

State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

- COMPENSATION & LABOR RELATIONS BULLETIN -

Date: January 15, 2004

Locator No.: OSER-0011-
CLR/PP/LR

Subject: Information for Processing FY 2003-2004 Pay and
Benefit Provisions for Employees in the Wisconsin
Science Professionals Bargaining Unit.

The purpose of this bulletin is to notify State agencies of fiscal year (FY) 2003-2004 pay provisions and benefit changes in the collective bargaining Agreement between the State and the Wisconsin Science Professionals (WSP). Unless stated otherwise, these provisions are effective the effective date of the Agreement, December 27, 2003. This bulletin will list only provisions applicable in FY 2003-2004. Provisions effective in FY 2004-2005 will be covered in another bulletin as that fiscal year approaches.

SECTION I. NO GENERAL WAGE ADJUSTMENT

There is no general wage adjustment during the FY 2003-2004 covered by the WSP Agreement. The pay range and pay progression schedule is unchanged from the schedule in effect at the expiration of the 2001-2003 Agreement.

SECTION II. ONGOING ADMINISTRATION OF SEMI-AUTOMATIC PROGRESSION ADJUSTMENTS

Ongoing administration of semi-automatic progression adjustments will be in accordance with Appendix E of the WSP Agreement. No substantive changes in the on-going administration have been made for the 2003-2005 Agreement, with the FY 2003-2004 pay progression points remaining the same as at the expiration of the 2001-2003 Agreement. The FY 2003-2004 pay range and progression schedules are reproduced as an attachment to this bulletin.

SECTION III. COMPENSATORY TIME AND FIRE FIGHTING

Per 6/4/2 of the 2003-2005 WSP Agreement, earned compensatory time credits used by employees for rest and relaxation time off, approved by management during a work week in which fire fighting occurs, will be counted toward the regularly scheduled forty hours during that work week in determining eligibility for the earning of compensatory time for fire fighting.

SECTION IV. OVERTIME HOURS FOR DECLARED EMERGENCIES

Per 6/4/4 of the 2003-2005 WSP Agreement, during a declared emergency under ss. 20.922(2) and 20.901(1)(b), Wis. Stats., 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, or will receive a combination of both, at the discretion of the Employer, at a rate of 1.5 hours for each overtime hour worked.

SECTION V. DISCRETIONARY LICENSURE AND REGISTRATION ADD-ON

Per 10/7/3 of the 2003-2005 WSP Agreement, effective December 28, 2003, the appointing authority will have the sole discretion to provide an add-on not to exceed \$0.30 per hour to an employee who holds one of the following licenses or registrations issued by the Department of Regulation and Licensing, the Department of Agriculture, Trade and Consumer Protection, or the Department of Health and Family Services:

- A. Professional Geologist
- B. Professional Hydrologist
- C. Sanitarian
- D. Nutrient Management Planner
- E. Professional Soil Scientist

An employee will be eligible for only one add-on regardless of how many licenses/registrations the employee holds. This add-on will supplement the employee's base pay and will be immediately discontinued if the employee leaves the position. This add-on sunsets on June 30, 2005, regardless of contract extension, unless the State and WSP mutually agree to extend.

SECTION VI. 3-TIER HEALTH INSURANCE

- A. Per Article XII, Section 1 of the 2003-2005 WSP Agreement, effective with premiums for coverage beginning January 1, 2004, a new 3-tier health insurance model will be implemented. Insured employees appointed to work 1044 hours or more per year shall pay monthly contributions according to the following table:

2004 Coverage Months		
	Single Coverage	Family Coverage
Tier 1	\$18.00	\$45.00
Tier 2	\$47.00	\$117.50
Tier 3	\$100.00	\$250.00

- B. Per 12/1/6 of the 2003-2005 WSP Agreement, effective with premiums for coverage beginning January 1, 2004, insured employees in permanent part time or project positions defined under s. 230.27, Wis. Stats., who are appointed to work for at least 600 hours but less than 1044 hours per year, shall pay 50% of the total monthly premium amount for the selected health plan.

Note. The deduction of employee monthly contributions has been delayed. Please refer to other OSER or Department of Employee Trust Funds directives for administrative guidance.
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SECTION VII. SICK LEAVE CONVERSION FOR HEALTH INSURANCE CREDITS

- A. Per 12/4/3/E., of the 2003-2005 WSP Agreement, the basis for conversion of an employee's supplemental sick leave credits is changed to the employee's highest pay rate in state service.
- B. Per 12/4/3 and 12/4/6 of the 2003-2005 WSP Agreement, access to supplemental sick leave credits (SHICC) for payment of health insurance premiums for qualifying employees is expanded from retirement only to also be available during non-temporary layoff, or for surviving insured dependents of permanent employees who die while in the service or while laid off. Please refer to the Agreement for details of eligibility and administration.

