

## OFFICE OF STATE EMPLOYMENT RELATIONS

### – COMPENSATION & LABOR RELATIONS BULLETIN –

**Date:** July 23, 2008

**Locator No:** OSER-0210-CLR/PP

**Subject:** Processing FY 2008-2009 General Wage Adjustments, Annualized General Wage Adjustments, and Other Compensation for Certain Nonrepresented Employees

This information will assist appointing authorities in determining and processing the following adjustments and contributions, implemented in accordance with Sections A, B, C, L, M and Z of the 2007-2009 Compensation Plan:

- The FY 2008-2009 General Wage Adjustments (GWA), effective July 6, 2008 and June 7, 2009;
- The FY 2008-2009 Annualized GWA Payments, effective July 6, 2008 and June 7, 2009;
- The FY 2008-2009 Supplemental Pay Revisions, effective July 6, 2008 and June 7, 2009;
- Parity provisions for certain nonrepresented employees affected by 2007-2009 collective bargaining agreements currently in effect;
- Revisions to the monthly employee contribution rates for health insurance.

*NOTE: Dates and amounts for GWA, Annualized GWA Payments and Supplemental Pay are different than what had been approved for FY 2008-2009 in the original 2007-2009 Compensation Plan.*

#### 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 by this bulletin *except* trainees eligible for scheduled trainee increases and craftsworker-related employees (craftsworker supervisors, shop supervisors, the crafts operations manager, and project craftsworkers).

*NOTE: See Section A, 4.08 of the 2007-2009 Compensation Plan for pay rates of nonrepresented craftsworker-related employees.*

##### B. Covered Unclassified Employees

All indefinite-term GSEG, ESG and Non-ESG employees described in Sections B, 3.01 (1) through (3) of the 2007-2009 Compensation Plan are covered by this bulletin.

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

### A. Covered Classified Employees

Pursuant to Section I, 4.01 of the 2007-2009 Compensation Plan, multiple pay adjustments on the same day in FY 2008-2009, will be applied in the following order:

- Use FY 2007-2008 pay schedules for adjustments 1. through 11., listed below, effective on July 6, 2008.
- Use FY 2008-2009 pay schedules effective July 6, 2008 (Attachments B, C and D), for adjustments 12. through 17., listed below, effective on July 6, 2008, for all adjustments effective July 7, 2008 June 6, 2009, and for adjustments 1. through 11., listed below, effective on June 7, 2009.
- Use FY 2008-2009 pay schedules effective June 7, 2009 (Attachments E, F, and G) for adjustments 12. through 17., listed below, effective on June 7, 2009, and for all adjustments effective after June 7, 2009.

1. Reallocation/upgrade adjustment.
2. Reclassification/upgrade adjustment.
3. Progression adjustment provided under Section A, 2.03 of the Compensation Plan.
4. Promotion.
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. Reassignment.
11. Restoration.
12. FY 2008-2009 General Wage Adjustment.
13. Implementation of the FY 2008-2009 pay schedules.
14. Establishment of a raised minimum rate (RMR).
15. Discretionary Compensation Adjustment (DCA).
16. Other pay adjustment.
17. Original appointment.

**NOTE:** For project employees in classifications allocated to represented pay schedules, use the applicable pay range of the represented pay schedule for the above adjustments.

**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. FY 2008-2009 GWA AND ANNUALIZED GWA PAYMENTS ELIGIBILITY WHEN APPOINTED TO A NONREPRESENTED POSITION**

An employee appointed to a nonrepresented position from a bargaining unit not yet having a 2007-2009 collective bargaining agreement may be eligible for one or more GWA(s) described in this bulletin after the effective date of the GWA, per Section A, 2.01(2)(b) and Section C, 2.01(2)(b) of the Compensation Plan. If eligible, the employee will receive the GWA(s) and lump sum(s) in a manner similar to that described in bulletin OSER-0176-CLR/PP, except that lump sum payments will be for hours in pay status from the effective date of the GWA being granted to the date of the appointment.

**SECTION IV. FY 2008-2009 GWA AND ANNUALIZED GWA PAYMENTS EFFECTIVE JULY 6, 2008****A. GWA**

1. **Effective Date.** The GWA is effective July 6, 2008, for employees on biweekly payroll systems.
2. **Eligibility.**
  - a. **Eligible.** Except as indicated in b., below, all covered classified employees in pay status on July 6, 2008, are eligible to receive a GWA.
  - b. **Ineligible.**
    - (1) Employees whose job performances were rated below satisfactory as a result of formal performance evaluations conducted during the period from June 24, 2007 through July 5, 2008.
    - (2) Supervisors who have not completed formal performance evaluations on all subordinate employees, for whom performance evaluations are required, during the period from June 24, 2007 through July 5, 2008. **If the required performance evaluations are performed by December 31, 2008, a supervisor shall be granted a Delayed Award for the July 6, 2008 GWA if the supervisor had been denied the GWA solely because of the failure to complete evaluations. The GWA will be effective January 4, 2009, with no retroactive pay or lump sum payment for the delay.**

- (3) Any employee paid at or above the FY 2008-2009 pay range maximum. (Refer to the applicable FY 2008-2009 pay schedules, effective July 6, 2008, in Attachment B.)

**3. Amount.**

- a. Subject to b., below, each eligible employee will be granted a GWA in an amount equal to 1.0% of the employee's base pay rate immediately preceding the GWA, subject to the FY 2008-2009 pay range maximum. (Refer to the applicable FY 2008-2009 pay schedules, effective July 6, 2008, in Attachment B.)
- b. No employee may, during any fiscal year, receive a total cumulative adjustment (GWA) exceeding a total of ten percent (10.0%) of the employee's base pay immediately prior to the application of the earliest fiscal year adjustment.

**4. 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.

**5. Grievances.** An employee who is dissatisfied with the result of the GWA distribution process may file a grievance under the procedure set forth in s. 230.12(5)(e), Wis. Stats. The decision of the appointing authority is final and may not be appealed. Agencies must submit a copy of each grievance filed and the written decision of the appointing authority to OSER within 14 days of the decision. OSER Contact Person: Paul Ostrowski, (608) 267-0343.

**B. Annualized GWA Payment**

1. **Granting Date.** Annualized GWA Payments will be granted as soon as administratively feasible after July 6, 2008.
2. **Eligibility.** Any covered classified 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 the employee's base pay was at or above the pay range maximum.
  - b. The employee did not receive the full GWA amount (i.e., 1.0% of base pay) 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 1.0% of the employee's base pay.

- 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 1.0% of the employee's base pay (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.a. or b., above, by 2088. 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 July 6, 2008.

**C. Annualized GWA Payments for Employees on Approved Unpaid Leaves of Absence.** Any employee who is on an approved unpaid leave of absence (LOA) on July 6, 2008, 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 July 4, 2009, *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 B., of this section.

**D. Pay Schedule Implementation.**

1. After application of the pay adjustments described in A. through C., above, the FY 2008-2009 pay schedules effective July 6, 2008, in Attachment B will be implemented. Any employee (except trainees) serving the first six months of any type of probationary period, whose base pay rate falls below the new minimum of the applicable pay range will have his or her base pay rate adjusted to the new minimum.

**SECTION V. FY 2008-2009 GENERAL WAGE ADJUSTMENTS AND ANNUALIZED GENERAL WAGE ADJUSTMENT PAYMENTS FOR CERTAIN UNCLASSIFIED "NON-ESG" ATTORNEY POSITIONS EFFECTIVE JULY 6, 2008**

**A. Covered Employees (NOTE: Hereafter, the phrase *covered attorneys* will be used to indicate the employees covered by this section of the bulletin.)**

1. Employees appointed on other than an LTE basis to nonrepresented deputy district attorney positions.
2. Employees appointed on other than an LTE basis to nonrepresented assistant state public defender attorney positions.

