

State of Wisconsin

DOA – DIVISION OF PERSONNEL MANAGEMENT

- COMPENSATION AND EMPLOYMENT RELATIONS BULLETIN -

Date: June 07, 2018

Subject: Processing Fiscal Year 2018-2019
Compensation Plan Pay Provisions

Locator No: DPM-0471-CER/PP

This information will assist appointing authorities to determine and process the fiscal year 2018-2019 General Wage Adjustments (GWAs) and other pay provisions provided in Sections A, B, C, D, E, G, I, J, and L of the 2017-2019 Compensation Plan. Information is included to summarize which limited term employees (LTEs) may have pay rates adjusted due to the GWAs and increases to pay ranges. All references in this bulletin to alphabetical Sections, e.g., Section A, Section B, are references to Sections in the Compensation Plan. (Fiscal Year 2017-2018 pay provisions were covered in bulletin DPM-0464-CER/PP.)

NOTE: For the General Wage Adjustments, please send the name and Employee ID number of any employee disqualified from a GWA due to unsatisfactory performance or failure to complete required performance evaluations to Christy Plautz of DPM at Christy.Plautz@Wisconsin.gov. The names are due to DPM by **Wednesday, June 20** for the first GWA and by **Wednesday, January 2** for the second GWA.

Table of Contents

Section I.	Coverage Under this Bulletin
Section II.	Order of Pay Adjustment with the Same Effective Date
Section III.	Implementation of the June 24, 2018 GWA
Section IV.	Implementation of the June 24, 2018 Pay Schedules
Section V.	Implementation of the January 06, 2019 GWA
Section VI.	Implementation of the January 06, 2019 Pay Schedules
Section VII.	Adjusting Pay of Limited Term Employees (LTEs)
Section VIII.	Job Announcement Pay Rates
Section IX.	Pay Range 05-31 and 05-32 Equity Placement
Section X.	Referral of Questions
Attachment	Pay Range 05-31 and 05-32 Equity Placement Rates

SECTION I. COVERAGE UNDER THIS BULLETIN

- A. Covered Classified Employees.** All permanent and project employees are covered by this bulletin, except represented employees of the public safety bargaining unit (i.e., State Patrol Troopers and Inspectors).
- B. Covered Unclassified Employees.** All indefinite-term GSEG, ESG and Non-ESG employees described in Sections B, 3.01 (1) through (3), and Section C, of the 2017-2019 Compensation Plan.

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

- A. Covered Classified Employees.** Pursuant to Section I, 4.01 of the 2017-2019 Compensation Plan, multiple pay adjustments that are effective on the same date will be applied in the following order:

Use the pay schedule that is expiring on the effective date of the adjustment for adjustments 1 through 11:

1. Reallocation/regrade adjustment;
2. Reclassification/regrade adjustment;
3. Progression adjustment provided under Section A, 2.03 of the Plan;
4. Promotion, except when considered a return to previous level;
5. Career executive movement to a higher class;
6. Demotion;
7. Career executive reassignment or voluntary movement to a lower class;
8. Transfer;
9. Career executive reassignment or voluntary movement to a position allocated to a classification in the same pay range;
10. Reinstatement and return to previous level;
11. Restoration.

Use the applicable new Fiscal Year 2019 pay schedule for adjustments 12 through 19:

12. Compensation Plan pay adjustments in the order provided in this bulletin below;
13. Implementation of new pay schedules;
14. Progression adjustments other than those under Section A, 2.03 of the Plan.
15. Establishment of a raised minimum rate (RMR);
16. Discretionary Equity or Retention Adjustment (DERA);
17. Discretionary Merit Compensation (DMC);
18. Original appointment, except when considered a return to previous level.

B. Covered Unclassified Employees

1. Multiple pay adjustments with the same effective date will be applied in an order consistent with the order of pay adjustments for analogous transactions in the classified service.
2. The only pay adjustments permitted for covered unclassified employees are those authorized in the Compensation Plan.

SECTION III. IMPLEMENTATION OF THE JUNE 24, 2018 GWA

A. Effective Date. The GWA is effective June 24, 2018, for employees on biweekly payroll systems.

B. Eligibility.

- (1) **Eligible.** Except as specified in (2) below, all classified employees covered in Section A, non-fixed term employees covered in Section B, 3.05, and Attorneys covered by Section C who are not eligible for merit progression, and who are in pay status on June 24, 2018, are eligible to receive a GWA.
- (2) **Ineligible.**
 - (a) Any employee whose job performance was rated below satisfactory as a result of formal performance evaluations conducted during the 12-month period ending June 24, 2018.
 - (b) Supervisors covered in Sections A and C who have not completed formal performance evaluations on all subordinate employees, for whom performance evaluations are required, during the 12-month period ending June 24, 2018. See (3)(b), below, regarding a delayed GWA for supervisors.

