

State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

- *COMPENSATION & LABOR RELATIONS BULLETIN* -

Date: January 14, 2004

Locator No.: OSER-0008-CLR/PP

Subject: Notification of 2003-2005 Compensation Plan
Changes Due to the December 18, 2003 JCOER
Meeting

The purpose of this bulletin is to notify State agencies of the various changes to the 2003-2005 Compensation Plan that were approved by JCOER on December 18, 2003. This bulletin will list only the changes applicable in FY 2003-2004. Changes applicable to FY 2004-2005 will be covered in another bulletin as that fiscal year approaches. Also, changes to nonrepresented benefits as a result of a companion bill to the Compensation Plan will be covered in another bulletin.

SECTION I. COVERAGE UNDER THIS BULLETIN

A. Covered Classified Employees

All nonrepresented permanent (employment types 01, 02 and 06) and project (employment type 05) employees are covered under this bulletin except trainees eligible for scheduled increases and crafts worker-related employees (crafts worker supervisors, shop supervisors, the crafts operations manager at UW-Milwaukee, and project crafts workers). The nonrepresented crafts worker-related employees will continue to be paid in accordance with Section A, 4.08 of the 2003-2005 Compensation Plan.

B. Covered Unclassified Employees

All indefinite-term ESG employees described in Section B, 3.01 (1) and (2) and Section C of the 2003-2005 Compensation Plan.

SECTION II. IMPLEMENTATION OF PARITY PROVISIONS IN SECTION K OF THE 2003-2005 COMPENSATION PLAN EFFECTIVE DECEMBER 28, 2003.

Parity increases effective December 28, 2003, related to the increases provided in the 2003-2005 collective bargaining agreement between the state and the United Professionals for Quality Health Care shall be granted in accordance with Section K of the Plan (attached). These increases will be agency funded.

SECTION III. TECHNICAL CHANGES TO THE 2003-2005 COMPENSATION PLAN

Approved were the following changes:

Section A – Compensation Provisions for Classified Employees

- Section A, 4.12 is modified to acknowledge that “Doctorate” is being taken out of the titles of the affected classifications effective December 28, 2003.
- As parity with contributions negotiated with represented employees, the three-tier schedule for employee contributions to health insurance premiums provided in Section A, 5.01 is changed as follows:

Calendar 2004 Employee Monthly Contribution

	<u>Single</u>	<u>Family</u>
Tier 1	\$18.00	\$45.00
Tier 2	\$47.00	\$117.50
Tier 3	\$100.00	\$250.00

Calendar 2005 Employee Monthly Contribution

	<u>Single</u>	<u>Family</u>
Tier 1	\$22.00	\$55.00
Tier 2	\$50.00	\$125.00
Tier 3	\$100.00	\$250.00

- Also as parity, language is added to Section A, 5.01 that allows:
 1. Part-time employees appointed to work 1044 hours or more per year to be subject to the same schedules, above; and
 2. Part-time employees appointed to work less than 1044 hours per year to be required to pay a monthly contribution equal to 50% of the total monthly premium.

Section F – Uniform Travel Schedule Amounts

- Section F, 1.09, 3.05 (4), and 14.02 are modified to implement new and clarified risk management requirements.
- Section F, 3.01 (3), 3.02, 10.03, and 14.07 are modified to reflect statutory changes. The changes require prior authorization and insurance coverage for use of private aircraft, allow other than coach for train travel if coach is unavailable, move the moving expense stipend from the statutes to the Plan, and provide more flexibility in granting travel advances by eliminating the \$50 minimum expense requirement. **These modifications are not effective until the companion bill to the Compensation Plan that was approved at the JCOER meeting becomes law. A follow up bulletin will be issued to announce that these provisions are effective as soon as the bill is signed into law.**
- Section F, 3.03 is modified to allow appointing authorities to determine when bus travel is appropriate for cities other than Madison, Milwaukee, or Chicago.
- Section F, 3.03 is modified to change the rules regarding mileage reimbursement to reflect that non-availability slips for state pool vehicles are not required unless the trip distance is 100 miles or greater, to rearrange provisions to make them easier to read and understand, and to provide clarification for situations that do not appear to be covered by current language.

