. Refer to the most current "Alphabetical Listing of Classifications" for the normal categorization of employees by "class title." Unless an exception applies, for purposes of this Section (Section A), employees in titles designated as exempt (E) will be treated as exempt and employees in titles designated as nonexempt (N) or mixed (M) will be treated as nonexempt. Refer to Chapter 520 of the Wisconsin Human Resources Handbook for an explanation of exempt and nonexempt status under the FLSA, and for information on exceptions to the normal FLSA categorization of employees by classification title.

- (1) **Overtime for Nonexempt Employees.** Overtime pay for employees who are nonexempt from the overtime provisions of the FLSA will be paid for work hours in accordance with those provisions and related federal regulations, except Fire/Crash Rescue Specialists will be paid overtime at the premium rate only after they exceed 106 hours of work hours in a biweekly pay period. Categorizing employees as exempt or nonexempt will be in accordance with the FLSA. In general, categorization is based on each employee's employment situation with an agency, regardless of the number of positions occupied by the employee in the agency. For employees functioning in an executive, administrative, or professional capacity, categorization cannot be based on the functions performed for the agency in any single workweek or work period. Temporary assignments of short duration will not normally affect the exempt or nonexempt status of employees. Refer to Chapter 520 of the Wisconsin Human Resources Handbook for specific information on the overtime provisions and record keeping requirements for nonexempt employees under the FLSA.
- (2) **Overtime for Exempt Employees.**
 - (a) The overtime pay status of permanent and project employees who are exempt from the overtime provisions of the FLSA will be determined in accordance with the following table. The table shows the overtime pay status of employee groups broken down by Data Processing (DP) Unit Code that may be paid up to 1-1/2 times the number of overtime hours in cash or compensatory time. For all other DP codes, overtime may be paid up to the straight rate in cash or compensatory hours. By May 13, 2018, agencies will provide to DPM for approval a written policy regarding the provision of overtime pay to exempt employees.

OVERTIME PAY STATUS TABLE FOR EXEMPT EMPLOYEES		
Employee Group or Unit	DP Unit Code	Overtime Pay Status
Confidential (Nonprofessional)	(97)	Up to the premium rate or up to time off at 1-1/2 times the # of overtime hours. (Permissive) See additional provisions for 'Limited Circumstances When Supervisors Must Receive Overtime Compensation,' 4.03(2)(b)2. of this Section (Section A).
Patient Care	(11)	
Supv./Conf. (Nonprofessional)	(96)	
Supervisory (Nonprofessional)	(16)	
Supv./Conf. (Professional)	(98)	
Supervisory (Professional)	(17)	
Forensic Scientist in the DOJ State Crime Lab	(15)	

***NOTE: This table applies only to employees who are exempt from the overtime provisions of the FLSA.**
See Chapter 520 of Wisconsin Human Resources Handbook for record keeping requirements pertaining to exempt employees under the FLSA.

(b) Provisions for Permanent Salaried Employees.

1. General Policy Regarding Payment for Overtime Worked by Salaried Employees.

The salaries paid to employees included in the Overtime Pay Status Table are generally intended to compensate for the total responsibilities of the position regardless of the number of hours worked. However, circumstances may exist where time off or cash payment for overtime hours is appropriate. Time off or cash payment authorization may be granted to exempt employees at the discretion of the appointing authority except where additional compensation is required. (See Limited Circumstances When Supervisors Must Receive Overtime Compensation, 4.03(2)(b)2. of this Section.)

The following factors will be used by agencies as a basis to establish practices for additional compensation for overtime hours:

- a. The number of additional hours of scheduled work required by the employer on a frequent and recurring basis (i.e., if only a few overtime hours are worked on an occasional basis, additional compensation should not normally be granted).
- b. The standards or expectations of the occupational area (i.e., in some occupations it is customary to work overtime hours without additional payment).

- c. The status of additional compensation for overtime hours paid to subordinates or comparable employees (i.e., the employee is supervising staff earning additional compensation for overtime hours, or the employee is working under similar conditions with employees comparable to employees in the category who are earning additional compensation for overtime hours).

2. Limited Circumstances When Supervisors Must Receive Overtime Compensation.

If **all** of the following conditions apply to a supervisor included in the 'Overtime Pay Status Table for Exempt Employees' (see previous page), the supervisor must be paid overtime compensation in accordance with 3. below:

- a. The supervisor's position is assigned to pay range 81-04 or a counterpart pay range in a different schedule or lower; or, the supervisor's position is allocated to one of the following classifications: Plat Review Supervisor or Transportation Specialist Supervisor;
- b. The supervisor is directed to work hours in addition to his/her normal work hours and such additional work hours result in overtime hours;
- c. The purpose of the additional work hours is to supervise employees who also are directed to work additional hours;
- d. The additional work hours of the employees supervised generate overtime compensation for that workweek or work period; and
- e. The additional work hours of both the supervisor and employees supervised are generated by the same cause or situation.

3. Calculating Overtime Compensation When Supervisors Must Receive Overtime Compensation Under the Limited Circumstances Set Forth in 2., above.

- a. Employees in professional supervisory (DP Unit Code 17) and professional confidential/supervisory (DP Unit Code 98) positions will be compensated on an hour-for-hour basis at no less than their regular rate of compensation in cash or equivalent time off.
- b. Employees in nonprofessional supervisory (DP Unit Code 16) and nonprofessional confidential/supervisory (DP Unit Code 96) positions will be compensated at the premium rate or granted time off at the number of overtime hours multiplied by 1.5.

(3) General Administrative Provisions.

- (a) Appointing authorities will have discretion to approve scheduled use of time off earned in lieu of cash payment for overtime hours.
- (b) Each year, any compensatory time not used by October 31, including compensatory time earned for working on a legal holiday, will be paid in cash in the following November at the employee's current regular rate. There will no longer be an additional period of time for the compensatory time to be used as paid leave.
- (c) Payment of overtime will be in addition to the premium rate paid for holiday work incurred during the established workweek or work period. Compensatory time off or payment at the premium rate will be granted for holiday work hours as provided in s. 230.35 (4)(b), Wis. Stats., except as noted in Section K, 5.00 of this Plan regarding Weekend Nurses, Weekend Certified Nursing Assistants, and Fire/Crash Rescue employees.

4.04 Overtime During a Declared Emergency

- (1) During a declared emergency under ss. 20.922(2) and 20.901(1)(b), Wis. Stats., employees, except project employees, who are not required to respond to declared emergencies as part of their broader job responsibilities may be temporarily assigned to perform duties which are not normally performed or which are not described in the employee's position description. When such assignments result in overtime hours which are directly attributable to the declared emergency, the employee will receive the premium rate or will be credited with compensatory time off at the rate of 1.5 hours for each overtime hour worked. For more information, refer to Chapter 520 of the Wisconsin Human Resources Handbook.
- (2) Any employee sent by an agency out of state to respond to emergencies under an interstate compact, an Emergency Management Assistance Compact (EMAC), or other equivalent mutual aid agreement, may be paid up to 1.5 times the employee's regular rate of pay.

4.05 Night Differential for Permanent Employees

(1) Eligibility.

Subject to (2) below, all permanent classified employees are eligible except for employees who are eligible to receive pay under 4.07 of this Section (Section A) or are classified as Fire/Crash Rescue Specialist, Fire/Crash Rescue Specialist – Crew Chief, or Fire/Crash Rescue Supervisor.

(2) General Administrative Provisions.

- (a) The payment of Night Differential is mandatory for all qualifying work hours of employees who are FLSA nonexempt.
- (b) The payment of Night Differential is at the discretion of the appointing authority for all qualifying work hours of employees who are FLSA exempt. Beginning May 13, 2018, this will require DPM approval.

(3) Rate.

- (a) Forty-five cents (\$0.45) per hour for all night hours worked (i.e., work hours between the hours of 6:00 p.m. and 6:00 a.m.).
- (b) Work hours are defined as work time as directed by the appointing authority during which an employee must be on duty and/or at a prescribed place of work. In determining overtime hours for nonexempt employees, work hours means hours as defined in Chapter 520 of the Wisconsin Human Resources Handbook.

4.06 Weekend Differential for Permanent Employees

(1) Eligibility.