3. Employee appointed to the attorney position established under s. 569.015(2), Wis. Stats.

## B. GWA

1. **Effective Date.** The GWA is effective July 6, 2008, for covered attorneys on biweekly payroll systems.
2. **Eligibility.**
  - a. **Eligible.** Except as specified in b., below, all covered attorneys in pay status on July 6, 2008, are eligible to receive a GWA.
  - b. **Ineligible.**
    - (1) Covered attorneys whose job performances were rated below satisfactory as a result of formal performance evaluations conducted during the period from June 24, 2007 through July 5, 2008.
    - (2) Supervisors who have not completed formal performance evaluations on all subordinate employees, for whom performance evaluations are required, during the period from June 24, 2007 through July 5, 2008. **If the required performance evaluations are performed by December 31, 2008, a supervisor shall be granted a Delayed Award for the July 6, 2008 GWA if the supervisor had been denied the GWA solely because of the failure to complete evaluations. The GWA will be effective January 4, 2009, with no retroactive pay or lump sum payment for the delay.**
    - (3) Any employee paid at or above the FY 2008-2009 pay range maximum. (Refer to Pay Schedule 71 for FY 2008-2009, effective July 6, 2008, in Attachment B.)
3. **Amount.**
  - a. Subject to b., below, each eligible employee will be granted a GWA in an amount equal to 1.0% of the employee's base pay rate immediately preceding the GWA, subject to the FY 2008-2009 pay range maximum. (Refer to Pay Schedule 71 for FY 2008-2009, effective July 6, 2008, in Attachment B.)
  - b. No employee may, during any fiscal year, receive a total cumulative adjustment (GWA) exceeding a total of ten percent (10.0%) of the employee's base pay immediately prior to the application of the earliest fiscal year adjustment.
4. **Ineligibility Due to Performance.** Any covered attorney 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 covered attorney's performance has not met management's expectations. This notice must also include management's recommendations for performance improvement.

5. **Grievances.** A covered attorney who is dissatisfied with the result of the GWA distribution process may file a grievance under the procedure set forth in s. 230.12(5)(e), Wis. Stats. The decision of the appointing authority is final and may not be appealed. Agencies must submit a copy of each grievance filed and the written decision of the appointing authority to OSER within 14 days of the decision. OSER Contact Person: Paul Ostrowski, (608) 267-0343.

### C. Annualized GWA Payment

1. **Granting Date.** Annualized GWA Payments provided to covered attorneys will be granted as soon as administratively feasible after July 6, 2008.
2. **Eligibility.** Any covered attorney will receive an Annualized GWA Payment if either of the conditions described under a. or b., below, apply:
  - a. The covered attorney was not eligible to receive a GWA *solely* because the employee's base pay was at or above the pay range maximum.
  - b. The covered attorney received a GWA, but because of the pay range maximum limitation, the amount of the GWA was less than the appointing authority would have otherwise granted the covered attorney.
3. **Amount.** The amount of a covered attorney's Annualized GWA Payment is subject to the following limitations:
  - a. For covered attorneys who qualify because of the condition described in 2.a., above, the hourly amount used in calculating an Annualized GWA Payment will equal 1.0% of the employee's base pay.
  - b. For covered attorneys 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 1.0% of the employee's base pay (prior to receipt of the partial GWA), and the partial GWA the employee actually received.
4. **Calculating Annualized GWA Payments.** To calculate a covered attorney's Annualized GWA Payment, multiply the hourly amount that is appropriate for the covered attorney, in accordance with 3.a. or b., above, by 2088. 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 July 6, 2008.

## SECTION VI. FY 2008-2009 GENERAL WAGE ADJUSTMENTS FOR COVERED UNCLASSIFIED EMPLOYEES OTHER THAN CERTAIN "NON-ESG" ATTORNEY POSITIONS EFFECTIVE JULY 6, 2008

### A. GWA

1. **Effective Date.** The General Wage Adjustments (GWAs) are effective July 6, 2008, for employees on biweekly payroll systems.

**2. Eligibility.**

- a. Eligible.** Except as specified in b., below, all covered unclassified employees in pay status on July 6, 2008, are eligible to be considered for a GWA.
- b. Ineligible.** Any employee paid at or above the applicable 2008-2009 pay range maximum. (Refer to the FY 2008-2009 pay schedules, effective July 6, 2008, in Attachments B, C and D attached to this bulletin.)

**3. Amount.**

- a.** Subject to b. through d., below, each eligible employee will be granted a GWA in an amount equal to 1.0% of the employee's base pay rate immediately preceding the GWA, subject to the FY 2008-2009 pay range maximum. (Refer to the FY 2008-2009 pay schedules, effective July 6, 2008, in Attachments B, C and D.)
- b.** ESG and GSEG employees, except fixed term employees, must be paid at least the FY 2008-2009 pay range minimum. (Refer to Attachments C and D - FY 2008-2009 Pay Schedules 90 and 95 effective July 6, 2008.)
- c.** No employee may, during any fiscal year, receive a total cumulative adjustment (GWA) exceeding a total of ten percent (10.0%) of the employee's base pay immediately prior to the application of the earliest fiscal year adjustment.
- d.** No employee, except an employee in a GSEG position, may receive an increase that causes the employee's pay to equal or exceed the salary paid the Governor (i.e., \$137,092).

**SECTION VII. SUPPLEMENTAL PAY SCHEDULE FOR PSYCHOLOGIST DOCTORATES EFFECTIVE JULY 6, 2008**

The schedule of supplemental pay amounts, effective July 6, 2008 through June 6, 2009, for the classifications of Psychologist Supervisor, Psychologist Supervisor Management, Psychologist Manager and Psychologist Chief, are a **mandatory minimum of \$3.74 per hour** through a **maximum of \$5.18 per hour**. See Section A, 4.12 of the 2007-2009 Compensation Plan for additional information.

**SECTION VIII. SUPPLEMENTAL PAY SCHEDULES FOR PATIENT TREATMENT-RELATED EMPLOYEES EFFECTIVE JULY 6, 2008**

The schedule of supplemental pay amounts for Board Certification and Board Certification Eligibility effective July 6, 2008, is provided below. See Section A, 4.15 of the 2007-2009 Compensation Plan for additional information.



**Schedule of Supplemental Pay Amounts  
for Board Certification and Board Certification Eligibility**

Classification (Pay Range)	July 6, 2008 – June 6, 2009	
	Board Certification Eligibility	Board Certification
Physician Mgt (50-51) Physician Supv (50-51)	NTE - \$6.46/hr.	\$9.67 - \$19.32/hr.
Psychiatrist Mgt (50-52) Psychiatrist Supv (50-52)	NTE - \$7.03/hr.	\$10.54 - \$21.06/hr.

The schedule of supplemental pay amounts for Supervisory and Management Responsibility, effective July 6, 2008, is provided below. See Section A, 4.15 of the 2007-2009 Compensation Plan for additional information.

**Schedule of Supplemental Pay Amounts  
for Supervisory and Management Responsibility**

Classification (Pay Range)	July 6, 2008 – June 6, 2009	
	Supervisory Responsibility	Management Responsibility
Dentist Supv (50-50)	NTE - \$5.28/hr.	NTE - \$15.65/hr.
Physician Mgt (50-51) Physician Supv (50-51)	NTE - \$6.46/hr.	NTE - \$19.32/hr.
Psychiatrist Mgt (50-52) Psychiatrist Supv (50-52)	NTE - \$7.03/hr.	NTE - \$21.06/hr.

**SECTION IX. PARITY PROVISIONS EFFECTIVE JULY 6, 2008, OCTOBER 12, 2008  
AND JANUARY 4, 2009**

Parity increases effective July 6, 2008, October 12, 2008 and January 4, 2009, shall be granted in accordance with Sections L and M of the 2007-2009 Compensation Plan (see Attachments H and I). The parity provisions are similar to those in the 2005-2007 Compensation Plan, except that notable changes include adding language to allow:

- Delayed eligibility to supervisors completing performance evaluations prior to December 31, 2008, instead of the initial July 5, 2008 deadline; and
- Annualized Parity Lump Sums when otherwise eligible employees do not receive part or all of a parity adjustment solely due to the pay range maximum limitation.

In addition, some classifications that should have been included in Section L, but were not, have already been identified. Central Payroll and UW Payroll are to provide employees on October 12, 2008, who are in the classifications listed below and in pay status on October 12, 2008, with the amount listed below.