- Section F, 4.02 (2) is modified to clarify that the out-of-state meal rates include tax and tip.
- Other minor modifications appear throughout the section to provide clarification, correct typos, etc.

Section H – Supplemental Health Insurance Conversion Credits

- Sick leave conversion provisions were modified in Chapter 40, Wis. Stats., as part of the 2003-2005 budget bill, to allow employees with 20 or more years of Wisconsin Retirement System creditable service to leave state service without taking a retirement annuity and still retain their accumulated sick leave conversion credits (ASLCC) and supplemental health insurance conversion credits (SHICC). Section H, 3.00 is modified to reflect the effect of the budget bill on SHICC.
- Section H, 3.00 – 5.00 is modified to provide otherwise eligible employees or their surviving insured dependents with SHICC if the employee is laid off or dies while in state employment. Eligibility includes the requirement that an employee have 15 years of adjusted continuous service. **These modifications are not effective until the companion bill to the Compensation Plan that was approved at the JCOER meeting becomes law. A follow up bulletin will be issued to announce that these provisions are effective as soon as the bill is signed into law.**
- Section H, 5.04 is modified to convert SHICC at the highest pay rate received in state service.

Section I – Project Appointments and Pay on Demotion

- Section I, 4.04 is modified to provide additional flexibility for pay on appointment for project appointments into broadband pay schedules, based on the flexibility already provided for a project appointment into non-broadband pay schedules under Section E, 2.01.
- Section I, 4.06 is modified to clarify, and to provide uniformity for, language regarding demotion, especially when the demotion involves an employee affected by a layoff process.

Section J – Provisions for Administering the Discretionary Compensation Adjustment (DCA)

- Section J, 2.00 is modified to exclude any unclassified employee whose position is listed in s. 20.923(16), Wis. Stats., from being eligible for a Discretionary Compensation lump sum payment. They remain eligible for base pay rate adjustments.

Please direct any questions you may have on these changes to Paul Ostrowski, Compensation Analyst, at (608) 267-0343 or e-mail at Paul.Ostrowski@oscr.state.wi.us.

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Division of Compensation and Labor Relations

PLO

Attachments: Section K of the 2003-2005 Compensation Plan

SECTION K - PARITY PROVISIONS FOR CERTAIN NONREPRESENTED EMPLOYEES AFFECTED BY 2003-2005 COLLECTIVE BARGAINING AGREEMENTS

1.00 Coverage

2.00 Parity Adjustments

2.01 Eligibility

2.02 Required Market Adjustments

2.03 Optional Market Adjustments

2.04 Agency Market Adjustments

1.00 Coverage

The provisions of this Section (Section K) apply to permanent or project employees in the classified service who are not covered by a collective bargaining agreement:

- (1) 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.
- (2) A **“project employee”** is a person who is an employee as a result of an appointment to a project position under conditions of employment that do not provide for attainment of permanent status.

2.00 Parity Adjustments

2.01 Eligibility

- (1) Except for employees specified in (a) through (d), below, any employee in a position allocated to a classification listed in 2.02 through 2.04 of this Section (Section K) who is in pay status on the effective date indicated for a parity adjustment is eligible to be considered for that particular adjustment.

(a) FY 2003-2004 parity:

1. Any employee whose performance was rated below satisfactory as a result of a formal performance evaluation conducted in the 12-month period ending June 28, 2003.
2. Any supervisor who has not completed formal performance evaluations on all subordinate employees, for whom performance evaluations are required, within the 12-month period ending June 28, 2003.

(b) FY 2004-05 parity:

1. Any employee that did not qualify for a FY 2004-2005 General Wage Adjustment because his or her job performance was rated

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below satisfactory as a result of a formal performance evaluation conducted in the 12-month period ending June 26, 2004.