Subject to (2) below, all permanent classified employees are eligible, except those who receive pay under 4.31 of this Section (Section A) or are classified as Fire/Crash Rescue Specialist, Fire/Crash Rescue Specialist – Crew Chief, or Fire/Crash Rescue Supervisor.

(2) General Administrative Provisions.

- (a) The payment of Weekend Differential is mandatory for all qualifying work hours of employees who are FLSA nonexempt.
- (b) The payment of Weekend Differential is at the discretion of the appointing authority for all qualifying work hours of employees who are FLSA exempt. Beginning May 13, 2018, this will require DPM approval.

- (3) Rate.
 - (a) Sixty cents (\$0.60) per hour for all weekend work hours (i.e., work hours on Saturday and Sunday).
 - (b) Work hours are defined as work time as directed by the appointing authority during which an employee must be on duty and/or at a prescribed place of work. In determining overtime hours for nonexempt employees, work hours means hours as defined in Chapter 520 of the Wisconsin Human Resources Handbook.

4.07 Differentials for Permanent Positions in Certain Nursing Related Classifications

- (1) Eligibility. Subject to (3) below, all permanent classified employees providing professional nursing care who meet the criteria in (a) and (b), below:
 - (a) Are in positions allocated to classifications assigned to Schedule 11; or
 - (b) Are classified as Director of Nursing, Health Services Nursing Coordinator, Nursing Administrator, Nursing Practitioner-Management, or Nursing Supervisor.
- (2) Definitions:
 - (a) “Work hours” are defined as work time as directed by the appointing authority during which an employee must be on duty and/or at a prescribed place of work.
 - (b) “Permanent pm/night shift rotation” means a schedule that will include both pm and night shifts, as determined by the needs of the appointing authority.
- (3) General Administrative Provisions.
 - (a) Employees eligible to receive pay under this provision are not eligible for the Night Differential provided under 4.05 of this Section (Section A).
 - (b) The differential payment is mandatory for:
 - 1. All qualifying work hours of employees who are FLSA nonexempt; and
 - 2. Employees in positions allocated to classifications in Schedule 11 for qualifying work hours providing professional nursing care.
 - (c) The differential payment is at the discretion of the appointing authority for all other eligible employees in classifications listed in (1)(b), above.
- (4) Rate. The differential rate will be determined based on the work hours as specified below:

- (a) One dollar and forty cents (\$1.40) per hour for work hours between 6:00 p.m. and 6:00 a.m.
- (b) An amount of two dollars and fifty cents (\$2.50) per hour in addition to (a) above, for hours worked between 6:00 p.m. and 6:00 a.m. for employees in positions identified by the employing unit as:
 - 1. Permanent p.m. or night shift; or
 - 2. Permanent p.m./night shift rotations; or
 - 3. Employees who commit to or are assigned to work p.m., nights or p.m./nights for a two (2) month period; and
 - 4. Weekend Nurses as defined in 4.31 of this Section (Section A), must commit to such shifts under 1 through 3 for a six (6) month period to be eligible.
- (c) An employee in the Nurse Clinician, Nursing Specialist, or Therapist classification series who is assigned shift lead responsibilities during periods when the appointing authority determines that a supervisory employee should be readily available on the premises but is not, shall be paid an additional add-on of one dollar and fifteen cents (\$1.15) per hour. The payment shall be limited to one employee in each unit who shall be designated by the Employer.

4.08 Standby Pay

- (1) Except as noted in (2) through (8) below, when the appointing authority requires that an employee be available for work and be able to report to work in less than one hour, the appointing authority may grant standby pay for each hour in standby status at the rate of \$2.25 per hour. Standby pay is mandatory (if required by the appointing authority) for FLSA nonexempt employees. Starting May 13, 2018, standby pay may be granted to FLSA exempt employees only upon the approval of DPM.
- (2) Department of Revenue lottery drawing and security staff required to be on standby for a drawing may be granted standby pay of \$20 per standby assignment.
- (3) A Department of Children and Families Initial Assessment Specialist, Initial Assessment Specialist-Senior, Initial Assessment Specialist-Advanced, and Initial Assessment Supervisor in the Division of Milwaukee Child Protective Services required to be on call during off-duty hours, shall be provided the following supplemental pay:
 - (a) A payment equal to \$125 for each regularly scheduled block shift of the work week that the employee is required to be on call to respond during off-duty hours.
 - (b) A payment equal to \$150 for each block shift that the employee is required to be on call to respond on a weekend or holiday.

This payment shall not increase an employee's hours for the purpose of overtime calculation.

- (4) A Department of Children and Families Initial Assessment Program Manager in the Division of Milwaukee Child Protective Services required to be on call during off-duty hours, shall be provided the following supplemental pay:

- (a) A payment equal to \$75 for each regularly scheduled block shift of the work week that the employee is required to be on call to respond during off-duty hours.
- (b) A payment equal to \$75 for each block shift that the employee is required to be on call to respond on a weekend or holiday.

This payment shall not increase an employee's hours for the purpose of overtime calculation.

- (5) A Clinical Service employee at the Department of Corrections required to be on call during off-duty hours shall be provided the following supplemental pay:

- (a) A fee equal to one (1) hour of pay at the employee's current hourly rate of pay for each regularly scheduled day of the work week that the employee is required to be on call during off-duty hours with a maximum of five (5) hours of pay per work week. **Only one (1) hour of pay will be granted if an unbroken period in which an employee is required to respond extends into a second calendar day.** This payment, or fee, shall not increase the employee's hours for the purpose of the calculation of overtime.
- (b) \$3.00 per hour for each hour during regularly scheduled days off that the employee is required to be on call, subject to a maximum of \$144.00 per calendar week.

- (6) The appointing authority will have the sole discretion to provide an add-on not to exceed \$14.00 per hour to on-call physicians at the Department of Corrections.

- (7) Medical Officer of the Day Pay.

Physicians or Psychiatrists assigned as Medical Officer of the Day are responsible for all aspects of the institution's medical program on weekends and from 4:30 p.m. to 7:45 a.m. on weekdays. During these time frames, the Medical Officer of the Day is assigned both on-site responsibilities (e.g., doing rounds, making medical judgments on admissions, responding to general ward problems, etc.) and off-site responsibilities (e.g., discussing changed status of patients, prescribing treatment and medications, renewing medical orders, responding to general ward problems, etc.). Compensation for Medical Officer of the Day off-site or on-site standby duties may, upon approval of the DPM Administrator, be set at a rate not to exceed the usual and customary fee for such service as reflected by appropriate pay policies in the health treatment industry.

- (8) Department of Natural Resources employees in the Conservation Biologist, Forester, Forestry Specialist, Forestry Technician, Wildlife Biologist, and Wildlife Technician

classification series who are assigned fire suppression duties, and employees who provide direct supervision of fire suppression duties, will receive one (1) hour of pay at the straight time rate as a supplemental payment for each eight (8) hour period, or portion thereof, during their non-work time on scheduled days of the week when required to be able to be reached by two-way radio, telephone, cell phone, or pager and report for fire suppression duty in less than 30 minutes.

Department of Natural Resources employees in the Conservation Biologist, Forester, Forestry Specialist, Forestry Technician, Wildlife Biologist, and Wildlife Technician classification series who are assigned fire suppression duties, and employees who provide direct supervision of fire suppression duties, will receive two (2) hours of pay at the straight time rate as a supplemental payment for each eight (8) hour period, or portion thereof, on a non-scheduled day of the week when required to be able to be reached by two-way radio, telephone, cell phone, or pager and report for fire suppression duty in less than 30 minutes.

The Employer will restore earned legal holiday leave credits used up to a maximum of eight (8) hours to employees placed on fire duty readiness status on a legal holiday. Any restored legal holiday leave must be used within the same calendar year.

- (9) A technician at the Educational Communications Board required to be on call during off-duty hours shall be provided the following supplemental pay:
 - (a) A fee equal to one (1) hour of pay at the employee's current hourly rate of pay for each regularly scheduled day of the work week that the employee is required to be on call during off-duty hours with a maximum of five (5) hours of pay per work week. Only one (1) hour of pay will be granted if an unbroken period in which an employee is required to respond extends into a second calendar day. This payment, or fee, shall not increase the employee's hours for the purpose of the calculation of overtime.
 - (b) \$1.25 per hour for each hour during regularly scheduled days off that the employee is required to be on call, subject to a maximum of \$60.00 per calendar week.