NOTE: Please submit the name and employee ID number for any employee disqualified from the GWA due to unsatisfactory performance or failure to complete required performance evaluations to Christy Plautz, Division of Personnel Management, at Christy.Plautz@Wisconsin.gov, by Wednesday June 20. DPM will provide the resulting list of disqualified employees to Central Payroll. Extenuating circumstances may exist (e.g., leaves of absence) that would allow a supervisor to receive a GWA even though the required performance evaluations were not completed within the mandated timeframes. For assistance with case-by-case determinations, contact Christy Plautz via email or at (608) 266-8232.

- (c) Any employee paid at or above the new June 24, 2018 pay range maximum. (Refer to the applicable pay schedules attached to this bulletin.)
- (d) Attorneys eligible for progression under s. 230.12(10) through (12), Wis. Stats., or Section C, 3.00.
- (e) Employees represented by a certified collective bargaining unit on the effective date of the GWA. For June 24, 2018, the following bargaining units are considered certified by the WERC;

DP Code

04	Building Trades
20	Assistant District Attorneys
63	Public Safety

- (f) Trainees eligible for scheduled trainee increases (refer to Section E, 1.04, of the Plan).
- (g) Crafts Worker Supervisors (class code 76710) and Shop Supervisors (class code 76810) whose pay is set under Section A, 2.12 of the Compensation Plan in relation to subordinate staff.

(3) Delayed Eligibility.

- (a) **Formerly represented employees.** Employees in employment status on June 24, 2018, but who were ineligible under (2)(e), above, and who did not receive or were not considered for a corresponding GWA under a collective bargaining agreement, upon entering a nonrepresented position will be granted a GWA or annualized GWA as described in E., below. Classified employees will be granted the GWA prior to setting pay upon appointment for the new position. These employees will also receive an associated lump sum payment based on the GWA for all hours in pay status from June 24, 2018 to the date of eligibility for the delayed GWA.

Example: A State Patrol Trooper is a represented public safety employee on June 24, and then promotes to a non-represented State Patrol Sergeant effective August 19, before settlement of a public safety collective bargaining agreement covering Fiscal Year 2019. This State Patrol Sergeant would be awarded the missed GWA prior to setting pay on promotion and receive a lump sum payment for hours in pay status since June 24, 2018.

- (b) Supervisors who do not receive the GWA on June 24, 2018, per (2)(b), above, because performance evaluations for subordinates were not completed, may receive a delayed GWA. To receive the delayed GWA, all required evaluations must be completed by January 05, 2019. The GWA will be

effective January 06, 2019, (in addition to the regular January 06, 2019 GWA) with no retroactive pay or lump sum payment for the delay.

C. Amount.

Each eligible employee will be granted a GWA in an amount equal to 2.0% of the employee's base pay rate immediately preceding the GWA, subject to the new June 24, 2018 pay range maximum as noted in (2)(c) above. (Refer to the applicable pay schedules attached to this bulletin.)

D. Ineligibility Due to Performance. Any employee who is not eligible to receive a GWA because of less than satisfactory 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 management's recommendations for performance improvement.

E. Annualized GWA Payment

- (1) **Granting Date.** Annualized GWA Payments will be granted as soon as administratively feasible after June 24, 2018.
- (2) **Eligibility.** Any eligible classified employee, or eligible unclassified employee covered by Section C, will receive an Annualized GWA Payment if either of the two following conditions apply:
 - (a) The employee was not eligible to receive a GWA solely because the employee's base pay rate was at or above the new June 24, 2018 pay range maximum.
 - (b) The employee did not receive the full GWA amount (i.e., 2.0% of base pay rate) because of the pay range maximum limitation.
- (3) **Amount.** The amount of an employee's Annualized GWA Payment is subject to the following limitations:
 - (a) For employees who qualify because of the condition described in (2)(a), above, the hourly amount used in calculating an Annualized GWA Payment will equal 2.0% of the employee's base pay rate.
 - (b) For employees who qualify because of the condition described in (2)(b), above, the hourly amount used in calculating an Annualized GWA Payment will equal the difference between 2.0% of the employee's base pay rate (prior to receipt of the partial GWA), and the partial GWA the employee actually received.