2. Any supervisor who has not completed formal performance evaluations on all subordinate employees, for whom performance evaluations are required, within the 12-month period ending June 26, 2004.
 - (c) Any employee paid at or above the pay range maximum.
 - (d) All parity adjustments granted are subject to the applicable pay range maximum.
- (2) Permanent and project employees in positions allocated to other nonrepresented classifications in the classified service if such positions provide technical supervision, spend the majority of their time in, or are primarily responsible for the duties performed by the employees receiving market adjustments under a 2003-2005 collective bargaining agreement. **Such positions will be included only upon an agency's recommendation and OSER's approval.**
- (3) The individual increase limit provided in s. 230.12(5)(d), Wis. Stats., does not apply to base pay adjustments granted pursuant to this Section (Section K).

NOTE: The parity base pay rate adjustments provided under this Section (Section K) may be considered when determining pay on reinstatement or restoration in accordance with the applicable provisions relating to pay on reinstatement or restoration under Section I, 4.07 and 4.08 of this Plan. The base pay rate adjustments provided under 2.02 **shall** be considered when determining pay on restoration.

NOTE: The parity adjustments provided under this Section (Section K) will be applied in the order set forth below, and after adjustments listed in Section I, 4.01 of this plan, except original appointment.

2.02 Required Market Adjustments

- (1) Effective Date. The market adjustments will be effective on applicable date provided in (4), below.
- (2) Amount. An eligible employee will receive the amount designated in (4), below (based on full years of seniority as indicated, when applicable).
- (3) Funding.
 - (a) Each eligible employee in pay status on the effective date will generate the amount provided in (4), below.

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- (b) Any funds that are not distributed on the effective date will remain unspent.
- (c) **Costs of pay adjustments will be supplemented under the authority of s. 20.865, Wis. Stats., subject to the availability of funds for this purpose as determined by the secretary of the Department of Administration.**

(4) Market Adjustments

(a) Effective June 27, 2004

- 1) Any employee in pay status on June 27, 2004, whose position is allocated to one of the classifications listed below, will receive a lump sum payment of \$2,400.00, prorated by FTE on that date. The lump sum payment will be paid as soon as administratively feasible after June 27, 2004.

Class Code	Classification
37520	Dietetic Services Dir.
38330	Director of Nursing
38250	Health Services Nursing Coord.
38430	Nursing Administrator
38370	Nurse Practitioner Mgt.
38320	Nursing Supv.
40620	Public Health Education Supv.
38760	Public Health Nursing Coord.
40530	Public Health Nutrition Section Chief
39720	Therapist Supv.
39780	Therapy Program Supv.

- 2)

Class Code	Classification	Per Hour Increase
38370	Nurse Practitioner-Mgt.	\$1.550
38760	Public Health Nursing Coord.	\$1.550

- 3) Any employee in pay status on June 27, 2004, whose position is allocated to a classification listed below, will receive an increase of 0.5% of the employee's base pay rate, subject to the applicable pay range maximum. This increase will be granted after any other parity adjustment granted on June 27, 2004.

Class Code	Classification
37520	Dietetic Services Dir.
38330	Director of Nursing
38250	Health Services Nursing Coord.
38430	Nursing Administrator
38370	Nurse Practitioner Mgt.
38320	Nursing Supv.
40620	Public Health Education Supv.
38760	Public Health Nursing Coord.

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40530	Public Health Nutrition Section Chief
39720	Therapist Supv.
39780	Therapy Program Supv.

(b) Effective December 26, 2004

Class Code	Classification	Per Hour Increase
38370	Nurse Practitioner-Mgt.	\$1.050
38760	Public Health Nursing Coord.	\$1.050