4.09 Call-Back/Call-In Pay

The appointing authority may guarantee a minimum of two hours pay when an emergency situation exists and an employee is called back for duty or called in on the employee's day off. The guaranteed minimum of two hours pay will be mandatory for:

- (1) Nonexempt employees; and
- (2) Supervisory employees when call-back/call-in work hours plus other work hours cause the employee to receive mandatory overtime pay under 4.03(2)(b)2 of this Section (Section A).

4.10 Supplemental Pay for Psychologists

- (1) Subject to the eligibility requirements of (3) below, an add-on may be provided to an employee whose position has been allocated to one of the following classifications:

Psychologist-Licensed
Psychologist-Licensed-Chapter 980
Chief Regional Psychologist
School Psychologist
School Psychologist – Senior
Psychological Associate
Psychologist Supervisor
Psychologist Supervisor – Chapter 980
Psychologist Supervisor Management
Psychologist Manager
Psychologist Chief

- (2) The appointing authority has the sole discretion to approve or deny the add-on amount based on external market conditions affecting the recruitment and retention of employees with doctorates in the psychology subspecialty required by the position. Such amounts may differ by geographic area and by subspecialty. Differences in add-on amounts may **not** be based on differences in the level of managerial or supervisory functions performed. These differences are reflected in the base pay range assignment of the classification. Pursuant to s. 230.12(1)(c), Wis. Stats., supplemental pay may not be granted for circumstances reflected by the base pay rate or range.
- (3) In order to be eligible for the add-on, the employee must possess a recognized Doctorate in Psychology or a related field such as Behavioral Disabilities. Employees who possess an equivalent to a Doctorate, as evidenced by licensure by the Psychology Examining Board, will also be eligible.
- (4) The add-on will be an amount not to exceed \$8.00 per hour for Chapter 980 classifications and not to exceed \$6.00 per hour for all other classifications. The Psychologist add-on will be effective at the beginning of the first pay period following the appointing authority's approval of the add-on. **The amount can be subsequently changed only with DPM approval.**

4.11 Supplemental Pay for Attorney Supervisory and Managerial Positions

- (1) This supplemental pay provision applies to Attorney positions allocated to Supervisory, Confidential/Supervisory or Management classifications who supervise one or more permanent Attorney positions.
- (2) The actual responsibility add-on amount paid to an employee may be any amount up to the maximum rate. The maximum rate allowable will not exceed **\$2.75 per hour**. **The amount can be subsequently changed only with DPM approval.**

- (3) The appointing authority has the discretion to grant or adjust (subject to DPM approval) supplemental pay subject to the maximum allowable amounts based on their analysis of the organizational structure, internal and external relationships, size of staff supervised and any other reasonable criteria deemed appropriate. The agency will immediately discontinue the add-on when the Attorney is no longer employed in a position allocated to a supervisory or managerial classification. Failure to do so will result in a salary overpayment that must be recovered by the appointing authority.

4.12 Supplemental Pay for Teachers, Teacher Supervisors, Education Directors, and Juvenile Education Directors

- (1) An add-on amount may be paid to supplement the base pay of an employee whose position is allocated to the Teacher, Teacher Supervisor, Education Director, or Juvenile Education Director classifications, based on credits earned from an accredited technical college, college or university over and above those needed for basic certification as a teacher or education director, including provisional licenses, as provided in the schedule below.
- (2) In order to be eligible for the add-on, the appointing authority must make a determination that the additional credits on which the add-on is based are relevant to the duties and responsibilities of the position. The appointing authority will have the discretion to determine the relevance of the credits.
- (3) When an eligible employee successfully completes one of the following, the employee shall be eligible for a Professional Development Step as provided in the table below:
 - (a) A job-required professional development plan, pursuant to chapter PI 34, Wis. Adm. Code;
 - (b) Six credits as part of the job-required professional development plan; or
 - (c) Six job-relevant credits excluding the first six of any professional development plan.
 - (d) An employee will not receive an additional step under (a) above, if credits involved were used to receive a step under (b) above.
- (4) If granted, the add-on will be effective at the beginning of the first pay period following the appointing authority's approval of the add-on.
- (5) If the incumbent moves from the position for which an add-on amount has been determined to be appropriate to a position not allocated to one of these classifications, the add-on shall cease. If the incumbent moves to another position allocated to one of these classifications, the appointing authority shall re-evaluate the additional credits beyond those needed for basic certification, including provisional licenses, and establish which are relevant to the new position. It is on these credits that any add-on to be applied will be based.

TEACHER, TEACHER SUPERVISOR, EDUCATION DIRECTOR AND JUVENILE EDUCATION DIRECTOR SUPPLEMENTAL PAY AMOUNTS										
HOURLY ADD-ON AMOUNTS										
	\$0.97	\$1.22	\$1.47	\$1.72	\$1.97	\$2.22	\$2.47	\$2.72	\$2.97	
NUMBER OF CREDITS BEYOND BACHELOR'S DEGREE										
Bachelor's Degree plus:	6	12	18	24	30	36	42	48	54	
Professional Development Plan Steps:	A	B	C	D	E	F	G	H	I	

The above add-on amounts apply only to classifications eligible for the supplemental pay add-on.

4.13 Supplemental Pay for Dentists, Physicians, and Psychiatrists

Permanent and project employees whose positions require the possession of a license to practice medicine pursuant to s. 448.05, Wis. Stats., are covered by (1) below. These positions are classified as Physician, Physician Supervisor, Physician Management, Psychiatrist, Psychiatrist Supervisor, or Psychiatrist Management. Permanent and project employees in positions classified as Dentist Supervisor, Dentist Management, Physician Supervisor, Physician Management, Psychiatrist Supervisor or Psychiatrist Management are covered by (2) below.

(1) Supplemental Pay for Board Certification and Board Certification Eligibility.

Subject to (a) through (e) below, the appointing authority has the authority to determine supplemental pay in accordance with the schedule of supplemental pay amounts provided under (f) below, for Board Certification eligibility or Board Certification.

- (a) Board Certification Eligibility. An employee in a position for which the appointing authority requires Board Certification and who has been certified by the appropriate Medical Specialty Board as having achieved the required Board Certification eligibility may be granted supplemental pay up to the amount shown in the table below, at the discretion of the appointing authority. No credit will be given for Board Certification eligibility in a specialty not directly related to the employee’s position, as determined by the appointing authority. **The amount can be subsequently changed only with DPM approval.**
- (b) Board Certification. An employee in a position for which the appointing authority requires Board Certification and who has been certified by the appropriate Medical Specialty Board for the required certification may be granted supplemental pay within the range provided in the table below. No

credit will be given for Board Certification in a specialty not directly related to the employee’s position, as determined by the appointing authority.

- (c) Supplemental pay may only be granted upon receipt of written evidence of Board Certification eligibility or Board Certification. All supplemental pay adjustments will be effective at the beginning of the pay period following the determination by the appointing authority that the employee has presented sufficient evidence of the Board Certification eligibility or Board Certification required for the position. Supplemental pay will be discontinued by the appointing authority whenever the Physician or Psychiatrist is no longer employed in a position for which the appointing authority requires the Board Certification.
- (d) Any employee who was already receiving supplemental pay for Board Certification on November 26, 1995, in an amount that was greater than fifteen percent (15%) of the minimum of the pay range that took effect on November 26, 1995, will retain at least that amount while in the position the employee occupied on that date.
- (e) Employees eligible for supplemental pay are limited to one supplemental pay amount to reflect either Board Certification Eligibility or Board Certification. There will be no pyramiding of Board Certification pay.
- (f) Schedule of Supplemental Pay Amounts for Board Certification and Board Certification Eligibility.

Schedule of Supplemental Pay Amounts for Board Certification And Board Certification Eligibility		
Classification	Board Certification Eligibility	Board Certification
Physician Physician Supv. Physician Mgt.	NTE \$7.00/hr.	\$10.00/hr - \$21.00/hr
Psychiatrist Psychiatrist Supv. Psychiatrist Mgt.	NTE - \$8.00/hr	\$11.00/hr - \$23.00/hr

- (2) Supervisory/Management Responsibility.
 - (a) Because of the variety of existing and potential future positions assigned supervisory or management responsibility, supplemental pay will be based upon such factors as organizational status, structure of the work environment, program scope and complexity, decision-making authority, policy-setting authority or any other reasonable factors. The added supplemental pay will relate to either of the two categories listed in the table below based on the designation (i.e., Supervisor or Management) in the employee’s classification title.