<u>Classification</u>	<u>Funded Per Hour Increase</u>
Employee Assistance Officer	\$1.000
Employee Assistance Specialist	\$1.000
Planning & Analysis Administrator	\$1.000
Program Support Supervisor-DOC	\$0.250

<u>Classification</u>	<u>Agency Funded Per Hour Increase</u>
Executive Chef	\$1.968

## **SECTION X. EMPLOYEE CONTRIBUTIONS TOWARD HEALTH INSURANCE PREMIUMS**

The calendar year 2008 and 2009 full-time employee monthly contribution rates for health insurance are provided below. See Section A, 5.01 of the 2007-2009 Compensation Plan for provisions regarding part-time employees and exclusions.

### **2008 Monthly Employee Contribution Rates**

	<u>Single</u>	<u>Family</u>
<b>Tier 1</b>	\$27.00	\$68.00
<b>Tier 2</b>	\$60.00	\$150.00
<b>Tier 3</b>	\$143.00	\$358.00

### **2009 Monthly Employee Contribution Rates**

	<u>Single</u>	<u>Family</u>
<b>Tier 1</b>	\$31.00	\$78.00
<b>Tier 2</b>	\$69.00	\$173.00
<b>Tier 3</b>	\$164.00	\$412.00

## **SECTION XI. FY 2008-2009 GWA AND ANNUALIZED GWA PAYMENTS EFFECTIVE JUNE 7, 2009**

### **A. GWA**

1. **Effective Date.** The GWA is effective June 7, 2009, for employees on biweekly payroll systems.
2. **Eligibility.**
  - a. **Eligible.** Except as indicated in b., below, all covered classified employees in pay status on June 7, 2009, are eligible to receive a GWA.
  - b. **Ineligible.**
    - (1) Employees whose job performances were rated below satisfactory as a result of formal performance evaluations conducted during the period from June 24, 2007 through July 5, 2008.
    - (2) Supervisors who have not completed formal performance evaluations on all subordinate employees, for whom performance evaluations are

required, during the period from June 24, 2007 through July 5, 2008.

**However, delayed completion of the required evaluations by December 31, 2008, will also allow the supervisor to be eligible for the June 7, 2009 GWA if otherwise eligible.**

- (3) Any employee paid at or above the FY 2008-2009 pay range maximum. (Refer to the applicable FY 2008-2009 pay schedules, effective June 7, 2009, in Attachment E.)

**3. Amount.**

- a. Subject to b., below, 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 FY 2008-2009 pay range maximum. (Refer to the applicable FY 2008-2009 pay schedules, effective June 7, 2009, in Attachment E.)
- b. No employee may, during any fiscal year, receive a total cumulative adjustment (GWA) exceeding a total of ten percent (10.0%) of the employee's base pay immediately prior to the application of the earliest fiscal year adjustment.

4. **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.

5. **Grievances.** An employee who is dissatisfied with the result of the GWA distribution process may file a grievance under the procedure set forth in s. 230.12(5)(e), Wis. Stats. The decision of the appointing authority is final and may not be appealed. Agencies must submit a copy of each grievance filed and the written decision of the appointing authority to OSER within 14 days of the decision. OSER Contact Person: Paul Ostrowski, (608) 267-0343.

**B. Annualized GWA Payment**

1. **Granting Date.** Annualized GWA Payments will be granted as soon as administratively feasible after June 7, 2009.
2. **Eligibility.** Any covered classified 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 the employee's base pay was at or above the pay range maximum.
  - b. The employee did not receive the full GWA amount (i.e., 2.0% of base pay) 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.
    - 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 (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.a. or b., above, by 160. 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 7, 2009.
- C. **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 7, 2009, 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 July 4, 2009, *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 B., of this section.
- D. **Pay Schedule Implementation.**

After application of the pay adjustments described in A. through C., above, the FY 2008-2009 pay schedules effective June 7, 2009, in Attachment E will be implemented. Any employee (except trainees) serving the first six months of any type of probationary period, whose base pay rate falls below the new minimum of the applicable pay range, will have his or her base pay rate adjusted to the new minimum.

**SECTION XII. FY 2008-2009 GENERAL WAGE ADJUSTMENTS AND ANNUALIZED  
GENERAL WAGE ADJUSTMENT PAYMENTS FOR CERTAIN  
UNCLASSIFIED "NON-ESG" ATTORNEY POSITIONS EFFECTIVE JUNE  
7, 2009**

**A. Covered Employees (NOTE: Hereafter, the phrase *covered attorneys* will be used to indicate the employees covered by this section of the bulletin.)**

1. Employees appointed on other than an LTE basis to nonrepresented deputy district attorney positions.
2. Employees appointed on other than an LTE basis to nonrepresented assistant state public defender attorney positions.
3. Employee appointed to the attorney position established under s. 569.015(2), Wis. Stats.

**B. GWA**

1. **Effective Date.** The GWA is effective June 7, 2009, for covered attorneys on biweekly payroll systems.
2. **Eligibility.**
  - a. **Eligible.** Except as specified in b., below, all covered attorneys in pay status on June 7, 2009, are eligible to receive a GWA.
  - b. **Ineligible.**
    - (1) Covered attorneys whose job performances were rated below satisfactory as a result of formal performance evaluations conducted during the period from June 24, 2007 through July 5, 2008.
    - (2) Supervisors who have not completed formal performance evaluations on all subordinate employees, for whom performance evaluations are required, during the period from June 24, 2007 through July 5, 2008. **However, delayed completion of the required evaluations by December 31, 2008, will also allow the supervisor to be eligible for the June 7, 2009 GWA if otherwise eligible.**
    - (3) Any employee paid at or above the FY 2008-2009 pay range maximum. (Refer to Pay Schedule 71 for FY 2008-2009, effective June 7, 2009, in Attachment E.)
3. **Amount.**
  - a. Subject to b., below, 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 FY 2008-2009 pay range maximum. (Refer to Pay Schedule 71 for FY 2008-2009, effective June 7, 2009, in Attachment E.)

- b. No employee may, during any fiscal year, receive a total cumulative adjustment (GWA) exceeding a total of ten percent (10.0%) of the employee's base pay immediately prior to the application of the earliest fiscal year adjustment.
- 4. **Ineligibility Due to Performance.** Any covered attorney 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 covered attorney's performance has not met management's expectations. This notice must also include management's recommendations for performance improvement.
- 5. **Grievances.** A covered attorney who is dissatisfied with the result of the GWA distribution process may file a grievance under the procedure set forth in s. 230.12(5)(e), Wis. Stats. The decision of the appointing authority is final and may not be appealed. Agencies must submit a copy of each grievance filed and the written decision of the appointing authority to OSER within 14 days of the decision. OSER Contact Person: Paul Ostrowski, (608) 267-0343.

#### C. Annualized GWA Payment

- 1. **Granting Date.** Annualized GWA Payments provided to covered attorneys will be granted as soon as administratively feasible after June 7, 2009.
- 2. **Eligibility.** Any covered attorney will receive an Annualized GWA Payment if either of the conditions described under a. or b., below, apply:
  - a. The covered attorney was not eligible to receive a GWA *solely* because the employee's base pay was at or above the pay range.
  - b. The covered attorney received a GWA, but because of the pay range maximum limitation, the amount of the GWA was less than the appointing authority would have otherwise granted the covered attorney.
- 3. **Amount.** The amount of a covered attorney's Annualized GWA Payment is subject to the following limitations:
  - a. For covered attorneys 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.
  - b. For covered attorneys 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 (prior to receipt of the partial GWA), and the partial GWA the employee actually received.

4. **Calculating Annualized GWA Payments.** To calculate a covered attorney's Annualized GWA Payment, multiply the hourly amount that is appropriate for the covered attorney, in accordance with 3.a. or b., above, by 160. 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 7, 2009.

