

1995-96 SESSION
COMMITTEE HEARING
RECORDS

Committee Name:

JOINT
COMMITTEE ON
EMPLOYMENT
RELATIONS (JC-
ER)

Sample:

Record of Comm. Proceedings ... RCP

- 05hrAC-EdR_RCP_pt01a
- 05hrAC-EdR_RCP_pt01b
- 05hrAC-EdR_RCP_pt02

➤ Appointments ... Appt

➤ **

➤ Clearinghouse Rules ... Crule

➤ **

➤ Committee Hearings ... CH

➤ **

➤ Committee Reports ... CR

➤ **

➤ Executive Sessions ... ES

➤ **

➤ Hearing Records ... HR

➤ **

➤ Miscellaneous ... Misc

➤ 95hrJC-ER_Misc_pt04

➤ Record of Comm. Proceedings ... RCP

➤ **

**SECTION A - GENERAL COMPENSATION PROVISIONS FOR NONREPRESENTED
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INTRODUCTION

Pursuant to s. 230.12(1)(a)3., Stats., certain provisions governing salary transactions for nonrepresented classified employees are contained in this Plan and other provisions are contained in the Rules of the Secretary (Chapter ER, Wis. Adm. Code). Pay provisions currently contained in this Section of the Plan include fiscal year pay adjustments, lump sum awards, supplemental pay, and overtime compensation.

Certain other compensation provisions, such as those relating to employer payments toward health insurance and retirement contributions are contained in the Compensation Plan pursuant to ss. 40.02(22) and 40.05, Stats.

1.00 Coverage

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

A "**permanent employe**" is a person who is an employe as a result of an appointment to a position in which permanent status can be attained, whether or not the employe has attained permanent status.

A "**project employe**" is a person who is an employe as a result of an appointment to a project position under conditions of employment which do not provide for attainment of permanent status.

SPECIAL NOTE REGARDING PROFESSIONAL PATIENT TREATMENT (DP UNIT CODE 10) EMPLOYEES: On March 31, 1994, the Wisconsin Employment Relations Commission certified the Wisconsin Professional Health Care Providers (WPHCP), AFT/FPE, as the collective bargaining representative for that unit. Thus, as of that date, employes in the Patient Treatment unit became represented. Pursuant to s. 230.10(2), Stats., the pay and benefit provisions of the 1993-95 Compensation Plan in effect on March 31, 1994, shall continue in effect for employes in the Patient Treatment unit until the effective date of its collective bargaining agreement.

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2.00 Base Pay Adjustments and Lump Sum Awards for Fiscal Years 1995-96 and 1996-97

These provisions apply to all employees covered by Section A unless otherwise excluded under specific provisions.

2.01 Base Pay Adjustments

(1) General Discretionary Awards.

(a) **Effective Dates.** General Discretionary Awards shall be effective July 9, 1995, and July 7, 1996.

(b) **Eligibility.** All permanent or project employees who are in pay status in a position allocated to a classification assigned to pay schedules 49, 50 or 80, or project employees in a position allocated to a classification assigned to pay schedules 9 or 10, on the effective date are eligible to receive a General Discretionary Award except the following:

1. Employees whose job performances were rated below satisfactory as a result of formal performance evaluations conducted in the 12 month period immediately preceding the effective date of General Discretionary Award distribution (unless the award is required under (c)4., due to pay range adjustments).
2. Supervisors who have not completed a formal performance evaluations on all subordinate employees, for whom performance evaluations are required, within the 12 month period ending June 24, 1995 in FY 1995-96; and July 6, 1996 in FY 1996-97.

NOTE: Extenuating circumstances may exist (e.g., leaves of absences) that would allow a supervisor to receive a General Discretionary Award even though the required performance evaluations were not completed within mandated time frames. Contact the Department of Employment Relations, Division of Classification and Compensation for further assistance.

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3. Employees serving the first six months of a probationary period for an original appointment or comparable trial period for career executive or project appointments (unless the award is required by (c)4., due to pay range adjustments).
4. Employees paid at or above the pay range maximum. Such employees may be eligible for an annualized GDA if they are otherwise eligible for a GDA under these provisions. (Refer to Annualized GDA provisions under 2.02(4) of this Section.)
5. Trainees eligible for scheduled trainee increases (unless the award is required by (c)4., due to pay range adjustments).
6. Craftworker Employees (Project and Supervisors).