Schedule of Supplemental Pay Amounts for Supervisory and Management Responsibility		
Pay Range (Classification)	Supervisory	Management
Pay Range 50-50 (Dentist Supv.) (Dentist Mgt.)	NTE - \$6.00/hr.	NTE - \$17.00/hr.
Pay Range 50-51 (Physician Supv.) (Physician Mgt.)	NTE - \$7.00/hr.	NTE - \$21.00/hr.
Pay Range 50-52 (Psychiatrist Supv.) (Psychiatrist Mgt.)	NTE - \$8.00/hr.	NTE - \$23.00/hr.

- (b) **The supplemental pay amount awarded by an agency can be subsequently changed only with DPM approval.** This type of change is not considered a promotion or demotion and, therefore, within range base pay increases will not be granted.
- (c) Effective Dates.

All supplemental pay adjustments will be effective at the beginning of the pay period following the determination by the appointing authority that such adjustments are warranted in accordance with this Section (Section A). Supplemental pay will cease whenever the employee is not employed in a position requiring supervisory or management responsibility.

4.14 Supplemental Pay for Engineering Related Classifications

- (1) An add-on amount of \$0.30 per hour may be paid to supplement the base pay of an employee whose position is allocated to a classification in schedule 14 or one of the management or supervisory engineering and related classifications based upon the employee's possession of a license or registration as an Agricultural Engineering Practitioner, Professional Geologist, Professional Hydrologist, Professional Soil Scientist, Petroleum Operations Engineer, or Wisconsin Registered Interior Designer. The license or registration must be recognized by the State of Wisconsin.
- (2) An add-on amount of \$0.30 per hour may be paid to supplement the base pay of an employee whose position is allocated to the Construction Coordinator Supervisor based on the employee's possession of an Asbestos Supervisor certification from the Wisconsin Department of Health Services.
- (3) An add-on of \$1.00 per hour may be paid to supplement the base pay of an employee whose position is allocated to a classification in schedule 14 or one of the management or supervisory engineering and related classifications based upon the

employee's possession of a Designer of Engineering Systems permit, an Architect registration or for licenses as a Land Surveyor, Professional Engineer, and Landscape Architect. The license, permit, or registration must be recognized by the State of Wisconsin.

- (4) The appointing authority will have the discretion to determine the relevance of the registration or permit to the position held and to authorize the hourly add-on. If granted, the add-on will be effective at the beginning of the first pay period following the appointing authority's approval of the add-on.
- (5) If the incumbent moves from the position for which an add-on has been approved by the appointing authority to a position not allocated to one of the authorized classifications, the add-on will cease. If the incumbent moves to another position allocated to one of the authorized classifications, the appointing authority of the new position has the discretion to determine whether the add-on will be continued in the new position. If an employee receiving an add-on ceases to hold a current registration or permit as the result of expiration or revocation, the add-on will cease effective at the beginning of the first pay period following the expiration or revocation date.
- (6) An employee may receive only one of the add-ons identified in (1) to (3), above.

4.15 Certified Public Accountant (CPA) Add-On

- (1) CPA Add-On (Pre-Certification). An add-on amount of twenty-five cents (\$0.25) per hour may be paid to supplement the base pay of an eligible employee whose position is allocated to Accountant, Auditor, agency-specific professional fiscal (schedule 07) classifications, or one of the professional confidential, supervisory, or management fiscal classifications based upon the employee's successful completion of the Certified Public Accountant (CPA) examination and possession of the CPA "Notification of Grades." To be eligible for the add-on, all three of the following criteria must be met:
 - (a) The employee must be in a position that is allocated to Accountant, Auditor, agency-specific professional fiscal (schedule 07) classifications, or one of the following professional confidential, supervisory, or management fiscal classifications: Accountant-Confidential, Auditor-Confidential, Financial Program Supervisor, Financial Officer, Financial Manager, Financial Management Supervisor, or agency-specific professional fiscal classification;
 - (b) The employee must successfully complete the CPA examination and possess the CPA "Notification of Grades" from the Department of Safety and Professional Services or another state; **and**
 - (c) The CPA-related knowledge must be relevant to the position's assigned duties and responsibilities.
- (2) CPA Add-On (Post-Certification). Upon earning the CPA certification, an additional add-on amount of twenty-five cents (\$0.25) per hour may be granted to an employee to bring the employee's total add-on amount up to fifty cents (\$0.50) per

hour. To be eligible for this additional add-on amount, all three of the following criteria must be met:

- (a) Except as indicated in (3) below, the employee must be in a position that is allocated to Accountant, Auditor, agency-specific professional fiscal (schedule 07) classifications, or one of the following professional confidential, supervisory, or management fiscal classifications: Accountant, Auditor, Financial Program Supervisor, Financial Officer, Financial Manager, Financial Management Supervisor, or agency-specific professional fiscal classification;
 - (b) The employee must possess a current certificate from the Department of Safety and Professional Services or another state as a Certified Public Accountant; **and**,
 - (c) The CPA-related knowledge must be relevant to the position's assigned duties and responsibilities.
- (3) On a case-by-case basis, an appointing authority may request DPM's approval of CPA add-on eligibility for positions not allocated to the classifications identified in (2)(a), above.
 - (4) The appointing authority will have the discretion to determine the relevance of the successful completion of the CPA examination or CPA certification to the position held and to authorize the hourly add-on.
 - (5) If an add-on is granted, it will take effect at the beginning of the first pay period following the appointing authority's approval of the add-on.
 - (6) If the incumbent moves from the position for which an add-on has been approved by the appointing authority to a position not allocated to one of the authorized classifications, the add-on will cease. If the incumbent moves to another position allocated to one of the authorized classifications, the appointing authority of the new position has the discretion to determine whether the add-on will be continued in the new position, based on the criteria noted above. If an employee receiving an add-on ceases to hold a current certification as the result of expiration or revocation of such certification, the add-on will cease effective at the beginning of the first pay period following the expiration or revocation date.

4.16 Certified General Appraiser Add-On

An add-on amount of thirty cents (\$0.30) per hour may be paid to supplement the base pay of an eligible employee in a position of which the primary responsibility is property assessment or real estate appraisal, based on the employee's possession of a current certification as a Certified General Appraiser from the Department of Safety and Professional Services.

- (1) To be eligible for the add-on, the following conditions must be met:
 - (a) The employee must be in a position of which the primary responsibility is property assessment or real estate appraisal;
 - (b) The employee must possess a current certification as a Certified General Appraiser from the Department of Safety and Professional Services; and
 - (c) The General Appraiser Certification must be relevant to the position's assigned duties and responsibilities.
- (2) DPM will establish and maintain the list of classifications that qualify for the Certified General Appraiser Add-On.
- (3) The appointing authority will have the discretion to determine the relevance of the certification to the position held and to authorize the hourly add-on.
- (4) If an add-on is granted to an employee, it will take effect at the beginning of the first pay period following the appointing authority's approval of the add-on.
- (5) If the incumbent moves from the position for which an add-on has been approved by the appointing authority to a position not allocated to one of the authorized classifications, the add-on will cease. If the incumbent moves to another position allocated to one of the authorized classifications, the appointing authority of the new position has the discretion to determine whether the add-on will be continued in the new position, based on the criteria noted above. If an employee receiving an add-on ceases to hold a current certification as the result of expiration or revocation of such certification, the add-on will cease effective at the beginning of the first pay period following the expiration or revocation date.

4.17 Supplemental Pay Program for Certain Power Plant Classifications

- (1) This supplemental pay program applies to employees in positions allocated to the Power Plant Operator, Power Plant Operator – Senior, Power Plant Operator – In Charge, Power Plant Manager, and Power Plant Superintendent classifications, or to employees temporarily assigned for longer than four weeks, to power plant facilities listed below.

- (2) Eligible employees may receive an add-on as follows:

DOA Capitol Heat & Power	\$1.00 per hour
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- (3) Any add-on granted to an employee will take effect at the beginning of the first pay period following the appointing authority's approval of the add-on.
- (4) The add-on will immediately cease when the employee is no longer employed in the position for which the add-on was approved.