**SECTION XIII. FY 2008-2009 GENERAL WAGE ADJUSTMENTS FOR COVERED UNCLASSIFIED EMPLOYEES OTHER THAN CERTAIN "NON-ESG" ATTORNEY POSITIONS EFFECTIVE JUNE 7, 2009**

**A. GWA**

1. **Effective Date.** The General Wage Adjustments (GWAs) are effective June 7, 2009, for employees on biweekly payroll systems.
2. **Eligibility.**
  - a. **Eligible.** Except as specified in b., below, all covered unclassified employees in pay status on June 7, 2009, are eligible to be considered for a GWA.
  - b. **Ineligible.** Any employee paid at or above the applicable 2006-2007 pay range maximum. (Refer to the FY 2008-2009 pay schedules, effective June 7, 2009, in Attachments E, F, and G.)
3. **Amount.**
  - a. Subject to b. through d., below, 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 FY 2008-2009 pay range maximum. (Refer to the FY 2008-2009 pay schedules, effective June 7, 2009, in Attachments E, F, and G.)
  - b. ESG and GSEG employees, except fixed term employees, must be paid at least the FY 2008-2009 pay range minimum. (Refer to Attachments F and G- FY 2008-2009 Pay Schedules 90 and 95 effective June 7, 2009.)
  - c. No employee may, during any fiscal year, receive a total cumulative adjustment (GWA) exceeding a total of ten percent (10.0%) of the employee's base pay immediately prior to the application of the earliest fiscal year adjustment.
  - d. No employee, except an employee in a GSEG position, may receive an increase that causes the employee's pay to equal or exceed the salary paid the Governor (i.e., \$137,092).

#### **SECTION XIV. SUPPLEMENTAL PAY SCHEDULE FOR PSYCHOLOGIST DOCTORATES EFFECTIVE JUNE 7, 2009**

The schedule of supplemental pay amounts, effective June 7, 2009 through July 4, 2009, for the classifications of Psychologist Supervisor, Psychologist Supervisor Management, Psychologist Manager and Psychologist Chief, are a **mandatory minimum of \$3.82 per hour through a maximum of \$5.29 per hour**. See Section A, 4.12 of the 2007-2009 Compensation Plan for additional information.

#### **SECTION XV. SUPPLEMENTAL PAY SCHEDULES FOR PATIENT TREATMENT-RELATED EMPLOYEES EFFECTIVE JUNE 7, 2009**

The schedule of supplemental pay amounts for Board Certification and Board Certification Eligibility effective June 7, 2009, is provided below. See Section A, 4.15 of the 2007-2009 Compensation Plan for additional information.

##### **Schedule of Supplemental Pay Amounts for Board Certification and Board Certification Eligibility**

<b>Classification (Pay Range)</b>	<b>June 7, 2009 – July 4, 2009</b>	
	<b>Board Certification Eligibility</b>	<b>Board Certification</b>
Physician Mgt (50-51) Physician Supv (50-51)	NTE - \$6.59/hr.	\$9.87 - \$19.71/hr.
Psychiatrist Mgt (50-52) Psychiatrist Supv (50-52)	NTE - \$7.18/hr.	\$10.75 - \$21.49/hr.

The schedule of supplemental pay amounts for Supervisory and Management Responsibility, effective June 7, 2009, is provided below. See Section A, 4.15 of the 2007-2009 Compensation Plan for additional information.

##### **Schedule of Supplemental Pay Amounts for Supervisory and Management Responsibility**

<b>Classification (Pay Range)</b>	<b>June 7, 2009 – July 4, 2009</b>	
	<b>Supervisory Responsibility</b>	<b>Management Responsibility</b>
Dentist Supv (50-50)	NTE - \$5.39/hr.	NTE - \$15.96/hr.
Physician Mgt (50-51) Physician Supv (50-51)	NTE - \$6.59/hr.	NTE - \$19.71/hr.
Psychiatrist Mgt (50-52) Psychiatrist Supv (50-52)	NTE - \$7.18/hr.	NTE - \$21.49/hr.



**SECTION XVI. REFERRAL OF QUESTIONS****Employee Questions:**

Employees with questions regarding their pay rates or pay adjustments included 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 Paul Ostrowski by phone at (608) 267-0343 or by e-mail at [paul.ostrowski@wisconsin.gov](mailto:paul.ostrowski@wisconsin.gov), or Lynn Maulbetsch by phone at (608) 267-5164 or by e-mail at [lynn.maulbetsch@wisconsin.gov](mailto:lynn.maulbetsch@wisconsin.gov).

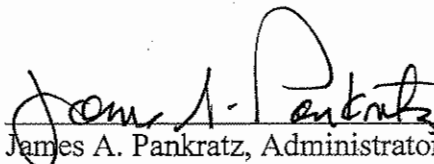
Employer questions regarding *payroll processing or file maintenance* should be directed to the appropriate payroll center:

**DOA Central Payroll:**

Shelley Schwartz at (608) 264-9571

**UW-Processing Center:**

Payroll and Financial Services (608) 262-3558

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

PLO

Attachments:

- Attachment A - Pay Schedule 01 effective December 9, 2007
- Attachment B - Pay Schedules 50, 56, 70, 71 & 81 effective July 6, 2008
- Attachment C - Pay Schedule 90 effective July 6, 2008
- Attachment D - Pay Schedule 95 effective July 6, 2008
- Attachment E - Pay Schedules 50, 56, 70, 71, & 81 effective June 7, 2009
- Attachment F - Pay Schedule 90 effective June 7, 2009
- Attachment G - Pay Schedule 95 effective June 7, 2009
- Attachment H - Section L of the 2007-2009 Compensation Plan
- Attachment I - Section M of the 2007-2009 Compensation Plan

**PAY SCHEDULE 1: GENERAL NONREPRESENTED**

**December 9, 2007 through July 4, 2009**

**Pay**  
**Range**

**1-99** Based on prevailing rates. See Section A, 4.08 of the Compensation Plan

## NONREPRESENTED BROADBAND PAY SCHEDULES

July 6, 2008 through June 6, 2009

		<u>Official Hourly Rate</u>				<u>Monthly Basis*</u>		<u>Annual Basis*</u>			
<u>Pay Schedule</u>	<u>Pay Range</u>	<u>Minimum</u>	<u>Appointment Maximum 1</u>	<u>Appointment Maximum 2</u>	<u>Maximum</u>	<u>Within Range Step</u>	<u>8% of Minimum</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Patient-Related											
<b>50</b>	<b>50-11</b>	28.280	42.420	na	56.560	0.849	2.263	4,921	9,842	59,049	118,098
	<b>50-50</b>	58.280	75.764	na	93.248	1.749	4.663	10,141	16,226	121,689	194,702
	<b>50-51</b>	64.290	83.642	na	102.993	1.929	5.144	11,187	17,921	134,238	215,050
	<b>50-52</b>	70.134	91.245	na	112.355	2.105	5.611	12,204	19,550	146,440	234,598
Law Enforcement											
<b>56</b>	<b>56-01</b>	23.351	35.085	na	46.819	0.701	1.869	4,064	8,147	48,757	97,759
	<b>56-02</b>	18.799	24.439	na	30.079	0.564	1.504	3,272	5,234	39,253	62,805
Information Systems-Related											
<b>70</b>	<b>70-02</b>	25.257	40.475	46.220	55.692	0.758	2.021	4,395	9,691	52,737	116,285
Professional Legal-Related											
<b>71</b>	<b>71-01</b>	23.208	39.651	na	56.094	0.697	1.857	4,039	9,761	48,459	117,125
General											
<b>81</b>	<b>81-01</b>	28.451	46.945	na	65.438	0.854	2.277	4,951	11,387	59,406	136,635
	<b>81-02</b>	25.257	41.675	na	58.092	0.758	2.021	4,395	10,109	52,737	121,297
	<b>81-03</b>	21.594	35.631	na	49.667	0.648	1.728	3,758	8,643	45,089	103,705
	<b>81-04</b>	16.570	27.341	na	38.111	0.498	1.326	2,884	6,632	34,599	79,576
	<b>81-05</b>	13.160	21.714	na	30.268	0.395	1.053	2,290	5,267	27,479	63,200