(c) Amount.

1. All eligible employees shall be granted an award of 1.0% on July 9, 1995, and 2.0% on July 7, 1996, subject to 2, below.
2. An employe's new base pay after application of the General Discretionary Award must not exceed the new pay range maximum. An employe who is granted a GDA, but the amount granted was less than the GDA amount the appointing authority would have otherwise granted to that employe except for the pay range maximum limitation, may be eligible for an Annualized GDA. (Refer to Annualized GDA provisions under 2.02(4) of this Section.)
3. No employe may, during any fiscal year, receive a total cumulative adjustment (General Discretionary Award, Discretionary Grid Adjustment, Performance Recognition Award, and Equity Award) exceeding a total of 10% of the employe's base pay at the beginning of the fiscal year, immediately prior to General Discretionary Award or Discretionary Grid Adjustment distribution, whichever is applicable.
4. Employees who are otherwise ineligible to receive a General Discretionary Award under (b) shall be granted the following

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amounts if adjustments to the pay schedules occur on the same date as the General Discretionary Award distribution:

- a. Employees (other than those described under b. and c., below) serving the first six months of a probationary period or comparable trial period for career executive or project appointments shall be granted an award equal to the amount necessary to bring their base pay to the new minimum.
 - b. Employees serving the first six months of a probationary period or comparable trial period for career executive or project appointments, whose pay upon appointment was established under Section E.1.03 of this Plan (i.e., Hiring Above the Minimum 'HAM' provisions), shall be granted an award equal to the percent by which the applicable pay range minimum is adjusted on the effective date of General Discretionary Award distribution.
 - c. Trainees shall be granted an award equal to the amount necessary to bring their base pay to the new pay range minimum or receive a percent increase equal to the percent by which the pay range minimum is adjusted, whichever is less.
 - d. All other employees shall be granted an award equal to the amount necessary to bring their base pay to the new pay range PSICM.
- (d) **Funding. Funds generated have no bearing on the rights of individual employees to these funds.** Funds will be generated as follows:
1. On July 9, 1995, each agency will generate 1.0% of the active hourly payroll of classified employees under 2.01(1)(b) of this Section (Section A) for distribution as General Discretionary Awards to eligible agency employees under this Section (Section A). On July 7, 1996, the applicable percentage generated will be 2.0%.

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2. For purposes of General Discretionary Award distribution, funds for classified employees under 2.01(1)(b) shall not be combined with funds for unclassified employees (employees under Section B).

NOTE: Refer to the following funding Sections for provisions relative to use of unspent General Discretionary Award funds: 2.01(3)(d) [Equity Awards] and 2.02(1)(c) [Exceptional Performance Awards].

- (e) Ineligibility Due to Performance. Any employee who is not eligible to receive a General Discretionary Award because of job 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 recommendations for improvement.
- (f) Grievances. If an employee is dissatisfied with the evaluation methodology and results used by an agency to determine any General Discretionary Award, or the amount of such an Award, an employee may file a grievance under s. 230.12(5)(e), Stats. The decision of the appointing authority is final and may not be appealed to the Personnel Commission under ss. 230.44 or 230.45(1)(c), Stats. **Agencies shall submit a copy of each grievance filed and the written decision of the appointing authority to the Secretary, Department of Employment Relations, within 14 days of the decision.**
- (2) **Performance Recognition Awards**

- (a) Effective Date. Optional Performance Recognition Awards shall be effective January 7, 1996 and September 29, 1996 after application of any Discretionary Grid Adjustments that may be effective on the same effective date. Use of Optional Performance Recognition Awards is at the discretion of the appointing authority.

NOTE: See (d) below, for information on the **unfunded** nature of this award. pay plan supplements will not be available to fund the PRA amounts in either fiscal year.