4.18 Supplemental Pay for Firearms Requirement at the Department of Military Affairs

Employees in the Department of Military Affairs who are qualified and regularly required to carry a firearm during the performance of security duties shall receive an add-on of \$2.00 per hour. For purposes of this provision, a firearm is defined as a pistol and/or rifle. The add-on will immediately cease if the employee is no longer qualified or regularly required to carry a firearm, or leaves the Department of Military Affairs.

4.19 Supplemental Pay for Accredited and Certified Insurance Examiner Designations

Employees at the Office of the Commissioner of Insurance who are in positions allocated to the Insurance Examiner classification series, the Insurance Financial Examiner classification series and classifications of Insurance Examiner Chief or Insurance Financial Examiner Chief shall receive an add-on of \$0.25 per hour based on the employee's designation of Accredited Insurance Examiner or Accredited Financial Examiner, respectively, after successfully meeting the requirements of an accredited program. Upon earning a Certified Insurance Examiner or Certified Financial Examiner designation appropriate for the employee's classification, an additional \$0.25 per hour will be added, bringing the total add-on amount to \$0.50 per hour. The add-on shall be effective the first day of the pay period following receipt of proof of such accreditation or certification. The employee shall no longer receive the add-on if the employee is no longer in a position allocated to one of the specified classifications or if the employee no longer meets the continuing education requirements of the designation.

4.20 Supplemental Pay for Specific Department of Natural Resources Assignments

Employees at the Department of Natural Resources who are in positions allocated to the classifications of Conservation Warden, Administrative Warden, and NR Law Enforcement Supervisor may be provided a \$1.50 per hour add-on for performing the following duties:

- (1) Field Training Officer (FTO), including time spent completing Daily Observation Reports, field training performance evaluations and other documents directly related to assessing recruit performance during the FTO assignment;
- (2) Background Investigator; or
- (3) Instructor, instructing students in Firearms, Defensive and Arrest Tactics, Vehicle Contact, Emergency Vehicle Operations, Professional Communications or Standardized Field Sobriety Testing pursuant to their Wisconsin Department of Justice instructor certification.

The add-on will be provided only for hours performing the above duties, and only if they are duties considered outside of the employee’s normal job responsibilities. Eligible hours will not include any training sessions, or travel time to or from training sessions.

4.21 Supplemental Pay for Financial Examiner Skills and Education

- (1) For the positions listed below, the Department of Financial Institutions and the Office of Credit Unions will implement a supplemental pay program for Financial Examiner Skills and Education:

- Consumer Act Director
- Consumer Credit Examiner and Consumer Credit Examiner – Journey, Senior and Advanced
- Deputy Administrator - Banking
- Deputy Administrator - Credit Unions
- Financial Examiner and Financial Examiner – Journey, Senior and Advanced
- Financial Examiner Supervisor
- Licensed Financial Services Director
- Securities Examiner and Securities Examiner – Journey, Senior and Advanced
- Securities Registration and Compliance Director

On a case-by-case basis, the appointing authority may request DPM’s approval of add-on eligibility for other positions.

- (2) The appointing authority may grant or adjust the add-on based on the following amounts and criteria developed by the appointing authority. Such criteria must be approved by the DPM Administrator prior to the granting of any add-on under these provisions:

Amounts for Each Skill and Education Level Attained:

Skill and Education Level 1	\$1.50/hour
Skill and Education Level 2	\$1.50/hour
Skill and Education Level 3	\$1.50/hour
Skill and Education Level 4	\$1.50/hour

- (3) Any add-on will immediately cease when the employee is no longer employed in the position for which the add-on was approved, unless the employee continues employment in an otherwise covered position.
- (4) Differences in add-on amounts may not be based on differences in the level of managerial or supervisory functions performed. These differences are reflected in the base pay range assignments of the classifications. Pursuant to s. 230.12(1)(c), Wis. Stats., supplemental pay may not be granted for circumstances reflected by the base pay rate or range.

- (5) Any add-on granted to an employee will take effect at the beginning of the first pay period following the appointing authority's approval of the add-on. The maximum add-on for an individual is \$6.00 per hour.

4.22 Supplemental Pay for Bilingual Skills

The appointing authority will have the sole discretion to provide an add-on not to exceed \$1.00 per hour to any employee whose position description requires the employee to speak or translate a language other than English, or to use American Sign Language. The amount granted will be based on the employer's assessment of the need for bilingual skills including but not limited to anticipated percentage of time devoted to this activity, estimates of the size to the client/customer base served that require bilingual services and the number of languages utilized. This add-on will immediately cease when the employee leaves the position or if the requirement is removed from the employee's position description.

4.23 Flight Pay

Any employee required to pilot an aircraft as a portion of his/her assigned duties shall receive as additional pay five dollars (\$5.00) for each hour of aircraft log time during which this duty is performed unless:

- (1) His/her current classification and job specification already includes this duty as a regularly assigned duty of the job; or
- (2) The time spent in flying the air craft is a casual occurrence solely for the purpose of arriving at a destination and not a part of a regular duty assignment.

No additional compensation shall be granted for any ground duty or preparation time even though such duties may be directly connected with the actual flying assignment. The Aircraft Pilot classification is exempt from this provision.

4.24 Aircraft Mechanics

DOA aircraft mechanics required to pilot an aircraft as a portion of his/her assigned duties shall receive additional add-on pay of five dollars (\$5.00) for each hour from the time the plane takes off (engine start) from its originating location until it returns and lands at the same location (engine stop) including wait time. If the flight involves an overnight stay, the add-on pay is only applied until engine stop at the overnight stay location and will begin the next day at engine start for the return flight back to the home base.

An add-on of fifty cents (\$0.50) per hour shall be paid to supplement the base pay of an employee whose position has been allocated to the Aircraft Mechanic classification, based upon the employee's possession of a current Repairman's Certification under FAR part 65.103 (Specialized Services & Instrument). If an employee receiving this supplemental add-on ceases to hold a current certification or a position allocated to the Aircraft Mechanic classification, the add-on will cease effective the first day of the pay period

following termination of the current certification or from the position allocated to the Aircraft Mechanic classification.

4.25 Fire/Crash Rescue Relief Lead Worker

When a Fire/Crash Rescue Specialist – Crew Chief is not available to lead a shift, the Employer may designate an employee classified as a Fire/Crash Rescue Specialist as a relief lead worker for that shift. The employee will receive a differential of ninety cents (\$0.90) per hour for each hour assigned as relief lead worker. The differential will cease when the employee is no longer assigned as a relief lead worker.

4.26 Plumbing Specialty Add-on

Employees who have a valid Master Plumber’s license or are credentialed as a Designer of Engineering Systems with a Plumbing Specialty and who are also classified as a Plumbing Consultant or Plumbing Plan Reviewer, or employees classified as a Plumbing Plan Reviewer – Water Attraction/Swimming Pool Plan Reviewer, will receive an add-on of \$3.50 per hour. The add-on will terminate on the date such employee leaves a covered classification. An employee may only receive one add on.

4.27 AODA Treatment Programs Add-on

Department of Corrections, Department of Veterans Affairs, and Department of Health Services employees who are classified as Social Services Supervisor, Social Worker – Corrections, Social Worker – Corrections - Senior, Social Worker-Clinical, Social Worker – Senior, Social Worker-Advanced, or Treatment Specialist 1 or 2, and who hold positions identified as those assigned to AODA treatment programs with the majority of each employee’s duties being social work related may be provided an add-on corresponding to their AODA certification:

Substance Abuse Counselor – in – Training (SACIT)	\$1.00 / hour
Substance Abuse Counselor (SAC)	\$1.50 / hour
Clinical Substance Abuse Counselor (CSAC)	\$2.00 / hour

Employees in positions allocated to classifications other than those listed above may receive an add-on only upon approval of the DPM Bureau of Classification and Compensation, or by the appointing authority if delegation for approval is delegated by the bureau.

Certification must be issued by the State of Wisconsin Department of Safety and Professional Services and determined to be valid by the applicable agency.