\*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

**PAY SCHEDULE 90: EXECUTIVE SALARY GROUP (ESG)****July 6, 2008 through June 6, 2009**

<b>Pay Range</b>	<b>Official Hourly Rate</b>			<b>Monthly Basis*</b>		<b>Annual Basis*</b>	
	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>	<b>3% of <u>Minimum**</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
<b>90-01</b>	28.451	44.100	0.854	4,950	7,673	59,406	92,081
<b>90-02</b>	30.728	47.629	0.922	5,347	8,287	64,160	99,449
<b>90-03</b>	33.187	51.440	0.996	5,775	8,951	69,294	107,407
<b>90-04</b>	35.842	55.556	1.076	6,237	9,667	74,838	116,001
<b>90-05</b>	38.710	60.001	1.162	6,736	10,440	80,826	125,282
<b>90-06</b>	41.807	64.801	1.255	7,274	11,275	87,293	135,304
<b>90-07</b>	45.152	69.986	1.355	7,856	12,178	94,277	146,131
<b>90-08</b>	48.765	75.586	1.463	8,485	13,152	101,821	157,824
<b>90-09</b>	52.667	81.634	1.581	9,164	14,204	109,969	170,452
<b>90-10</b>	56.881	88.166	1.707	9,897	15,341	118,768	184,091

\*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

\*\*Equivalent to Within Range Pay Step.

**PAY SCHEDULE 95: GENERAL SENIOR EXECUTIVE GROUP (GSEG)****July 6, 2008 through June 6, 2009**

<b>Pay Range</b>	<b><u>Official Hourly Rate</u></b>			<b><u>Monthly Basis*</u></b>		<b><u>Annual Basis*</u></b>	
	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>	<b><u>3% of Minimum**</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
<b>95-01</b>	41.572	72.876	1.248	7,234	12,680	86,802	152,165
<b>95-02</b>	55.428	97.110	1.663	9,644	16,897	115,734	202,766

\*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

\*\*Equivalent to Within Range Pay Step.

## NONREPRESENTED BROADBAND PAY SCHEDULES

June 7, 2009 through July 4, 2009

		<u>Official Hourly Rate</u>						<u>Monthly Basis*</u>		<u>Annual Basis*</u>	
<u>Pay Schedule</u>	<u>Pay Range</u>	<u>Minimum</u>	<u>Appointment Maximum 1</u>	<u>Appointment Maximum 2</u>	<u>Maximum</u>	<u>Within Range Step</u>	<u>8% of Minimum</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Patient-Related											
<b>50</b>	<b>50-11</b>	28.846	43.269	na	57.692	0.866	2.308	5,020	10,039	60,231	120,461
	<b>50-50</b>	59.446	77.280	na	95.114	1.784	4.756	10,344	16,550	124,124	198,599
	<b>50-51</b>	65.576	85.315	na	105.053	1.968	5.247	11,411	18,280	136,923	219,351
	<b>50-52</b>	71.537	93.070	na	114.603	2.147	5.723	12,448	19,941	149,370	239,292
Law Enforcement											
<b>56</b>	<b>56-01</b>	23.819	35.789	na	47.758	0.715	1.906	4,145	8,310	49,735	99,719
	<b>56-02</b>	19.175	24.928	na	30.680	0.576	1.534	3,337	5,339	40,038	64,060
Information Systems-Related											
<b>70</b>	<b>70-02</b>	25.763	41.286	47.146	56.808	0.773	2.062	4,483	9,885	53,794	118,616
Professional Legal-Related											
<b>71</b>	<b>71-01</b>	23.673	40.446	na	57.218	0.711	1.894	4,120	9,956	49,430	119,472
General											
<b>81</b>	<b>81-01</b>	29.021	47.885	na	66.749	0.871	2.322	5,050	11,615	60,596	139,372
	<b>81-02</b>	25.763	42.509	na	59.255	0.773	2.062	4,483	10,311	53,794	123,725
	<b>81-03</b>	22.026	36.343	na	50.660	0.661	1.763	3,833	8,815	45,991	105,779
	<b>81-04</b>	16.902	27.889	na	38.875	0.508	1.353	2,941	6,765	35,292	81,171
	<b>81-05</b>	13.424	22.150	na	30.876	0.403	1.074	2,336	5,373	28,030	64,470

\*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

**PAY SCHEDULE 90: EXECUTIVE SALARY GROUP (ESG)****June 7, 2009 through July 4, 2009**

<b>Pay Range</b>	<b>Official Hourly Rate</b>			<b>Monthly Basis*</b>		<b>Annual Basis*</b>	
	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>	<b>3% of <u>Minimum**</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
<b>90-01</b>	29.021	44.983	0.871	5,050	7,827	60,596	93,925
<b>90-02</b>	31.343	48.582	0.941	5,454	8,453	65,444	101,439
<b>90-03</b>	33.851	52.470	1.016	5,890	9,130	70,681	109,557
<b>90-04</b>	36.560	56.668	1.097	6,361	9,860	76,337	118,323
<b>90-05</b>	39.485	61.202	1.185	6,870	10,649	82,445	127,790
<b>90-06</b>	42.644	66.099	1.280	7,420	11,501	89,041	138,015
<b>90-07</b>	46.056	71.387	1.382	8,014	12,421	96,165	149,056
<b>90-08</b>	49.741	77.099	1.493	8,655	13,415	103,859	160,983
<b>90-09</b>	53.721	83.268	1.612	9,347	14,489	112,169	173,864
<b>90-10</b>	58.019	89.930	1.741	10,095	15,648	121,144	187,774

\*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

\*\*Equivalent to Within Range Pay Step.

**PAY SCHEDULE 95: GENERAL SENIOR EXECUTIVE GROUP (GSEG)****June 7, 2009 through July 4, 2009**

<b>Pay Range</b>	<b><u>Official Hourly Rate</u></b>			<b><u>Monthly Basis*</u></b>		<b><u>Annual Basis*</u></b>	
	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>	<b><u>3% of Minimum**</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
<b>95-01</b>	42.404	74.335	1.273	7,378	12,934	88,540	155,211
<b>95-02</b>	56.537	99.053	1.697	9,837	17,235	118,049	206,823

\*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

\*\*Equivalent to Within Range Pay Step.



**SECTION L - PARITY PROVISIONS FOR CERTAIN NONREPRESENTED EMPLOYEES  
AFFECTED BY 2007-2009 COLLECTIVE BARGAINING AGREEMENTS**

**1.00 Coverage**

**2.00 Parity Adjustments**

2.01 Eligibility

2.02 Market Adjustments

2.03 Agency Adjustments

**3.00 Parity Lump Sum Payments Due to Delayed Implementation**

3.01 Eligibility

3.02 Non-Discretionary Lump Sum Payments

**4.00 Annualized Lump Sum Payments**

**1.00 Coverage**

The provisions of this Section (Section L) 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 (e), below, any employee in a position allocated to a classification listed in 2.02 and 2.03 of this Section (Section L) who is in pay status on the effective date indicated for a parity adjustment is eligible to be considered for that particular adjustment.
  - (a) Any employee whose performance was rated below satisfactory as a result of a formal performance evaluation conducted in the 12-month period ending June 23, 2007, for parity adjustments effective before July 6, 2008.

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- (b) Any employee whose performance was rated below satisfactory as a result of a formal performance evaluation conducted in the 12-month period ending July 5, 2008, for adjustments effective on or after July 6, 2008.
  - (c) 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 23, 2007, for parity adjustments effective before July 6, 2008.
  - (d) 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 July 5, 2008, for parity adjustments effective on or after July 6, 2008. In FY 2008-2009, if the required performance evaluations are performed by December 31, 2008, a supervisor shall be eligible for a Delayed Parity Award if the supervisor had been denied any parity effective July 6, 2008 through December 31, 2008, solely because of the failure to complete evaluations. The Delayed Parity Award will be effective January 4, 2009, with no retroactive pay or lump sum payment for the delay. Performance of the required evaluations by December 31, 2008, will also allow a supervisor to be eligible for any parity adjustment after December 31, 2008, if otherwise eligible.
  - (e) Any employee paid at or above the pay range maximum.
- (2) All parity adjustments granted are subject to the applicable pay range maximum.
  - (3) Permanent and project employees in positions allocated to other nonrepresented classifications in the classified service, or nonrepresented project employees in represented classifications, 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 2007-2009 collective bargaining agreement. **Such positions will be included only upon an agency's recommendation and OSER's approval.** OSER approval will also include determination of the funding source, (i.e., market or agency).
  - (4) 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 L).