- (4) **Calculating Annualized GWA Payments.** To calculate an employee's Annualized GWA Payment, multiply the hourly amount that is appropriate for the employee, in accordance with (3), above, by 2080. Annualized GWA Payments will be prorated for permanent part-time and seasonal employees based on the employee's budgeted percentage of full time equivalency (FTE) status on June 24, 2018.

F. Annualized GWA Payments for Employees on Approved Unpaid Leaves of Absence. Any employee who is on an approved unpaid leave of absence (LOA) on June 24, 2018, and who qualifies for an Annualized GWA Payment will receive such payment subject to the following restrictions:

- (1) The employee must return from the LOA to pay status by June 30, 2019, and the employee's restoration right must be derived from a position covered by this bulletin.
- (2) The employee will not receive the Annualized GWA until the employee returns to pay status.
- (3) The hourly amount used in the calculation of the employee's Annualized GWA Payment will equal the amount determined under E., above.

SECTION IV. IMPLEMENTATION OF THE JUNE 24, 2018 PAY SCHEDULES

The pay schedules effective June 24, 2018 are implemented. All pay schedule amounts are increased by the value of the GWA. The pay schedules are found in Section Z of the Compensation Plan. Any classified employee (except trainees) whose pay is less than the new minimum of the applicable pay range shall receive an increase to that minimum. Trainee pay will be adjusted, if necessary, to maintain the same relationship to the applicable pay range minimum that was in place prior to implementation of the new schedules.

SECTION V. IMPLEMENTATION OF THE JANUARY 06, 2019 GWA

A. Effective Date. The GWA is effective January 06, 2019, for employees on biweekly payroll systems.

B. Eligibility.

- (1) **Eligible.** Except as specified in (2) below, all classified employees covered in Section A, non-fixed term employees covered in Section B, 3.05, and Attorneys covered by Section C who are not eligible for merit progression, and who are in pay status on January 06, 2019, are eligible to receive a GWA.

(2) Ineligible.

- (a) Any employee whose job performance was rated below satisfactory as a result of formal performance evaluations conducted during the 12-month period ending January 06, 2019.
- (b) Supervisors covered in Sections A and C who have not completed formal performance evaluations on all subordinate employees, for whom performance evaluations are required, during the 12-month period ending January 06, 2019.

NOTE: Please submit the name and employee ID number for any employee disqualified from the GWA due to unsatisfactory performance or failure to complete required performance evaluations to Christy Plautz, Division of Personnel Management, at Christy.Plautz@Wisconsin.gov, by Wednesday January 02. DPM will provide the resulting list of disqualified employees to Central Payroll. Extenuating circumstances may exist (e.g., leaves of absence) that would allow a supervisor to receive a GWA even though the required performance evaluations were not completed within the mandated timeframes. For assistance with case-by-case determinations, contact Christy Plautz via email or at (608) 266-8232.

- (c) Any employee paid at or above the new January 06, 2019 pay range maximum. (Refer to the applicable pay schedules attached to this bulletin.)
- (d) Attorneys eligible for progression under s. 230.12(10) through (12), Wis. Stats., or Section C, 3.00.
- (e) Employees represented by a certified collective bargaining unit on the effective date of the GWA. For January 06, 2019, the following bargaining units are considered certified by the WERC;

DP Code

04	Building Trades
20	Assistant District Attorneys
63	Public Safety

- (f) Trainees eligible for scheduled trainee increases (refer to Section E, 1.04, of the Plan).
- (g) Crafts Worker Supervisors (class code 76710) and Shop Supervisors (class code 76810) whose pay is set under Section A, 2.12 of the Compensation Plan in relation to subordinate staff.

(3) Delayed Eligibility.

- (a) **Formerly represented employees.** Employees in employment status on January 06, 2019, but who were ineligible under (2)(e), above, and who did not receive or were not considered for a corresponding GWA under a collective bargaining agreement, upon entering a nonrepresented position will be granted a GWA or annualized GWA as described in E., below. Classified employees will be granted the GWA prior to setting pay upon appointment for the new position. These employees will also receive an associated lump sum payment based on the GWA for all hours in pay status from January 06, 2019 to the date of eligibility for the delayed GWA.

Example: A Carpenter is a represented building trades employee on January 06, and then demotes to a non-represented Facilities Repair Worker-Advanced effective January 20, before settlement of a building trades collective bargaining agreement covering Fiscal Year 2019. This Facilities Repair Worker-Advanced would be awarded the missed GWA prior to setting pay on demotion and receive a lump sum payment for hours in pay status from January 06 through January 19.