Each eligible employee holding certification shall be eligible to receive only one add-on for verified AODA certification. Employees holding multiple certifications (of those listed above) will be eligible to receive the add-on for the highest level of certification. If an employee obtains a higher level of AODA certification (of those listed above), the employee will be eligible for the corresponding add-on. The effective date of the new add-on shall be the beginning of the pay period following receipt by the appointing

authority of proof of certification.

Any applicable add-on will end immediately if the employee leaves a covered position or if the employee loses eligibility by failure to maintain certification or obtain required re-certification

4.28 Oral Surgery Add-on

The Department of Corrections (DOC) may choose to assign regional responsibility for more advanced oral surgery procedures not considered to be part of a routine practice. Employees with assigned regional responsibility will also be expected to perform those procedures at their base location. Additional regional responsibilities include the regular performance of a specific set of oral surgery procedures, traveling to assigned institutions and working with dental staff at that location, and treating offenders from other institutions solely for their oral surgery needs. DOC will determine the number and composition of the regions, if any, and to assign regional responsibilities and make changes as needed for operational purposes. DOC will also determine selection and ongoing eligibility, based on the recommendations of the DOC Dental Director.

An hourly add-on amount not to exceed \$5.00 per hour may be granted to those employees for whom regional oral surgery responsibilities are assigned and comprise at least 25% of the duties and responsibilities as reflected on the employee's position description.

4.29 Teacher Education Program Supplemental Pay

Professional Development Plan (PDP) Team Members: A professional development team is responsible for review and approval of initial and professional educators' professional development goals. Teachers and administrators selected to serve on a PDP team will attend a one-day training conducted by DPI. Teachers and administrators participating in PDP training will do so without loss of pay. Cost of the training will be paid by the Employer. Teachers and administrators serving on a professional development team will receive their current hourly rate of pay including add-ons. The number and length of meetings with initial and professional educators will be determined by the Employer.

Master Educators: The master educator license is an optional ten year renewable license. Teachers who have been granted a master educator license by the DPI or by the National Board of Professional Teaching Standards may receive an add-on in the amount of one dollar and fifty cents (\$1.50) per hour while the license is in effect.

4.30 Nurse Clinician Add-on

(A) An add-on amount of one dollar (\$1.00) per hour shall be paid, for hours worked only, to supplement the base pay of employees meeting the following criteria. Effective April 12, 2020, employees in the classifications of Nurse Clinician 2 or Nurse Clinician 2-Weekend will no longer be eligible for this add-on.

- (1) The employee is in a position which is allocated to the Nurse Clinician classification series and is providing direct patient care.

- (2) The employee is employed by one of the following: Racine Correctional Institution, Racine Youthful Offender Correctional Facility, Mendota Mental Health Institute, Winnebago Mental Health Institute, Wisconsin Resource Center, Central Wisconsin Center, and Veteran’s Home-King. Other units may provide the add-on at the sole discretion of the appointing authority.

At the sole discretion of the appointing authority, employing units other than those listed in (2) above, may provide an add-on amount of one dollar (\$1.00) per hour to supplement the base pay of employees, subject to the following. Effective April 12, 2020, employees in the classifications of Nurse Clinician 2 or Nurse Clinician 2-Weekend will no longer be eligible for this add-on.

- (1) The employee is in a position which is allocated to the Nurse Clinician classification series and is providing direct patient care.
- (2) The employee is in a position which is allocated to a classification other than Nurse Clinician and is providing direct patient care when filling-in for a Nurse Clinician as described under (1) above.
- (3) In addition to the one dollar (\$1.00) per hour add-on, Nurse Clinicians providing direct patient care at the Milwaukee Secure Detention Facility may be paid up to an additional three dollars (\$3.00) per hour add-on.

The applicable add-on is paid for all qualifying hours worked under (1) through (3) above.

(B) Provisions effective starting April 12, 2020:

- (1) Effective April 12, 2020, the \$1.00 per hour add-on under (A), above, will no longer be paid to employees in the classifications of Nurse Clinician 2 or Nurse Clinician 2-Weekend. In lieu of the add-on, the base pay rate for each Nurse Clinician 2 or Nurse Clinician 2-Weekend shall be increased by \$1.00 per hour. This adjustment shall occur before placement on the Nurse Clinician 2 and Nurse Clinician 2-Weekend pay progression structure on the same date.
- (2) Effective April 12, 2020, employees in the classifications of Nurse Clinician 2 or Nurse Clinician 2-Weekend providing direct patient care at the Milwaukee Secure Detention Facility may be paid up to three dollars (\$3.00) per hour as an add-on for all qualifying hours worked.

4.31 Weekend Nurse Program

Employing units may establish Weekend Nursing Programs designed to recruit and retain qualified nursing personnel. Nurse Clinician 2 & 3 positions will be assigned to the Weekend Nursing Programs and will be subtitled “Weekend Nurse.” Weekend Nurses will receive a weekend add-on of \$10.00 per hour for all hours worked during qualifying periods to be determined by the employing units, but those qualifying periods are not to exceed the hours between 6:00 a.m. Friday and 11:30 p.m. Monday.

4.32 Weekend Certified Nursing Assistant Program

Employing units may establish Weekend Certified Nursing Assistant Programs designed to recruit and retain qualified certified nursing assistant personnel. Nursing Assistant 1, 2, 3 and Resident Care Technician Entry, Objective, Advanced positions will be assigned to the Weekend Programs and will be subtitled "-- Weekend" after the regular classification title. Weekend Certified Nursing Assistants will receive a weekend add-on of \$5.00 per hour for all hours worked during qualifying periods to be determined by the employing units, but those qualifying periods are not to exceed the hours between 6:00 a.m. Friday and 11:30 p.m. Monday.

4.33 Special Agent in Charge Supplemental Pay

Employees in the Department of Justice whose positions are allocated to the classification of Special Agent in Charge will be provided with an add-on of \$2.25 per hour. The add-on will immediately cease when the employee is no longer employed in the Special Agent in Charge classification.

4.34 Supplemental Pay for Science Related Certifications, Licenses, and Registrations

The appointing authority will have the sole discretion to provide an add-on not to exceed \$0.30 per hour to an employee whose position is in Schedule 15 and holds:

- (1) A Department of Safety and Professional Services certification, license or registration as a Professional Geologist, Professional Hydrologist, Sanitarian, Nutrient Management Planner or Professional Soil Scientist; or
- (2) A certification from the National Credentialing Agency or the American Society for Clinical Pathology; or
- (3) A Registered Sanitarian certification from the National Environmental Health Association for sanitarian positions.

An employee will be eligible for only one add-on regardless of how many licenses/registrations the employee holds. The add-on will immediately cease if the employee leaves the position.

4.35 Supplemental Pay for Certain Enterprise Classifications

- (1) The appointing authority will grant an add-on to certain employees of the **Department of Administration** based on the following list and criteria developed by the appointing authority. Such criteria must be approved by the DPM Administrator prior to the granting of any add-on under these provisions:

Executive Policy and Budget Analyst-Entry	\$1.00/hr
Executive Policy and Budget Analyst-Journey	\$2.00/hr
Executive Policy and Budget Analyst-Senior	\$3.00/hr
Deputy Admr, Div. of Executive Budget & Finance	\$4.00/hr

Executive Policy and Budget Analyst-Advanced	\$4.00/hr
Executive Policy and Budget Manager	\$4.00/hr
Procurement Specialist	\$1.00/hr
Procurement Specialist – Objective	\$2.00/hr
Procurement Specialist – Senior	\$3.00/hr
Procurement Specialist – Advanced	\$4.00/hr
Procurement Supervisor	\$4.00/hr

Other related supervisory or managerial positions with responsibility for directing positions in the above classifications may be included upon approval of the DPM Administrator.

- (2) Any add-on will immediately cease when the employee is no longer employed in the position for which the add-on was approved, unless the employee continues employment in an otherwise covered position.
- (3) Differences in add-on amounts may not be based on differences in the level of managerial or supervisory functions performed. These differences are reflected in the base pay range assignments of the classifications. Pursuant to s. 230.12(1)(c), Wis. Stats., supplemental pay may not be granted for circumstances reflected by the base pay rate or range.
- (4) Any add-on granted to an employee will take effect at the beginning of the first pay period following the appointing authority’s approval of the add-on.