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- (b) Eligibility. All employees who are in pay status on the effective date are eligible to be considered for a Performance Recognition Award except the following:
1. Employees who were ineligible for a General Discretionary Award or Discretionary Grid Adjustment in the same fiscal year because their job performance was rated below satisfactory.
 2. Supervisors who were ineligible for a General Discretionary Award or Discretionary Grid Adjustment in the same fiscal year because they did not complete formal performance evaluations on all subordinate employees for whom performance evaluations are required.
 3. Employees serving the first six months of a probationary period for an original appointment or comparable trial period for career executive or project appointments.
 4. Employees paid at or above the pay range maximum. Such employees may be considered for an Annualized Performance Recognition Award if they are otherwise eligible for a Performance Recognition Award under these provisions. (Refer to Annualized Performance Recognition Award provisions under 2.02(3) of this Section.)
 5. Trainees eligible for scheduled trainee increases.
 6. Crafts Worker Employees (Project and Supervisors).
 7. Permanent or project employees in positions allocated to classifications that are assigned to seniority-based pay schedules or grids (i.e., schedules 22, 23, 25, 26 and 32), or project employees in positions allocated to classifications that are assigned to seniority-based pay schedules or grids (i.e., 2, 3, 5, 6, and 12).
- (c) Amount. Except as otherwise provided in this Plan, each appointing authority shall have the sole discretion to distribute the unfunded monies from the fund generated under (d) by the employees they have

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the power to appoint by constitution or statute, subject to the following restrictions:

1. Performance Recognition Awards must be distributed solely on the basis of merit, as determined by the appointing authority. The criteria on which the Performance Recognition Award distribution is based shall be developed in accordance with the guidelines issued by the Secretary of the Department of Employment Relations and shall be applied in a uniform manner throughout the agency or employing unit.
2. No employe may, during any fiscal year, receive a total cumulative adjustment (General Discretionary Award, Discretionary Grid Adjustment, Performance Recognition Award and Equity Award) exceeding a total of 10% of the employe's base pay at the beginning of the fiscal year, immediately prior to General Discretionary Award or Discretionary Grid Adjustment distribution, whichever is applicable.
3. An employe's new base pay after application of the Performance Recognition Award must not exceed the pay range maximum. An employe who is granted a PRA but the amount granted was less than the PRA amount the appointing authority would have granted to that employe except for the pay range maximum limitation, may be eligible for an annualized PRA. (Refer to Annualized PRA provisions under 2.02(3) of this section (Section A).
4. An employe in a position allocated to a classification that is covered by Discretionary Grid Adjustment provisions whose pay rate is equal to or greater than the PSICM and less than the specified grid endpoint for the pay range of the classification, may be granted a PRA of the amount required to adjust the employe's pay to the grid rate that is closest to, but greater than, the employe's pre-award rate.
5. As necessary, the Secretary of the Department of Employment Relations shall require approval of agency distribution criteria and award amounts prior to the granting of any Performance Recognition Awards.

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NOTE: Refer also to pre-approval requirement under Annualized Performance Recognition Award Payments provision (Section 2.02(3)(c)4).

(d) **Funding. Funds generated have no bearing on the rights of individual employees to these funds.** Funds will be generated as follows:

1. a. On January 7, 1996, and September 29, 1996, each agency may generate an unfunded amount equal to 0.5% of active hourly payroll of classified employees under Section A and indefinite-term unclassified employees under Section B for distribution as Performance Recognition Awards to eligible agency employees under those Sections. Any funds generated for Performance Recognition Awards on the effective date that are not distributed on that date shall convert to EPA funds upon certification by the Department of Administration. (See 2.02(1)(c) of this Section).
2. Funds for classified employees under Section A shall not be combined with funds for indefinite-term unclassified employees under Section B in accordance with the provisions of Section B 3.05(5)(d)2.

(3) **Equity Awards.**

(a) **Effective Dates.**

Equity Awards may, at the discretion of the appointing authority, be granted at the beginning of any payroll period during fiscal years 1995-96 and 1996-97 to employees covered by this Section (Section A) and shall not be retroactive.

(b) **Eligibility.**

1. All employees covered under Section A are eligible to be considered for an Equity except those described in 2.01(2)(b). It is anticipated that Equity Awards shall be granted only

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under exceptional or in unique circumstances or for retention purposes. Equity Awards may be granted to help resolve pay inequities, as determined by the appointing authority.

(c) Amounts.

1. No employe may, during any fiscal year, receive a total cumulative base pay adjustment (General Discretionary Award, Discretionary Grid Adjustment, Performance Recognition Award, and Equity Award) exceeding a total of 10% of the employe's base pay at the beginning of the fiscal year, immediately prior to General Discretionary Award or Discretionary Grid Adjustment distribution, whichever is applicable.
2. An employe's new base pay after application of the Equity Award must not exceed the pay range maximum.

