

SECTION E - PAY ADMINISTRATION FOR CLASSIFIED PERMANENT AND PROJECT EMPLOYEES IN NON-BROADBAND PAY SCHEDULES

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INTRODUCTION

The provisions of this Section (Section E) apply to all classified project employees and permanent employees whose positions are **not** allocated to classifications assigned to broadband pay schedules, except public safety collective bargaining provisions, if applicable.

Pay administration provisions for permanent and project employees whose positions are allocated to classifications assigned to broadband pay schedules are contained in Section I of this Plan. Provisions for determining beginning base pay rates for non-broadbanded unclassified employees and limited term employees (LTEs) are contained in Sections B and D, respectively. The beginning rate provisions in Sections B and D apply only to employees covered by those respective Sections and have been included with other compensation provisions that are unique to unclassified employees and LTEs.

NOTE: The provisions in this Section (Section E) supersede ch. ER 29, Wis. Adm. Code, for all project appointments in non-broadband pay schedules.

1.00 Beginning Pay Upon Original Appointment for Permanent Classified Employees in Non-Broadband Pay Schedules

Upon original appointment as a permanent employee in the classified service beginning base pay rates shall be determined as follows:

1.01 General

The starting base pay rate upon original appointment shall be the minimum of the pay range for the classification except as otherwise provided in this Section (Section E) or other sections of this Plan.

NOTE: For provisions governing the pay upon original appointment for permanent employees in positions allocated to classifications assigned to the broadband pay schedules, refer to Section I, 4.04 of this Plan.

1.02 Raised Minimum Rate (RMR)

- (1) When competitive labor market conditions have been evaluated and the minimum rate is determined to be below the market rate for a classification or subtitle for a classification, or when a classification or subtitle for a classification has unique requirements and it is unlikely that quality applicants would be available under such conditions, the DPM Administrator, at the request of the appointing authority, may establish a raised minimum rate above the pay range minimum for recruiting, hiring and retaining employees. Such rates may be established on a geographic basis.
- (2) The raised minimum rate shall be the lowest rate payable to any permanent or project employee whose position is assigned to the classification or classification and subtitle in the geographic area where the raised hiring minimum is in effect.

NOTE: Refer to Chapter 560 of the Wisconsin Human Resources Handbook entitled "Raised Minimum Rates" for additional information.

1.03 Hiring Above the Minimum (HAM)

- (1) The DPM Administrator may authorize HAM for permanent and project employees whose positions are allocated to classifications assigned to non-broadband pay schedules when either:
 - (a) The duties and responsibilities of a position require the employment of a person with qualifications that differ significantly from those normally required for other positions in the same classification, and the persons who possess such qualifications are not readily available in the labor market at the minimum rate in the pay range; or

- (b) A recruitment effort has failed to produce or would likely not produce a full certification of candidates.
- (2) HAM must be authorized prior to formal recruitment and the increased pay potential must be included in all recruitment information where pay is stated.
- (3) Only those candidates who possess qualifications which significantly exceed the requirements for the classification or subtitle or who possess qualifications which differ significantly from those normally required for other positions in the same classification may be hired above the minimum of the pay range.
- (4) Project positions allocated to represented classifications may be filled using HAM even though use of HAM would not be allowed if the position were permanent.

NOTE: Refer to Chapter 508 of the Wisconsin Human Resources Handbook entitled "Hiring Above the Minimum" for additional information.

1.04 Trainee Minimum Rate

- (1) Except as indicated in (5) below or otherwise established by DPM, minimum starting pay rate for trainees will be established at one within-range pay step below the minimum of the pay range for the objective classification for each six (6) months of formal and/or "on-the-job" training required to reach the objective classification. If the DPM Administrator, at the request of the appointing authority, reviews the qualifications of the person to be appointed and determines that the qualifications are equivalent to specific segments of the training program, such segments may be waived and considered as completed. The rate payable on appointment may then exceed the minimum rate established for the training program and shall be based on the length of time required to complete the remaining segments of the training program.
- (2) Incremental pay increases up to the pay range minimum of the objective classification shall be provided for successful completion of each segment of training as provided in the training plan for each trainee position.
- (3) Scheduled trainee pay increases shall be increased by the same percent, and at the same time as the adjustment to the pay range minimum.
- (4) In pay schedules where no within-range pay step is defined, the step used for trainee pay purposes shall be three percent (3.0%) of the minimum for the objective classification for which the employee is being trained.
- (5) A current employee's base pay rate will be determined in accordance with provisions applicable to the transaction type involved.