4.36 Supplemental Pay for the DOT Dignitary Protection Unit

Department of Transportation employees in the classifications of State Patrol Captain, State Patrol Lieutenant, or State Patrol Sergeant who are permanently assigned to the Governor’s Dignitary Protection Unit (DPU) may be granted an add-on not to exceed \$4.00 per hour. Any add-on granted will end immediately upon leaving or being removed from the permanent assignment. Employees in the same classifications but not permanently assigned to the DPU are not eligible for the add-on.

4.37 Certified Nursing Assistant Add-on

Department of Corrections (DOC), Department of Health Services (DHS) and Department of Veterans Affairs (DVA) employees who hold a current and valid license as a Certified Nursing Assistant and who have successfully completed all required agency-specific training to provide direct care shall receive an \$1.20 add-on for hours worked under the following conditions:

- (1) The DOC employee must be in a position allocated to the classification of Nursing Assistant 1, 2, 3 at the Department of Corrections where employees are providing direct care in a health unit.
- (2) The DHS employee must be in a position allocated to the classification of Resident Care Technician – Entry, Objective, or Advanced and provides direct care at the Central Wisconsin Center – Madison; Northern Wisconsin Center for the

Developmentally Disabled – Chippewa Falls; or Southern Wisconsin Center for the Developmentally Disabled – Union Grove.

- (3) The DVA employee must be in a position allocated to the classification of Nursing Assistant 1, 2, or 3 at the Department of Veterans Affairs and provides direct care at the Wisconsin Veterans Home – King or the Wisconsin Veterans Home – Union Grove.
- (4) An employee in a position allocated to another classification who meets the specified licensing and training requirements and provides direct care at a facility named in (1), (2) or (3), may receive the \$1.20 add-on when they are assigned by facility management to provide direct care for hours worked beyond their normally scheduled work hours.
- (5) FLSA Non-Exempt: Overtime pay for employees receiving the \$1.20 add-on and who are non-exempt from the Fair Labor Standards Act (FLSA) overtime provisions shall be 1.5 times the add-on rate in accordance with the provisions of the FLSA and related federal regulations. See Chapter 520 of the Wisconsin Human Resources Handbook for an explanation of these provisions.
- (6) FLSA Exempt: Employees who are exempt from the FLSA overtime provisions and are granted this add-on for providing direct care shall receive the add-on at the rate of \$1.80 for hours worked in excess of 80 hours in a pay period.
- (7) The add-on will end immediately if the employee leaves a covered classification or does not perform direct care at a named facility.
- (8) If the employee moves from one named facility to an eligible classification at another named facility during the time period and continues to provide direct care, the add-on shall continue.

4.38 Youth Counselor Add-on

Employees in positions allocated to the classifications of Youth Counselor and Youth Counselor Advanced employed at Lincoln Hills/Copper Lake Schools, shall be provided a \$1.00 add-on for worked hours only. This add-on shall be effective February 18, 2018, and will continue through June 20, 2020. This add-on will end immediately for any employee that leaves a covered classification or leaves the named institution.

4.39 Pilot Supplemental Pay Provisions

The DPM Administrator shall have the sole discretion to create pilot add-ons for specific classifications or locations when severe recruitment, retention, or other issues necessitate implementation of such an add-on before a meeting of the Joint Committee on Employment Relations (JCOER) can be convened. Any pilot add-on will be recommended to JCOER if it is determined that the add-on should be made permanent.

5.00 Lump Sum Incentive Payments

5.01 Schedules 50, 70, 71 and 81 Relocation Incentive Awards

- (1) **Effective Dates and Amounts.** Noncumulative Relocation Incentive Awards may, at the request of the appointing authority to DPM, be granted to employees who relocate, pursuant to s. 20.917(1)(a) and (b), Wis. Stats., as a result of promotion or transfer. Noncumulative Relocation Incentive Awards will be granted in the form of one time payments in any whole dollar increment up to an amount equal to 125% of the monthly minimum for the pay range to which the employee's new position classification is assigned. The monthly minimum is calculated as the pay range minimum hourly rate multiplied by 174. The award must be approved at the time of appointment. The appointment letter will specify the amount of the award and indicate that approval is contingent upon reimbursement for his or her moving expenses. The award may be paid at any time within three months after the employee has received such reimbursement.
- (2) **Eligibility.** Permanent employees covered by this Section (Section A) whose positions are allocated to schedules 50, 70, 71, and 81 and who meet the eligibility criteria for moving expense reimbursement under s. 20.917(1)(a) and (b), Wis. Stats., are eligible for Relocation Incentive Awards provided the employing agency has written criteria approved by DPM, Bureau of Classification and Compensation. These criteria must ensure that relocation incentive awards will be distributed in a uniform manner throughout the agency or employing unit.
- (3) **Funding.** These awards are funded from each agency's salary line.

5.02 DPI Special Activities

Listed below are the flat rates by experience to be provided for specific activities to be performed at the Wisconsin Center for the Blind and Visually Impaired (WCBVI) and the Wisconsin Education Services Program for the Deaf and Hard of Hearing (WESPDHH).

The following activities will qualify for lump sum payment at the following rates:

Activity	Years of Experience in Activity	
	0 to 3	4 or more
Student Club Advisor WCBVI (2)	425	550

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Assembly/Event Coordinator WCBVI (2)	425	550
Student Trip Coordinator WCBVI (2)	425	550
ACE WESPDHH (2) MS and HS Groups	850	1100
ECA Coordinator WESPDHH	850	1100
Graduation Coordinator WCBVI	850	1100
Student Club Coordinator WCBVI	850	1100
Close Up/Space Camp Chaperone WCBVI	850	1100
Wisconsin Times Reporter WESPDHH (3)	850	1100
Wisconsin Times/Yearbook Proofreader WESPDHH	850	1100
White Cane Day Coordinator (2)	850	1100
Braille Fest Coordinator WCBVI (2)	850	1100
Art Activities Displays WESPDHH (2)	1300	1550
Battle of the Books Coach WESPDHH (2)	1300	1550
College & Career Readiness Higher Education Coordinator WCBVI	1300	1550
College & Career Readiness Vocational Educ. Coordinator WCBVI	1300	1550
Daily Living Skills Trial Coordinator WCBVI	1300	1550
Drama Club Construction Designer WESPDHH (2)	1300	1550
Family ASL Instructor WESPDHH (2)	1300	1550
Math Club Advisor WESPDHH (1) MS or HS Group	1300	1550
Middle School Assistant Coach WESPDHH (6)* WCBVI (2)*	1300	1550
National Honor Society Advisor WESPDHH	1300	1550
School Accessible Materials Production WCBVI	1300	1550
Science Club Advisor WESPDHH (1) MS or HS Group	1300	1550
Astronomy Club/Yerkes WCBVI (2)	1300	1550
Student Body Advisor – Middle School WESPDHH	1300	1550
Student Information System Support WCBVI (2)	1300	1550
Wisconsin Times Circulation WESPDHH	1300	1550
Wisconsin Times Sports Editor WESPDHH	1300	1550
Yearbook Photographer WCBVI	1300	1550
4-H Club Coordinator WCBVI	1300	1550
Archives WESPDHH	1800	2400
ASL Club Sponsor WESPDHH (2) Elem. and MS/HS Groups	1800	2400
AV Coodinator WCBVI	1800	2400
Campus Photographer WESPDHH	1800	2400
Close Up/Space Camp Coordinator	1800	2400
Drama Club Assistant WESPDHH (2)	1800	2400
Drama Club Sponsor WCBVI (2)	1800	2400
Elementary Rhythm Club Sponsor WESPDHH (2)	1800	2400
Yearbook Advisor WESPDHH	1800	2400
Academic Bowl Advisor WESPDHH (2)	2525	2950