(d) Funding. The sum of the hourly base pay increases granted as Equity Awards during the fiscal year to continuing employes covered by Sections A and B of this plan may not exceed the sum of the following:

1. Hourly amounts granted as General Discretionary Awards, Discretionary Grid Adjustment, Performance Recognition Awards and Equity Awards during the fiscal year to employes under Section A and Section B who left the agency during the fiscal year.
2. Hourly amounts converted from certified EPA funds that are reserved by an appointing authority for use as Equity Awards. (All unspent General Discretionary Award amounts--whether generated by eligible or ineligible employes--convert to EPA funds upon certification by the Department of Administration. The only EPA funding that may be reserved for Equity Awards are the unspent General Discretionary Award monies generated by employes who are ineligible for General Discretionary Awards.) **Notification of decisions by appointing authorities to reserve EPA funds as Equity Awards must be received by DER within one month after certification of EPA funds by the DOA.**

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NOTE: See also the Department of Administration's 1995-97 Allotment Instructions for information about supplemental allotments for salary adjustments under s. 20.865, Stats. Non-GPR appropriations must also have sufficient cash balances to fund Interim Awards granted under this Plan.

See 2.02(1)(c)5. for provisions regarding the option available to very small agencies to convert certain Exceptional Performance Award funds to an hourly amount for distribution as Awards.

2.02 Lump Sum Awards

(1) Exceptional Performance Awards.

- (a) Effective Dates and Amounts. Noncumulative Exceptional Performance Awards may, at the discretion of the appointing authority, be granted at any time during the fiscal year. Exceptional Performance Awards shall be granted solely in the form of one-time payments in any whole dollar increment from \$100 to \$1000 to employees who demonstrate exceptional performance. Employees shall be limited to two such awards in any fiscal year.
- (b) Eligibility. Exceptional performance may include, but is not limited to, successful completion of temporary assignments or projects that are at a higher pay range level than the employee's current position classification. All employees under this Section (Section A) are eligible to receive an Exceptional Performance Award except those described in 2.01(2)(b)1. through 6.
- (c) Funding. The sum of the following amounts are generated for distribution as Exceptional Performance Awards:
 - 1. Funds generated by eligible employees for distribution as General Discretionary Awards under Section A or Section B, but not granted;
 - 2. Unspent funds generated for General Discretionary Awards under Section A or Section B by employees who were ineligible to receive General Discretionary Awards except

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those funds apportioned for use as Interim Awards. (See provision for Equity Award funding, Section A, 2.01(3)(d).)

3. Unspent funds generated for Discretionary Grid Adjustments or corresponding lump sum payments under Sections L-V and W of this Plan by employees who were ineligible to receive Discretionary Grid Adjustments or corresponding lump sum payments.
4. Funds saved from delay in granting Equity Awards.
5. An additional amount, if necessary, so that near the start of each fiscal year a minimum Exceptional Performance Award fund will be available to each agency. This minimum fund is to be computed as follows:

\$100 per active (in pay status) employe under Section A and active indefinite-term employe under Section B but not less than \$1000 and not more than \$3000. All amounts are annualized.

If the Department of Administration certifies that less than the minimum specified amount remains for Exceptional Performance Awards after funds generated for General Discretionary Awards are distributed, the agency will generate the additional Exceptional Performance Award funds and the agency will be supplemented under the authority of s. 20.865, Stats.
6. Agencies with less than five active employes under Section A and active indefinite-term employes under Section B combined may convert the full \$1000 at the beginning of the fiscal year to an hourly amount of 25 cents per hour and add this amount to the Equity Award fund generated under 2.01(3)(d) of this Section. Notification of this conversion and adjustment to Equity Award funds must be submitted to the Department of Employment Relations within one month after certification of funds by the Department of Administration.
7. All funds spent in the fiscal year as Exceptional Performance Awards must be generated in the same fiscal year.

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8. Funds generated for distribution as Performance Recognition Awards under Section A or Section B, but not granted. Unspent Performance Recognition Awards will be converted to Exceptional Performance Award funds based on the number of work hours remaining in the fiscal year.