SECTION VIII. EXPANDED SABBATICAL OPTION

Per 12/5/7 of the 2003-2005 WSP Agreement, effective January 2004, employees eligible to earn annual leave at the full-time rate of 216 hours per year may elect to receive 120 hours, or prorated portion thereof if less than full-time, under one or more of the following options each year:

- A. Not to exceed 40 hours in cash during the year earned
- B. Annual leave during the year earned
- C. As credit for termination leave
- D. As accumulated sabbatical leave

SECTION IX. MILITARY LEAVE PAY DIFFERENTIAL AND USE OF ACCRUED LEAVE BEFORE RETURNING TO WORK

Per 12/9/6 of the 2003-2005 WSP Agreement, employees activated for military service may be eligible for additional pay and benefits. Instructions for the administration of these new military leave provisions will be published in a separate bulletin in the near future.

SECTION X. ADDITIONAL PERSONAL HOLIDAY

Per 12/12/5 of the 2003-2005 WSP Agreement, starting with calendar year 2004 employees shall receive one additional paid personal holiday each calendar year, in recognition of Veterans Day, for a total of 4 and ½ personal holidays. The additional personal holiday need not be taken on Veterans Day, and shall be administered in the same manner as the other personal holidays.

SECTION XI. DISCRETIONARY BILINGUAL ADD-ON

Per Negotiating Note #9 in the 2003-2005 WSP Agreement, effective December 28, 2003, an 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. This add-on will supplement the employee's base pay and will be immediately discontinued if the employee leaves the position or if the requirement is removed from the position description. This add-on sunsets on June 30, 2005, regardless of contract extension, unless the State and WSP mutually agree to extend.

SECTION XII. PERSONNEL TRANSACTION PAY ADJUSTMENT PROVISIONS

Pay administration procedures for personnel transactions are unchanged from the 2001-2003 WSP Agreement.

SECTION XIII. TRAVEL SCHEDULE AMOUNTS

Appendix D of the 2003-2005 WSP Agreement (Travel Guidelines) is changed at some points to match the travel reimbursement amounts listed in the Compensation Plan. These changes include taxi tips at a maximum rate of 15%, necessary hotel gratuities of up to \$2.00 on the day of arrival, \$2.00 on the day of departure, and \$2.00 per each night of stay, and portage costs of up to \$1.00 per piece of luggage.

SECTION XIV. REFERRAL OF QUESTIONS

Employee questions regarding the provisions contained in this bulletin should be referred to the agency Human Resources Office.

Agency questions regarding the **pay provisions** contained in this bulletin should be referred to Lynn Maulbetsch of the Bureau of Compensation at: Phone: (608) 267-5164 or E-mail: lynn.maulbetsch@oser.state.wi.us.

Questions regarding **all other contract provisions** should be referred to Durell Vieau of the Bureau of Labor Relations at: Phone: (608) 267-5169 or E-mail: durell.vieau@oser.state.wi.us.

Questions concerning payroll processing or file maintenance procedures should be referred to the appropriate payroll center:

DOA Central Payroll:

Shelley Schwartz (608) 264-9571

UW-Processing Center:

Enrollment and Membership (608) 262-5031

James A. Pankratz, Administrator
Division of Compensation & Labor Relations

JMW

Attachment: Pay Schedule 15 and Pay Progression Schedules effective April 6, 2003 through June 26, 2004.

Attachment

SCHEDULE 15: PROFESSIONAL SCIENCE

Effective April 6, 2003 through June 26, 2004

Official Hourly Basis

Pay Range	Minimum	Appointment Maximum	Maximum	Within Range Step	8% of Minimum
15-02	35.537	42.645	49.752	1.067	2.843
15-03	19.505	30.233	40.961	0.586	1.561
15-24	14.768	n/a	24.581	0.444	1.182
15-35	15.969	n/a	26.762	0.480	1.278

PAY PROGRESSION SCHEDULES

Effective April 6, 2003 through June 26, 2004

Developmental Series

Range 15-24	
	<u>Rate</u>
Minimum	14.768
A (year 1)	15.576
B	16.386
C (year 2)	17.196
D	18.006
E (year 3)	18.814

Hydrogeologist Series

Range 15-35	
	<u>Rate</u>
Minimum	15.969
A (year 1)	17.372
B	18.774
C (year 2)	20.178