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Band WCBVI*	2525	2950
Cheerleading Coach WESPDHH (2)	2525	2950
Curriculum Development Coordinator WCBVI (3 full time or 6 part time)	2525	2950
Curriculum Coach WESPDHH (3 full time or 6 part time)	2525	2950
Drama Club Costume Designer WESPDHH (2)	2525	2950
Drama Club Sponsor WESPDHH (2)	2525	2950
Educator Effectiveness Coach WESPDHH (2)	2525	2950
Jr. NAD Advisor WESPDHH	2525	2950
Junior/Senior Class Advisor WESPDHH (4)	2525	2950
Sign Song Dancers Coach HS WESPDHH	2525	2950
SMILES Coordinator WCBVI	2525	2950
Special Olympics Assistant Coaches HS WESPDHH (4)	2525	2950
Special Olympics Snowshoeing Head Coach HS WESPDHH	2525	2950
Student Body Government Advisor HS WESPDHH	2525	2950
Student Council Coordinator WCBVI (2)	2525	2950
Wisconsin Times Co-Editor WESPDHH (2)	2525	2950
Yearbook Coordinator WCBVI	2525	2950
Basketball Ass't Coach HS WESPDHH (2)	2750	3300
Middle School Head Coach WESPDHH (6)*, WCBVI (2)*	2750	3300
Special Olympics Basketball Head Coach HS WESPDHH	2750	3300
Special Olympics Bowling Head Coach HS WESPDHH	2750	3300
Special Olympics Track & Field Head Coach HS WESPDHH	2750	3300
Track & Field Assistant Coach HS WESPDHH (2)	2750	3300
Volleyball Assistant Coach HS WESPDHH	2750	3300
Basketball Head Coach HS WESPDHH (2)	3700	4200
Cheerleading Coach WCBVI (2)	3700	4200
Football Assistant Coach HS WESPDHH (2)	3700	4200
Forensics WCBVI (2)	3700	4200
Goal Ball Coach WCBVI (2)	3700	4200
Swimming Coach WCBVI (2)	3700	4200
Track & Field Coach WCBVI (2)	3700	4200
Track & Field Head Coach HS WESPDHH (2)	3700	4200
Volleyball Head Coach HS WESPDHH	3700	4200
Wrestling Coach WCBVI (2)	3700	4200
Athletic Director WCBVI	4200	4700
Football Head Coach HS WESPDHH	4200	4700

Timers/Scorers:

570 hours available @ \$17.68/hr WESPDHH

220 hours available @ \$17.68/hr WCBVI

Employees performing activities above which occur entirely within a single semester will receive payment of the applicable corresponding lump sum amount as soon after the conclusion of the season associated with the activity as is administratively feasible.

Employees performing activities above which occur within both semesters will receive one-half of the applicable corresponding lump sum amount as soon after the completion of each of the two school-year semesters as is administratively feasible.

Compensation for employees who begin performing activities but do not complete them will be prorated based on the number of weeks the employee has actually performed associated duties.

NOTE: Only FLSA exempt employees will be eligible for the payments under 5.02 of this Section (Section A). Employees not exempt from the FLSA are ineligible for lump sum payments under this provision.

*Unspecified coaching positions at WESPDHH and WCBVI may be used for other sports, depending on student interest.

5.03 Teacher Education Program Mentoring

To assist initial educators in acclimating to their new assignment and progressing toward licensure as a professional educator under PI 34, Rules of the Department of Public Instruction (DPI), the Employer shall provide qualified mentors to assist newly hired initial educators for a two-year period. The number and length of mentoring and observation sessions with initial educators will be determined by the Employer. Mentors may be paid up to \$2000 per year of mentoring, which may be paid in quarterly installments. If for any reason the mentor cannot complete the responsibilities for a full year, the mentor payment shall be prorated.

5.04 EEN/SPED Certification

Department of Corrections (DOC) may provide the following disbursements to Teachers for whom EEN/SPED certification is a condition of employment:

Level	Number of Credits	Disbursement
1	0-11	---
2	12-23	\$ 350
3	24 or more	\$ 500
4	Completion of Certification	\$1,000

Teachers will be placed at the level corresponding to the number of credits earned toward their EEN/SPED certification as of the date they commence their employment as a Teacher. To determine initial placement on this schedule, the employee shall provide a transcript to the Education Director, within sixty (60) days of appointment, identifying relevant EEN/SPED credits.

Initial placement on this schedule will not entitle teachers to any disbursement at the time of placement.

Upon completing the number of credits needed to move to the next higher level, teachers may be entitled to a disbursement equal to the amount corresponding to the new higher level. When an employee has completed the number of credits needed to move to the next level, it shall be the responsibility of the employee to provide to the Education Director a transcript, grade report or certificate of completion, within sixty (60) days, identifying the relevant EEN/SPED credits. Failure to provide the necessary documents to the Education Director within sixty (60) days of earning the credits will result in forfeiture of consideration for disbursement. Approved disbursement for relevant EEN/SPED credits will be made within sixty (60) days following the Education Director's receipt of the documents. DOC will be responsible for tracking and verifying relevant credits.

5.05 Sign-on Bonus

Upon the approval of the Bureau of Merit Recruitment and Selection Director, a sign-on bonus in an amount up to \$2,000 dollars total may be paid under the following conditions:

- (1) The sign-on bonus may be provided in total with the employee's first paycheck, or may be split 50/50 between the employee's first paycheck and with the paycheck for the pay period during which the employee attains permanent status;
- (2) The sign-on bonus was included in the recruitment notice;
- (3) The employee has no state service in the previous five years in a permanent position in an executive branch, non-UW position; and
- (4) The employee must sign an agreement, as drafted by the agency, agreeing to remain in that position for at least one year from the date of hire. If the employee leaves the position prior to that time for any reason, the employee must reimburse the agency for the entire amount of the sign-on bonus, unless the agency agrees otherwise.
- (5) The Department of Veterans Affairs may establish a program to provide \$500 retention bonuses to certified nursing assistants upon six months of service.

5.06 Revenue Sign-on Bonus

At the sole discretion of the Department of Revenue appointing authority, a sign-on bonus in an amount up to \$3,000 dollars total may be paid under the following conditions:

- (1) The sign-on bonus was included in the recruitment notice;
- (2) The employee must be new to state service;
- (3) The sign-on bonus must be related to a certain level of experience in a required area/field or a specific job location; and
- (4) The employee must sign an agreement to remain in that position for at least three years from the date of hire. If the employee leaves the position prior to that time for any reason, the employee must reimburse the agency for the entire amount of the sign-on bonus, unless the agency agrees otherwise.
- (5) The sign-on bonus may be provided in total with the employee's first paycheck, or may be split 50/50 between the employee's first paycheck and with the paycheck for the pay period during which the employee attains permanent status;
- (6) The position being filled must be in one of the following classifications. Classification titles may be changed only upon the approval of the DPM Administrator.

Revenue Administrative Manager
Revenue Audit Supervisor
Revenue Auditor and Revenue Auditor 3 -5
Revenue Field Auditor and Revenue Field Auditor 4 - 8
Revenue Management Supervisor
Revenue Tax Specialist and Revenue Tax Specialist 1 – 5
Tax Resolution Management Supervisor
Tax Resolution Officer Corporate Office, Audit, Field Audit, Large Case, and Office Audit Objective and Senior

5.07 DOC/DHS Retention Incentive Payments

Concept. Effective in the first pay period which starts on or after May 31 of each year, lump sum payments will be provided to eligible protective status employees who have attained the specified full years of adjusted continuous state service in the previous year, according to the table below. However, for the first year, an employee is eligible for attaining the specified full years of service only during the eleven-month period from July 1, 2019 through May 31, 2020. In subsequent years, payments will be provided for attaining a qualifying level of state service during the twelve-month period from June 1 through May 31 of the next year.

Full Years Service	Payment
10	\$250
15	\$500
20	\$750
25	\$1,000
Each subsequent five year anniversary	\$1,000

Granting Dates in the 2019-2021 Fiscal Biennium.

Fiscal Year 2020: Payments will be effective for the pay period beginning June 7, 2020.

Fiscal Year 2021: Payments will be effective for the pay period beginning June 6, 2021.

Employees on a leave of absence during the granting pay period will receive the payment upon their return to pay status.

Eligible Employees. Employees in a protective status position on May 31 in the Department of Corrections or Department of Health Services, and who have first attained one of the listed levels of full years of adjusted continuous service in the qualifying period ending May 31.

Employees are NOT eligible for attaining full years of adjusted continuous service in an amount between the levels shown in the table above. For example, an employee that attains 11, 12, 13, or 14 years of service in the qualifying period ending May 31 is NOT eligible for the 10-year payment amount. Only an employee that first attains 10 years of service in the qualifying period would be eligible for the 10-year payment of \$250.

Ineligible Employees. Employees whose most recent performance evaluation was unsatisfactory in the 12 months preceding May 31.