(2) Relocation Incentive Awards.

- (a) **Effective Dates and Amounts.** Noncumulative Relocation Incentive Awards may, at the discretion of the appointing authority, be granted to employees who relocate, pursuant to s. 20.917(1)(a) and (b), Stats., as a result of promotion or transfer. Noncumulative Relocation Incentive Awards shall be granted in the form of one time payments in any whole dollar increment up to an amount equal to the monthly minimum specified in the Compensation Plan for the pay range to which the employee's new position classification is assigned. The award must be approved at the time of appointment. The appointment letter shall specify the amount of the award and indicate that approval is contingent upon reimbursement for his or her moving expenses. The award may be paid at any time within three months after the employee has received such reimbursement.
- (b) **Eligibility.** Permanent employees covered by Section A who meet the eligibility criteria for moving expense reimbursement under s. 20.917(1)(a) and (b), Stats., are eligible for Relocation Incentive Awards provided the employing agency has written criteria approved by the Department of Employment Relations, Division of Classification and Compensation. This criteria must ensure that relocation incentive awards will be distributed in a uniform manner throughout the agency or employing unit.
- (c) **Funding.** These awards are funded from each agency's salary line appropriation.

(3) Annualized Performance Recognition Award Payments Corresponding to the Performance Recognition Awards Provided under 2.01(2) of this Section (Section A)

- (a) **Granting Date.** Annualized Performance Recognition Award Payments shall be granted as soon as administratively feasible after

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the effective date of any Performance Recognition Award granted under 2.01(2) of this Section (Section A).

(b) Eligibility. Any employe who is otherwise eligible for a Performance Recognition Award under 2.01(2)(b) may be considered for an Annualized Performance Recognition Award Payment if the conditions described under 1. or 2., below, apply:

1. The employe is not eligible to receive a Performance Recognition Award due solely to pay range maximum limitations.
2. The employe is granted a Performance Recognition Award, but the amount granted was less than the Performance Recognition Award the appointing authority would have otherwise granted to that employe except for pay range maximum limitations .

(c) Amount. The amount of any Annualized Performance Recognition Award Payment is subject to the restrictions under 1. and 2., below:

1. For employes who are eligible due to circumstances described under (b)1., above, the hourly amount used in determining an Annualized Performance Recognition Award Payment will equal the amount of Performance Recognition Award the appointing authority would have granted the employe, subject to the restrictions set forth in 2.01(2)(c) of this Section (Section A), if the employe would have been eligible to receive a Performance Recognition Award.
2. For employes who are eligible due to circumstances described under (b)2., above, the hourly amount used in determining an Annualized Performance Recognition Award Payment shall equal the difference between the Performance Recognition Award the appointing authority would have granted the employe, subject to the restrictions set forth in 2.01(2)(c) of this Section (Section A), and the Performance Recognition Award actually granted to the employe.
3. Annualized Performance Recognition Award Payments shall be calculated by multiplying the hourly amount determined to

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be appropriate for the employe in accordance with 1. or 2., above, times the number of work hours remaining in the fiscal year. Annualized Performance Recognition Payments shall be prorated on the basis of percentage of Full-Time Equivalency (FTE) for permanent part-time or seasonal employes.

4. If the Secretary of the Department of Employment Relations requires pre-approval of agency Performance Recognition Award distribution criteria and award amounts as set forth in 2.01(2)(c)5. of this Section (Section A), any corresponding Annualized Performance Recognition Award Payments shall also require pre-approval.

- (d) **Funding.** The sum of the hourly amounts used as the basis for determining any Annualized Performance Recognition Award Payments granted shall be subtracted from the corresponding Performance Recognition Award funds.

(4) Annualized General Discretionary Award Payments Corresponding to the General Discretionary Awards provided under 2.01(1) of this Section (Section A)

- (a) Granting Date. Annualized General Discretionary Award Payments shall be granted as soon as administratively feasible after the effective date of any General Discretionary Award granted under 2.01(1) of this Section (Section A).

- (b) Eligibility. Any employe who is otherwise eligible for a General Discretionary Award under 2.01(1)(b) may be considered for an Annualized General Discretionary Award Payment if the conditions described under 1. or 2., below, apply:

1. The employe is not eligible to receive a General Discretionary Award due solely to pay range maximum limitations.
2. The employe is granted a General Discretionary Award but the amount granted was less than the General Discretionary Award the appointing authority would have otherwise granted to that employe except for pay range maximum limitations.