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**NOTE:** The parity base pay rate adjustments provided under this Section (Section L) 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, respectively, of this Plan. Required base pay rate adjustments provided **shall** be included, at the amount generated, when determining pay on restoration.

**NOTE:** The parity adjustments provided under this Section (Section L) will be applied in the order set forth below, and after all adjustments other than Discretionary Compensation Adjustments and Original Appointments, if multiple adjustments occur on the effective date.

### 2.02 Market Adjustments

- (1) **Effective Date.** The market adjustments will be effective on the applicable date provided in (4) through (7), below. Adjustments will be granted in the order they are shown in (4) through (7), below, if an employee is eligible for more than one parity adjustment on a given date.
- (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 2007-2009 collective bargaining agreements.
  - (a) **Criteria for distribution of these market adjustments will be applied in a uniform manner throughout the agency or employing unit.**
  - (b) **If an employee is granted less than the amount generated, the appointing authority must provide OSER with an appropriate justification for doing so.**
  - (c) **Amounts granted in excess of the amount generated by an employee must receive prior approval from OSER. Requests shall be made in the same manner as requests made in accordance with 2.01(3), above.**
- (3) **Funding.**
  - (a) Subject to (b) through (e), below, on the effective date designated agencies will generate the amount indicated for each employee in positions allocated to the classifications listed.
  - (b) Any funds that are not distributed on the effective date will remain unspent.

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- (c) **Funds generated have no bearing on the rights of individual employees to these funds.**
- (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) through (7), below, may not be granted to anyone other than to the individual employee generating the funding, nor may it be combined with the discretionary parity funds provided for distribution in any other section of this Plan.

### (4) Market Adjustments Effective June 8, 2008

<b>Code</b>	<b>Classification</b>	<b>Per Hour Increase</b>
37520	Dietetic Svcs Director	\$0.304
38330	Director of Nursing	\$0.944
38370	Nurse Practitioner Mgmt	\$1.420
38430	Nursing Administrator	\$0.944
38320	Nursing Supv	\$0.944
40620	Public Health Education Supv	\$0.304
38760	Public Health Nursing Coordinator	\$0.304
40530	Public Health Nutrition Section Chief	\$0.304
35960	Respiratory Therapy Supv	\$0.304
39720	Therapist Supv	\$0.304
39780	Therapy Prog Supv	\$0.304

### (5) Market Adjustments Effective July 6, 2008

<b>Code</b>	<b>Classification</b>	<b>Per Hour Increase</b>
37520	Dietetic Svcs Director	\$0.634
38330	Director of Nursing	\$0.905
38370	Nurse Practitioner Mgmt	\$0.634
38430	Nursing Administrator	\$0.905
38320	Nursing Supv	\$0.905
40620	Public Health Education Supv	\$0.634
38760	Public Health Nursing Coordinator	\$0.634
40530	Public Health Nutrition Section Chief	\$0.634
35960	Respiratory Therapy Supv	\$0.634
39780	Therapy Prog Supv	\$0.634
39720	Therapist Supv	\$0.634

**Section L – 2.02****(6) Market Adjustments Effective October 12, 2008****(a) Code Classification Per Hour Increase**

59160	Education Director	*
59180	Juvenile Education Director	*
58220	Teacher Supv	*

**\*Full Years of Adjusted Continuous  
Service as of October 12, 2008****Per Hour Increase**

Zero through 4	\$0.550
5 through 9	\$0.650
10 through 14	\$0.750
15 through 19	\$0.850
20 or more	\$0.950

**(b) Code Classification Per Hour Increase**

57320	Archeology Supv	*
63560	Asst Dir Veterans Museums	*
63220	Curatorial Supv	*
59110	Education Coordinator, DOC	*
63020	Historic Site Coordinator	*
57720	Librarian Supv	*
59520	Public Instruction Supv	*
06720	Veterans Home Special Programs Supv	*

**\*Full Years of Adjusted Continuous  
Service as of October 12, 2008****Per Hour Increase**

Zero through 4	\$0.540
5 through 9	\$0.640
10 through 14	\$0.740
15 through 19	\$0.840
20 or more	\$0.940

**(c) Code Classification Per Hour Increase**

36540	Pharmacist Supv	*
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**\*Full Years of Adjusted Continuous  
Service as of October 12, 2008****Per Hour Increase**

Zero through 1	\$0.500
2 through 9	\$4.000
10 or more	\$3.500

Added June 8, 2008

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(d)	Code	Classification	Per Hour Increase
	71220	Agricultural Marketing Supv	*
	41520	Chemist Supv	*
	33990	Chief, WI Vet Diag Lab – Barron	*
	41280	Cytotechnologist Supv	*
	55580	Environmental Health Supv	*
	67220	Forensic Scientist Supv	*
	41120	Medical Technologist Supv	*
	41020	Microbiologist Supv	*
	56080	NR Area Supv	*
	56730	NR Basin Supv	*
	55020	NR Property Supv	*
	56030	NR Region Prog Mgr	*
	56020	NR Region Team Supv	*
	56040	NR Staff Spec	*
	55220	Park Mgr	*
	56313	Parks & Recreation Spec – Sr – Mgmt	*
	56250	Plant Pest & Disease Mgr	*
	72320	Public Health Sanitarian Supv	*
	41060	Science Management Supv	*
	33640	Veterinary Program Mgr	*

### **\*Full Years of Adjusted Continuous Service as of October 12, 2008**

	Per Hour Increase
Zero through 2	\$0.000
3	\$0.050
4	\$0.080
5	\$0.110
6	\$0.140
7	\$0.170
8	\$0.200
9	\$0.230
10	\$0.260
11	\$0.290
12	\$0.320
13	\$0.350
14	\$0.380
15 or more	\$0.410

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(e)	Code	Classification	Per Hour Increase
	32340	Dentist Mgmt	*
	32380	Dentist Supv	*
	31240	Physician Mgmt	*
	31220	Physician Supv	*
	31340	Psychiatrist Mgmt	*
	31320	Psychiatrist Supv	*

### **\*Full Years of Adjusted Continuous Service as of June 30, 2008**

	Per Hour Increase
Zero through 4	\$0.000
5 through 9	\$0.250
10 through 14	\$0.500
15 through 19	\$0.750
20 through 24	\$1.000
25 or more	\$1.250

(f)	Code	Classification	Per Hour Increase
	00655	Accountant (DOA GAAP) Mgmt	*
	00240	Accountant – Adv – Mgmt	*
	00211	Accountant – Journey – Conf	*
	00212	Accountant – Sr – Conf	*
	00241	Accountant – Sr – Mgmt	*
	00611	Auditor (School Finance) – Conf	*
	00530	Financial Mgmt Supv	*
	00560	Financial Officer	*
	00580	Financial Program Supv	*
	13700	Info Tech Mgmt Consultant	*
	13150	Info Tech Mgr	*
	02390	Insurance Financial Examiner Chief	*
	16820	IS Consultant – Conf	*
	16821	IS Consultant – Mgmt	*
	14210	IS Enterprise Consultant – Conf	*
	14110	IS Enterprise Spec – Conf	*
	16803	IS Professional – Sr – Conf	*
	16810	IS Spec – Conf	*
	13521	IS Supv 1	*
	13522	IS Supv 2	*
	13530	Management Info Chief	*
	13550	Management Info Mgr	*
	15010	Paralegal – Conf	*
	15020	Paralegal Supv	*

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### **\*Full Years of Adjusted Continuous Service as of October 12, 2008**

	<b>Per Hour Increase</b>
Zero through 4	\$0.400
5 through 9	\$0.600
10 through 14	\$0.800
15 or more years	\$1.000