- (b) Unlike for the June 24, 2018 GWA, there is no opportunity for a supervisor who is ineligible for the June 06, 2019 GWA due to not having completed all required performance evaluations to receive a delayed GWA upon completion of the performance evaluations.

C. Amount.

Each eligible employee will be granted a GWA in an amount equal to 2.0% of the employee's base pay rate immediately preceding the GWA, subject to the new January 06, 2019 pay range maximum as noted in (2)(c) above. (Refer to the applicable pay schedules attached to this bulletin.)

- D. Ineligibility Due to Performance.** Any employee who is not eligible to receive a GWA because of less than satisfactory 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 management's recommendations for performance improvement.

E. Annualized GWA Payment

- (1) **Granting Date.** Annualized GWA Payments will be granted as soon as administratively feasible after January 06, 2019.

- (2) **Eligibility.** Any eligible classified employee, or eligible unclassified employee covered by Section C, will receive an Annualized GWA Payment if either of the two following conditions apply:
 - (a) The employee was not eligible to receive a GWA solely because the employee's base pay rate was at or above the new January 06, 2019 pay range maximum.
 - (b) The employee did not receive the full GWA amount (i.e., 2.0% of base pay rate) because of the pay range maximum limitation.
- (3) **Amount.** The amount of an employee's Annualized GWA Payment is subject to the following limitations:
 - (a) For employees who qualify because of the condition described in (2)(a), above, the hourly amount used in calculating an Annualized GWA Payment will equal 2.0% of the employee's base pay rate.
 - (b) For employees who qualify because of the condition described in (2)(b), above, the hourly amount used in calculating an Annualized GWA Payment will equal the difference between 2.0% of the employee's base pay rate (prior to receipt of the partial GWA), and the partial GWA the employee actually received.
- (4) **Calculating Annualized GWA Payments.** To calculate an employee's Annualized GWA Payment, multiply the hourly amount that is appropriate for the employee, in accordance with (3), above, by 960. Annualized GWA Payments will be prorated for permanent part-time and seasonal employees based on the employee's budgeted percentage of full time equivalency (FTE) status on January 06, 2019.

F. Annualized GWA Payments for Employees on Approved Unpaid Leaves of Absence. Any employee who is on an approved unpaid leave of absence (LOA) on January 06, 2019, and who qualifies for an Annualized GWA Payment will receive such payment subject to the following restrictions:

- (1) The employee must return from the LOA to pay status by June 30, 2019, and the employee's restoration right must be derived from a position covered by this bulletin.
- (2) The employee will not receive the Annualized GWA until the employee returns to pay status.
- (3) The hourly amount used in the calculation of the employee's Annualized GWA Payment will equal the amount determined under E., above.

SECTION VI. IMPLEMENTATION OF THE JANUARY 06, 2019 PAY SCHEDULES

The pay schedules effective January 06, 2019 are implemented. All pay schedule amounts are increased by the value of the GWA. The pay schedules are found in Section Z of the Compensation Plan. Any classified employee (except trainees) whose pay is less than the new minimum of the applicable pay range shall receive an increase to that minimum. Trainee pay will be adjusted, if necessary, to maintain the same relationship to the applicable pay range minimum that was in place prior to implementation of the new schedules.

SECTION VII. ADJUSTING PAY OF LIMITED TERM EMPLOYEES (LTEs)

- A. LTEs eligible for discretionary pay increases.** In general, appointing authorities may increase at any time the pay rates for LTEs paid below the pay range minimum for their classification, or below the Maximum / Not-to-Exceed Rate for Pay Schedule 18 LTEs listed in Section D, 5.00 of the Compensation Plan. Therefore, when the pay ranges are increased on June 24, 2018 and January 06, 2019, LTEs that were previously paid the maximum allowable LTE rate may have their pay rate increased at any amount up to the new maximum allowable LTE amount, at the discretion of the appointing authority. If any such increases are awarded, they need not be effective on June 24, 2018 or January 06, 2019. (See Section D, 3.01 to 3.03 of the Compensation Plan.)