2.00 Beginning Pay Rates for Project Appointees in Non-Broadband Pay Schedules

2.01 Project Appointees Who Are Former Permanent Classified or Unclassified Employees

- (1) Subject to the maximum of the new pay range, project appointees who have previously been permanent classified employees, and who could have been appointed to a permanent position without an interruption of continuous service under s. ER 18.02(2), Wis. Adm. Code, may be appointed to a project position assigned to a higher classification than their previous permanent classified position, and may be paid at up to their previous rate of pay if higher than the pay range minimum of the classification for the project appointment.
- (2) Project appointees who have previously been permanent classified employees, and who could have been appointed to a permanent position without an interruption of continuous service under ER 18.02(2), Wis. Adm. Code, may be appointed to a project position assigned to the same, a counterpart, or a lower classification than their previous permanent classified position, and may be paid at a rate of pay determined in accordance with the provisions regarding pay on reinstatement as contained in this Section (Section E).
- (3) Subject to the maximum of the new pay range, project appointees who are appointed directly from a permanent classified or unclassified position without an interruption in employment status, or who receive a classified leave of absence for the project position, may be paid at up to their previous rate of pay if higher than the pay range minimum of the classification for the project position.

NOTE: Refer to Chapter ER 34 of the Wisconsin Administrative Code for additional employment information regarding project employees.

2.02 Other Project Appointees

- (1) Except as provided in 2.01, beginning base pay rates shall be determined in accordance with 1.00 above.
- (2) On subsequent project appointment to a different position, the pay rate attained as a result of a project appointment shall not serve as the basis for the establishment of subsequent pay rates on appointment to any other position. However, experience acquired may be relevant for subsequent appointments made in accordance with HAM provisions of 1.03 above.

NOTE: Refer to Section A, 1.00, of this Plan for the provisions regarding supplemental pay and overtime provisions for project employees.

3.00 Other Transaction Pay Adjustments for Project Employees in Non-Broadband Pay Schedules

3.01 Pay on Completion of the First Six Months of a Project Appointment

No six month increase will be granted to any project employee upon completion of the first six months of a project appointment.

3.02 Multiple Pay Adjustments on Same Date (Order of Application)

Multiple pay adjustments that are effective on the same date will be applied in the order given in Section I, 4.01 of this Plan.

3.03 Pay on Regrade for Reclassification or Reallocation to a Classification in a Higher Pay Range.

Pay on regrade for reclassification or reallocation to a classification in a higher pay range for project appointees will be in accordance with Section I, 4.09 of this Plan.

3.04 Pay on Regrade for Reclassification or Reallocation to a Classification in the Same or Counterpart Pay Range.

Project employees shall receive no pay adjustment for reclassification or reallocation to a classification in the same or counterpart pay range.

3.05 Pay on Regrade for Reclassification or Reallocation to a Classification in a Lower Pay Range.

Pay on regrade for reclassification or reallocation to a classification in a lower pay range for project appointees will be in accordance with Section I, 4.11(1) of this Plan.

4.00 Other Transaction Pay Adjustments for Permanent Employees in Non-Broadband Pay Ranges

Schedule 02, 03, 05, 06, and 12 pay adjustments for permanent employees in non-broadband pay ranges will be in accordance with ch. ER 29, Wis. Admin. Code, except as follows:

- (1) Except as noted in (2) through (10) below, pay of regraded employees whose positions are reallocated or reclassified to a higher classification shall be determined in accordance with s. ER 29.03(3)(c), Wis. Admin. Code, except that in lieu of any one-step increase amounts regraded employees will receive an amount equal to eight percent (8%) of the applicable pay range minimum or the pay range minimum, whichever is greater. If the reallocation or reclassification is to a classification that is more than one pay range above that of the previous classification, or from range 05-31 to 05-32, the appointing authority **may** provide an additional pay adjustment under this section allowing for a total pay adjustment of no more than 12% of the new pay range minimum or to the minimum of the pay range, whichever is greater. For reallocations that do not solely involve a change in duties, such as

pay range reassignments, title changes, reorganizations, or as a result of a survey, the increase provided above **may** be provided at the discretion of the DPM Administrator.