(g)	<b>Code</b>	<b>Classification</b>	<b>Per Hour Increase</b>
	65140	Administrative Warden	\$0.750
	01600	Admr Div of Income Sales & Excise Tax	\$1.160
	09050	Admr Div of Taxpayer Services	\$1.850
	30110	Attorney – Conf	\$1.250
	30130	Attorney – Conf – Supv	\$1.250
	30140	Attorney – Mgmt	\$1.250
	30120	Attorney Supv	\$1.250
	83120	Automotive Shop Supv	\$0.300
	06610	Central Payroll Systems Coordinator	\$1.000
	65000	Chemical Test Supv	\$1.500
	06630	Chief of Central Payroll	\$1.000
	52900	Child Protective Svcs Mgr	\$0.750
	52920	Child Protective Svcs Site Mgr	\$0.750
	05810	Corrections Administrative Spec – Conf	\$1.000
	05980	Corrections Administrative Supv	\$1.000
	05920	Corrections Administrative Unit Supv	\$1.000
	51880	Corrections Field Supv	\$0.897
	49610	Corrections Human Resources Coordinator	\$1.000
	51520	Corrections Program Supv	\$0.892
	51580	Corrections Unit Supv	\$0.892
	32340	Dentist Mgmt	\$1.907
	32380	Dentist Supv	\$1.907
	65740	Deputy Police Chief, Capitol Police	\$0.750
	35620	Diagnostic Imaging Supv	\$0.500
	93120	Electronics Supv	\$1.987
	07220	Employment Coordinator Supv	\$1.000
	11440	Employment Relations Mgr – UWS	\$1.000
	11210	Employment Relations Prog Coordinator	\$1.000
	11410	Employment Relations Spec	\$1.000
	74310	Equal Opportunity Prog Officer	\$1.000
	74313	Equal Opportunity Prog Spec – Sr	\$1.000
	74413	Exec Equal Opportunity Spec – Sr	\$1.000
	10990	Exec Human Resources Mgr	\$1.000
	10970	Exec Human Resources Officer	\$1.000
	10904	Exec Human Resources Spec – Adv	\$1.000
	10903	Exec Human Resources Spec – Sr	\$1.000
	21110	Exec Payroll Coordinator	\$0.500
	00310	Financial Spec – Conf	\$1.196

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00120	Financial Spec Prog Supv	\$1.196
00320	Financial Spec Supv	\$1.196
06760	Fleet Prog Officer	\$1.000
84880	Food Svc Administrator ( <b>non-UW only</b> )	\$1.968
84220	Food Svc Mgr ( <b>non-UW only</b> )	\$1.968
84120	Food Svc Supv ( <b>non-UW only</b> )	\$1.968
19410	Human Resources Asst	\$0.500
19510	Human Resources Asst – Adv	\$0.500
10110	Human Resources Coordinator	\$0.500
10890	Human Resources Mgr	\$1.000
10810	Human Resources Prog Officer	\$1.000
10804	Human Resources Spec – Adv	\$1.000
10803	Human Resources Spec – Sr	\$1.000
11110	Institution Human Resources Dir – Adv	\$1.000
83460	Instrument Shop Supv	\$0.500
20520	Inventory Control Supv	\$0.986
51720	Juvenile Review Supv	\$1.800
34520	Lab Tech Support Supv	\$0.500
11240	Labor Relations Mgr	\$1.000
11213	Labor Relations Spec – Chief	\$1.000
11212	Labor Relations Spec – Sr	\$1.000
11211	Labor Relations Spec	\$1.000
10310	NR Human Resources Mgr	\$1.000
65080	NR Law Enforcement Supv	\$0.750
00220	NR Region Finance Supv	\$1.196
38370	Nurse Practitioner Mgmt	\$0.662
21120	Payroll & Benefits Program Supv	\$1.000
21410	Payroll & Benefits Spec – Adv – Conf	\$0.500
21310	Payroll & Benefits Spec – Conf	\$0.500
21020	Payroll & Benefits Supv	\$0.500
36420	Pharmacy Tech Supv	\$0.471
31240	Physician Mgmt	\$1.910
31220	Physician Supv	\$1.910
65240	Police Captain	\$0.750
65750	Police Chief, Capitol Police	\$0.750
81580	Police Communications Supv	\$0.500
65222	Police Lieutenant	\$0.750
65210	Police Officer Conf	\$0.750
65221	Police Sergeant	\$0.750
77620	Power Plant Manager	\$1.444
77520	Power Plant Superintendent	\$1.444
77300	Power Plant Supv	\$1.444
10480	Procurement Supv	\$1.000
09410	Prog & Planning Analyst – Adv – Conf	\$1.000
09440	Prog & Planning Analyst – Adv – Mgmt	\$1.000
09420	Prog & Planning Analyst – Adv – Supv	\$1.000
01320	Property Assessment Supv	\$1.320

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66180	Psychiatric Care Supv	\$0.750
31340	Psychiatrist Mgmt	\$2.083
31320	Psychiatrist Supv	\$2.083
52210	Psychologist Chief	\$0.500
52270	Psychologist Mgr	\$0.500
52240	Psychologist Supv	\$0.500
52250	Psychologist Supv – Mgmt	\$0.500
10430	Purchasing Agent – Mgmt – Supv	\$1.000
10420	Purchasing Agent Prog Supv	\$1.000
10210	Purchasing Director, DHFS	\$1.000
10320	Purchasing Supv	\$1.000
03420	Real Estate Supv	\$1.000
38581	Resident Care Supv	\$0.500
35960	Respiratory Therapy Supv	\$0.500
67680	Revenue Agent Field Mgmt Supv	\$1.670
67620	Revenue Agent Supv	\$0.800
01020	Revenue Audit Supv	\$1.850
20720	Shipping & Mailing Supv	\$1.002
67580	Special Agent In-Charge	\$0.750
65940	State Patrol Captain	\$0.750
65992	State Patrol Colonel	\$0.750
65922	State Patrol Lieutenant	\$0.750
65950	State Patrol Major	\$0.750
65921	State Patrol Sergeant	\$0.750
65910	State Patrol Trooper Conf	\$0.750
66581	Supervising Officer 1	\$0.750
66582	Supervising Officer 2	\$0.750
66320	Supervising Officer-DHFS	\$0.750
53880	Supervising Youth Counselor	\$0.750
01730	Tax Resolution Mgmt Supv	\$1.000
09800	Univ Benefit Prog Analyst	\$1.000
11310	UW Human Resources Mgr – Adv	\$1.000

### (7) Market Adjustments Effective January 4, 2009

(a)	Code	Classification	Per Hour Increase
	37520	Dietetic Svcs. Director	\$0.160
	38330	Director of Nursing	\$0.160
	38370	Nurse Practitioner Mgmt	\$0.160
	38430	Nursing Administrator	\$0.160
	38320	Nursing Supv	\$0.160
	40620	Public Health Education Supv	\$0.160
	38760	Public Health Nursing Coordinator	\$0.160
	40530	Public Health Nutrition Section Chief	\$0.160
	35960	Respiratory Therapy Supv	\$0.160
	39780	Therapy Prog Supv	\$0.160
	39720	Therapist Supv	\$0.160

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- (b) Eligible employees in pay status on January 4, 2009, whose base pay rate is less than \$14.000 per hour shall receive an increase of \$0.100 per hour, except that the increase cannot result in a base pay rate exceeding \$14.000 per hour.

### 2.03 Agency Adjustments

- (1) Effective Date. The agency market adjustments will be effective on the applicable date provided in (4) and (5), 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 2007-2009 collective bargaining agreements.  
**Criteria for distribution of the discretionary 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) and (5), below, agencies will generate the amount indicated for each employee in positions allocated to the classifications listed. Requests for agency funded parity adjustments in excess of the amounts listed, or to include employees in other classifications, require OSER approval and shall be made in accordance with 2.01(3), above.
  - (b) Any funds that are not distributed on the effective date will remain unspent.
  - (c) **Funds generated have no bearing on the rights of individual employees to these funds.**
  - (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 provide the necessary funding.**
  - (e) Funds generated for distribution in (4) through (6), below, may not be combined with the parity funds provided for distribution in any other section of this Plan.