In two special situations, LTEs may have their pay rates adjusted on the same date and by the same amount as a GWA, in accordance with Section D, 3.05 (2) or (3) of the Compensation Plan:

- (1) The LTE was hired above the pay range minimum because the employee had eligibility for “return to previous level,” reinstatement eligibility, or restoration rights to the applicable permanent classification and the duties of the LTE position is related to those of the previous permanent position.
 - (2) The LTE was hired above the pay range minimum because the LTE is also a current classified permanent employee, and the duties and responsibilities of the LTE position are related to those of the permanent position.
- B. LTEs not eligible for pay increases.** An LTE hired above the minimum of a broadband pay range using broadband pay on appointment flexibility is not eligible for a pay adjustment for the duration of the appointment, except that if the broadband minimum increases to exceed the pay rate of the LTE, the pay rate of the LTE may be increased to the new minimum.

Of course, any LTE that is paid at the maximum allowable rate for the LTE title is not eligible for any pay increase.

- C. Payroll Processing Instructions.** Central Payroll can apply the 6/24/18 GWA for all of an agency's LTEs under the new pay range minimum. Contact Dennis Dissmore with your request by June 22 or earlier if possible. If you wish to apply more complex criteria to the LTE increases, Central Payroll can generate a workbook for you to fill in the increases and then submit to Central Payroll by June 22. The deadline to request automatic increases or submit worksheets for the 1/6/19 GWA is December 21, 2018.

SECTION VIII. JOB ANNOUNCEMENT PAY RATES

Agencies are encouraged to adjust rates of pay in all job announcements to reflect the 2% increase to pay ranges where the recruitment will result in a hire effective June 24th or later, with a similar consideration for hires effective January 06, 2019 or later, due to the pay range changes effective January 06, 2019. Providing additional information in job announcements regarding the increased rates and the effective date of the compensation plan is not necessary.

SECTION IX. PAY RANGE 05-31 AND 05-32 EQUITY PLACEMENT

- A. Effective Date.** The equity placement is effective January 20, 2019.
- B. Eligible Employees.** All employees in pay status in a classification assigned to pay range 05-31 or 05-32. *(The only agencies with employees affected by this adjustment are the Departments of Corrections and Health Services.)*
- C. Equity Placement.** In accordance with the Compensation Plan at Section A, 2.09, eligible employees will have their pay increased to the amount designated in the Pay Schedule 05 equity placement structure found in Section Z, based on the calendar year of their adjusted continuous service date. The equity placement structure is also provided in the attachment to this bulletin.

No employee's pay rate will be reduced because of this equity placement. Employees whose current pay rate is equal to or greater than the designated amount, or whose adjusted continuous service date is in calendar year 2015 or more recent, will keep their current pay rate.

SECTION X. REFERRAL OF QUESTIONS

Employee Questions: Employees with questions regarding their pay rates or pay adjustments indicated in this bulletin should contact their agency Human Resources or Payroll Office directly.

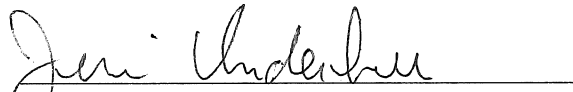
Employer Questions: Employer questions regarding the *pay provisions* contained in this bulletin should be directed to:

John Wiesman at John.Wiesman@Wisconsin.gov or by phone at (608) 266-1418, or the Bureau of Compensation and Employment Relations mailbox at: DOADPMCompEmploymentRelGenI@wisconsin.gov.

Employer questions regarding *payroll processing* should be directed to DOA Central Payroll:

DOA Central Payroll:

Nancy Krueger at (608) 264-9571



Jim Underhill, Director
Bureau of Compensation and Employment Relations

PAY SCHEDULE 05: SECURITY & PUBLIC SAFETY**Pay Range 05-31 and 05-32 Equity Placement Rates
Effective January 20, 2019**

Year of Adjusted Continuous Service Date	05-31 Rate	05-32 Rate
2014	18.70	20.70
2013	18.81	20.80
2012	18.95	20.95
2011	19.09	21.09
2010	19.24	21.24
2009	19.41	21.40
2008	19.57	21.57
2007	19.73	21.73
2006	19.91	21.90
2005	20.08	22.07
2004	20.25	22.24
2003	20.46	22.46
2002	20.68	22.67
2001	20.95	22.94
2000	21.23	23.26
1999	21.57	23.64
1998	22.05	24.17
1997	22.53	24.70
1996	23.01	25.22
1995	23.49	25.75
1994	23.96	26.27
1993	24.43	26.80
1992	24.91	27.33
1991	25.39	27.85
1990	25.87	28.38
1989	26.35	28.91
1988	26.84	29.43
1987	26.94	29.55
1986	27.06	29.69
1985	27.18	29.81
1984	27.29	29.94
1983	27.40	30.06
1982	27.51	30.20
1981	27.64	30.32
1980 or earlier	27.68	30.39