2.03 Optional Market Adjustments

- (1) Effective Date. The optional market adjustments will be effective on the applicable date provided in (4), below.
- (2) Amount. Appointing authorities may grant market adjustments to eligible employees affected by pay compression or inequities resulting from the negotiated adjustments provided to represented subordinate or counterpart employees covered by the 2003-2005 collective bargaining agreements. **Criteria for distribution of these market adjustments will be applied in a uniform manner throughout the agency or employing unit.**
- (3) Funding.
 - (a) Subject to (b) through (e), below, on the effective date designated in (4), below, agencies will generate the amount indicated for each employee in positions allocated to the classifications listed. A single fund will be created separately for each of the 2 groupings in 4(b), below, for distribution as optional market adjustments within each specific grouping only.
 - (b) **Funds generated have no bearing on the rights of individual employees to these funds.**
 - (c) Any funds that are not distributed on the effective date will remain unspent.
 - (d) **Costs of pay adjustments will be supplemented under the authority of s. 20.865, Wis. Stats., subject to the availability of funds for this purpose as determined by the secretary of the Department of Administration.**
 - (e) Funds generated for distribution in (4), below, may not be combined with the parity funds provided for distribution in any other section of this Plan.

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(4) Market Adjustment Generation.

(a) Effective June 27, 2004

Class Code	Classification	Per Hour Generation
37520	Dietetic Services Dir.	\$1.550
38330	Director of Nursing	\$2.200
38250	Health Services Nursing Coord.	\$1.550
38430	Nursing Administrator	\$2.200
38320	Nursing Supv.	\$2.200
40620	Public Health Education Supv.	\$1.550
40530	Public Health Nutrition Sect. Chief	\$1.550
39720	Therapist Supv.	\$1.550
39780	Therapy Program Supv.	\$1.550

(b) Effective December 26, 2004

1)	Class Code	Classification	Per Hour Generation
	32340	Dentist Mgt.	\$5.300
	32380	Dentist Supv.	\$5.300
	36540	Pharmacist Supv.	\$1.250
	31240	Physician Mgt.	\$0.850
	31220	Physician Supv.	\$0.850
	31340	Psychiatrist Mgt.	\$0.850
	31320	Psychiatrist Supv.	\$0.850
2)	Class Code	Classification	Per Hour Generation
	37520	Dietetic Services Dir.	\$1.050
	38330	Director of Nursing	\$2.350
	38250	Health Services Nursing Coord.	\$1.050
	38430	Nursing Administrator	\$2.350
	38320	Nursing Supv.	\$2.350
	40620	Public Health Education Supv.	\$1.050
	40530	Public Health Nutrition Sect. Chief	\$1.050
	39720	Therapist Supv.	\$1.050
	39780	Therapy Program Supv.	\$1.050

2.04 Agency Market Adjustments

- (1) Effective Date. The agency market adjustments will be effective on the applicable date provided in (4), below.
- (2) Amount. Appointing authorities will grant market adjustments to eligible employees affected by pay compression or inequities resulting from the negotiated adjustments provided to represented subordinate or counterpart employees covered by the 2003-2005 collective bargaining agreements. **Criteria for distribution of the discretionary market adjustments will be applied in a uniform manner throughout the agency or employing unit.**

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- (3) Funding.
 - (a) Subject to (b) through (e), below, on the effective date designated in (4), below, agencies will generate the amount indicated for each employee in positions allocated to the classifications listed.
 - (b) Funds generated have no bearing on the rights of individual employees to these funds.**
 - (c) Any funds that are not distributed on the effective date will remain unspent.
 - (d) Costs of pay adjustments will NOT be supplemented under the authority of s. 20.865, Wis. Stats., and the agency providing any adjustment will be required to providing the necessary funding.**
 - (e) Funds generated for distribution in (4), below, may not be combined with the discretionary parity funds provided for distribution in any other section of this Plan.
- (4) Agency Market Adjustment Generation.

Effective December 28, 2003

Any employee in pay status on December 28, 2003, whose position is allocated to a classification listed below, will receive an adjustment equal to 1.5% of the employee's base pay rate, subject to the applicable pay range maximum.

Class Code	Classification
37520	Dietetic Services Dir.
38330	Director of Nursing
38250	Health Services Nursing Coord.
38430	Nursing Administrator
38370	Nurse Practitioner Mgt.
38320	Nursing Supv.
40620	Public Health Education Supv.
38760	Public Health Nursing Coord.
40530	Public Health Nutrition Section Chief
39720	Therapist Supv.
39780	Therapy Program Supv.