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### (4) Agency Market Adjustment Generation Effective October 12, 2008

(a)	Code	Classification	Per Hour Increase
	81320	Communications Tech Supv	\$1.500
	70380	Food Safety Supv	\$0.522
	84880	Food Svc Administrator ( <b>UW only</b> )	\$1.968
	84220	Food Svc Mgr ( <b>UW only</b> )	\$1.968
	84120	Food Svc Supv ( <b>UW only</b> )	\$1.968
	92080	Industries Superintendent	\$1.100
	92020	Industries Supv	\$1.100
	70420	Meat Safety Supv	\$0.567
	56220	NR Customer Svc & Licensing Supv	\$1.221
	56120	NR Service Center Supv	\$1.221
	08650	Trust Funds Director	\$3.030
	08680	Trust Funds Supv	\$3.030
	48420	Unemployment Insurance Supv	\$1.820

- (b) Effective October 12, 2008, any eligible employee whose position is allocated to the Financial Examiner Supervisor classification who is in pay status on that date and has 15 or more years of adjusted continuous service as of June 30, 2008, will generate an increase of \$1.200 per hour.

### (5) Agency Market Adjustment Generation Effective January 4, 2009

Effective January 4, 2009, any eligible employee whose position is allocated to the DOT Program Supervisor classification and is in pay status on that date will generate an increase of \$1.545 per hour.

### (6) Agency Funded Discretionary Compression Increase

- (a) Agencies may grant a discretionary compression increase to supervisory/management employees affected by pay compression or inequities resulting from the market adjustments provided to represented subordinates, or similarly affected nonrepresented employees that are counterpart to employees covered by the 2007-2009 collective bargaining agreements who received market adjustments. The effective date of a Discretionary Compression Increase will coincide with the related represented market adjustment effective date. **Criteria for distribution of any compression increases will be applied in a uniform manner throughout the agency or employing unit.**
- (b) **Agencies must receive prior approval from OSER before granting an agency funded Discretionary Compression increase.**

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- (c) **Costs of this pay increase will NOT be supplemented under the authority of s. 20.865, Wis. Stats., and the agency providing any increase will be required to provide the necessary funding.**

### 3.00 Parity Lump Sum Payments Due to Delayed Implementation

#### 3.01 Eligibility.

- (1) Except for employees specified in (a) through (c), below, any employee in a position allocated to a classification listed in 2.02(4) of this Section (Section L) who is in pay status on June 8, 2008, is eligible for lump sum payment consideration.
  - (a) The employee did not have hours in pay status in the “qualifying position” during the applicable period.
  - (b) Any employee that did not qualify for a FY 2007-2008 General Wage Adjustment because his or her job performance was rated below satisfactory as a result of a formal performance evaluation conducted in the 12-month period ending June 23, 2007.
  - (c) 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 23, 2007.
- (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 2007-2009 collective bargaining agreement. **Such positions will be included only upon an agency’s recommendation and OSER’s approval.**

NOTE: Any employee who is on an approved unpaid leave of absence as of the effective date of the adjustment, and who otherwise would be eligible will also receive any applicable Parity Lump Sum Payment upon restoration, subject to the following restrictions:

- 1. The employee must return from the leave of absence to pay status by July 4, 2009, and the employee’s restoration rights must be derived from a position covered by the provisions of this Section (Section L).
- 2. The employee will not receive a lump sum payment until he or she has returned to pay status.

#### 3.02 Non-Discretionary Lump Sum Payments

- (1) **Granting Date.** Non-discretionary lump sum payments shall be granted as soon as administratively feasible after the date specified.

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### **(2) Funding.**

- (a) Each eligible employee in pay status on the effective date will generate the amount provided in (3), below.
- (b) Any funds that are not distributed on the effective date will remain unspent.
- (c) Costs of lump sum payments associated with pay adjustments in 2.02(4) above, 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.

### **(3) Lump Sum Payments.**

Employees in pay status on June 8, 2008, who received a base pay rate increase under 2.02(4), will receive a lump sum payment equal to the amount of the base rate increase received multiplied by the number of hours in pay status in those classifications for the period June 26, 2007 through June 7, 2008.

## **4.00 Annualized Lump Sum Payments**

Employees not receiving a base building increase, or receiving only a partial increase, in this Section (Section L) solely because of the pay range maximum limitation in 2.01(1)(e), shall receive a lump sum payment equal to the difference between the base rate increase received and the increase the employee would have received multiplied by:

- (1) 2088 for adjustments effective June 8, 2008 or July 6, 2008;
- (2) 1520 for adjustments effective October 12, 2008; and
- (3) 1040 for adjustments effective January 4, 2009.

**SECTION M - PARITY PROVISIONS FOR CERTAIN “NON-ESG” ATTORNEY  
POSITIONS IN THE UNCLASSIFIED SERVICE AFFECTED BY 2007-2009  
COLLECTIVE BARGAINING AGREEMENTS**

**1.00 Coverage**

**2.00 Parity Adjustments**

2.01 Eligibility

2.02 Market Adjustments

**3.00 Annualized Lump Sum Payments**

**1.00 Coverage**

The provisions of this Section (Section M) apply to employees who are not covered by a collective bargaining agreement and who are unclassified “Non-ESG” attorneys covered by Section C of this Plan.

**2.00 Parity Adjustments**

**2.01 Eligibility**

- (1) Except for employees specified in (a) through (d), below, any employee included in 1.00 of this Section (Section M) who is in pay status on the effective date indicated for a parity adjustment is eligible to be considered for that particular adjustment.
  - (a) Any employee whose performance was rated below satisfactory as a result of a formal performance evaluation conducted in the 12-month period ending July 5, 2008.
  - (b) 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 July 5, 2008. If the required performance evaluations are performed by December 31, 2008, a supervisor shall be eligible for a Delayed Parity Award if the supervisor had been denied any parity effective July 6, 2008 through December 31, 2008, solely because of the failure to complete evaluations. The Delayed Parity Award will be effective January 4, 2009, with no retroactive pay or lump sum payment for the delay.

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- (c) Any employee paid at or above the pay range maximum or NTE rate.
- (2) All parity adjustments granted are subject to the applicable pay range maximum.
- (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 M).

<p><b>NOTE:</b> The parity adjustments provided under this Section (Section M) will be applied in the order set forth below, and after all adjustments other than Discretionary Compensation Adjustments and Original Appointments, if multiple adjustments occur on the effective date.</p>
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## 2.02 Market Adjustments

- (1) Effective Date. The adjustments will be effective on the dates 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 2007-2009 collective bargaining agreements.
  - (a) **Criteria for distribution of these market adjustments will be applied in a uniform manner throughout the agency or employing unit.**
  - (b) **If an employee is granted less than the amount generated, the appointing authority must provide OSER with an appropriate justification for doing so.**
  - (c) **Amounts granted in excess of the amount generated by an employee must receive prior approval from OSER.**
- (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) Any funds that are not distributed on the effective date will remain unspent.
  - (c) **Funds generated have no bearing on the rights of individual employees to these funds.**



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- (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 granted to anyone other than to the individual employee generating the funding, nor may it be combined with the discretionary parity funds provided for distribution in any other section of this Plan.
- (4) Effective October, 12, 2008, any employee whose position is allocated to one of the following classifications who is in pay status on that date will receive an adjustment of \$1.250 per hour.

Code	Classification	Per Hour Increase
97810	Asst. State Public Defender Atty - Conf	*
97830	Asst. State Public Defender Atty - Conf – Supv	*
97840	Asst. State Public Defender Atty – Mgmt	*
97820	Asst. State Public Defender Atty – Mgmt	*

### **3.00 Annualized Lump Sum Payments**

Employees not receiving a base building increase, or receiving only a partial increase, in this Section (Section M) solely because of the pay range maximum or NTE rate limitation in 2.01(1)(c), shall receive a lump sum payment equal to the difference between the base rate increase received and the increase the employee would have received multiplied by 1520.