- (2) Except as noted in (5), (6), and (10) below, pay on promotion will be determined in accordance with s. ER 29.03(4), Wis. Admin. Code, except that in lieu of the increase amounts provided pursuant to s. ER 29.03(4)(b), Wis. Admin. Code, employees will receive an amount equal to eight percent (8.0%) of the applicable pay range minimum or the minimum of the pay range, whichever is greater. If the promotion is to a classification that is more than one pay range above that of the previous classification, the appointing authority **may** provide an additional pay adjustment under this section allowing for a total pay adjustment of no more than 12% of the new pay range minimum or to the minimum of the pay range, whichever is greater.
- (3) No six (6) month increases shall be granted to employees upon completion of the first six (6) months of any probationary period.
- (4) For all pay adjustments, all references to “PSICM” in ch. ER 29, Wis. Admin. Code, will be changed to “minimum.”
- (5) **Pay Ranges 05-31 and 05-32**
 - (a) For all transactions between positions allocated to pay ranges 05-31 or 05-32, an employee shall receive the pay rate on the pay progression schedule at Section A, 2.06, that corresponds to the employee’s classification and years of state service based on the adjusted continuous service date. Upon transfer, if an employee’s current base pay rate exceeds the applicable pay progression rate, the employee may be appointed at up to the employee’s current rate of pay in accordance with the agency compensation policy/process.
 - (b) An employee entering a position allocated to pay range 05-31 or 05-32 with prior state continuous service shall receive the pay rate on the pay progression schedule at Section A, 2.06, that corresponds to the employee’s classification and years of state service based on the adjusted continuous service date. If the employee’s current base pay rate exceeds the applicable pay progression point, the employee may be appointed at up to the lesser of the employee’s current rate of pay or the next applicable pay progression point in accordance with the agency compensation policy/process.
- (6) Pay increases for employees classified as Fire/Crash Rescue Specialist or Fire/Crash Rescue Specialist – Crew Chief are subject to 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.
- (7) Except as indicated in (5) above, pay upon return to previous level (as defined in Section I, 3.00 of this Plan) will be determined in accordance with s. ER 29.03(6), Wis. Admin. Code.
- (8) Pay for regrade due to reclassification or reallocation for an employee with eligibility to return to previous level (as defined in Section I, 3.00 of this Plan), when the previous level is the same as the level to which regraded, will be set in accordance with s. ER 29.03(6), the minimum of the new range, or the present rate of pay, whichever is greatest.

- (9) Pay for regrade due to reclassification or reallocation for an employee with eligibility for return to previous level (as defined in Section I, 3.00 of this Plan), when the previous level is between the level from which regraded and the level to which regraded, will be set in accordance with s. ER 29.03(6), the minimum of the new range, or (1) above, whichever is greatest.
- (10) **Pay Administration for the Nursing Assistant and Resident Care Technician Pay Progression Classifications**

Note. The pay administration provisions in this subsection (subsection (4.00(10))) supersede other pay provisions in this Section (Section E) and ch. ER 29, Wis. Adm. Code. For all transactions, the base pay rate may not exceed the pay range maximum.

The following pay administration provisions apply for these classifications:

- Nursing Assistant 2 and 3
 - Nursing Assistant 2-Weekend and 3-Weekend
 - Resident Care Technician-Obj
 - Resident Care Technician-Obj-Weekend
 - Resident Care Technician-Adv
 - Resident Care Technician-Adv-Weekend
- (a) For all transfers **between positions** in these classifications, an employee shall maintain their current rate of pay.
- (b) For all upward movements from one of the classifications listed above to a higher listed classification, employees will receive the greater of their current pay rate or the rate on the progression schedule for their new classification corresponding to their years of state service.
- (c) For all downward movements from one of the classifications listed above to a lower listed classification, employees will receive the pay rate on the progression schedule for their new classification corresponding to their years of state service.
- (d) An employee with prior state continuous service entering a position in one of the above-listed classifications from outside state service, or from a state position not in one of the above-listed classifications, shall receive either:
- a. The pay rate on the pay structure and progression schedule for Pay Schedule 06 in Section Z that corresponds to the employee's years of state service based on the adjusted continuous service date.
 - b. If an employee has more than 15 years of state service, the employee may have their pay set at a rate equitable with other employees in the same progression structure statewide with similar experience.

Example. A Resident Care Supervisor with 20 years of state service demotes to Resident Care Technician-Advanced. Their current pay rate is \$25.00. The pay progression rate for 15 or more years of service is \$22.30. The agency may set the pay rate at anywhere from \$22.30 to \$25.00 because there is no "next applicable pay progression point" which restrict the maximum possible rate.

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- (e) New hires into one of the listed classifications without state continuous service credit shall be paid at the rate for zero years of service.
 - (f) Employees entering the non-progression classifications of Nursing Assistant 1 or Resident Care Technician-Entry are not covered by these special provisions.
- (11) Multiple pay adjustments that are effective on the same date will be applied in the order given in Section I, 4.01 of this Plan.