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(c) Amount. The amount of any Annualized General Discretionary Award Payment is subject to the restrictions under 1. and 2., below:

1. For employes who are eligible due to circumstances described under (b)1., above, the hourly amount used in determining an Annualized General Discretionary Award Payment will equal the amount of General Discretionary Award the appointing authority would have granted the employe, subject to the restrictions set forth in 2.01(1)(c) of this Section (Section A), if the employe would have been eligible to receive a General Discretionary Award.
2. For employes who are eligible due to circumstances described under (b)2., above, the hourly amount used in determining an Annualized General Discretionary Award Payment shall equal the difference between the General Discretionary Award the appointing authority would have granted the employe, subject to the restrictions set forth in 2.01(1)(c) of this Section (Section A), and the General Discretionary Award actually granted to the employe.
3. Annualized General Discretionary Award Payments shall be calculated by multiplying the hourly amount determined to be appropriate for the employe in accordance with 1. or 2., above, times the number of work hours remaining in the fiscal year. Annualized General Discretionary Award payments shall be prorated on the basis of percentage of Full-Time Equivalency (FTE) for permanent part-time or seasonal employes.

(d) Funding. The sum of the hourly amounts used as the basis for determining any Annualized General Discretionary Award Payments granted shall be subtracted from the corresponding General Discretionary Award funds.

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3.00 Pay on Regrade

3.01 Individual Position Reallocation or Reclassification

Pursuant to s. 230.09(2)(f), Stats., the pay rate of an incumbent who is regraded as a result of position reallocation or reclassification shall be adjusted under s. ER 29.03 (3), Wis. Adm. Code except as provided in this Section.

3.02 Classification Survey

The Secretary of Employment Relations may, without prior approval of JCOER, establish provisions for determining the pay rate of a regraded employe whose position is reallocated as a result of a classification survey under s. 230.09(2)(b), Stats., if such provisions are necessary to avoid the creation of pay anomalies, and subject to the following:

- (1) The pay on regrade for survey reallocations involving only nonrepresented employes is authorized only for regrades to the same or higher pay range and shall not exceed one within-range pay step, subject to the maximum of the new pay range.
- (2) The pay on regrade authorized by this Section shall not exceed the amount negotiated pursuant to s. 111.91, Stats., for similarly situated represented employes in the same occupational group who are covered by the same classification survey.
- (3) The cost of any adjustments provided under (1) may be supplemented under s. 20.928, Stats., as appropriate, with respect to funding source.

3.03 The provisions of 3.02 shall apply to situations where surveys of an occupational group are conducted in stages requiring different implementation dates. Any pay adjustments resulting from such application of the provisions of 3.02 shall be granted on the effective date of full survey implementation.

3.04 Limits

The individual increase limits provided in s. 230.12(5)(d), Stats., do not apply to regrade increases provided pursuant to 3.02.

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3.05 Intervening Adjustments

In addition to the intervening Compensation Plan adjustments identified under s. ER 29.04 (13) and (14), Wis. Adm. Code, the intervening Compensation Plan adjustments pursuant to 3.02 may be included in determining pay on reinstatement and pay on restoration.

4.00 Overtime, Supplemental Pay, and Holiday Premium

4.01 Definitions

- (1) **Base pay rate.** The official hourly rate excluding any overtime or supplemental pay. Base pay rate is limited to the pay range maximum; base pay rate plus any supplemental pay received is not limited to the pay range maximum.
- (2) **Exempt.** Exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).
- (3) **Night hours.** Work hours between the hours of 6:00 p.m. and 6:00 a.m.
- (4) **Nonexempt.** Subject to the overtime provisions of the Fair Labor Standards Act (FLSA).
- (5) **Nonstandard work period.** A regularly recurring period of 336 hours in the form of 14 consecutive 24-hour periods which begins on a day of the week and time established by the appointing authority. Employees assigned a nonstandard work period are those employees who work a fixed schedule of more than 40 hours one week and less than 40 hours the next week.
- (6) **Overtime hours.** For employees assigned a standard workweek, work hours in excess of 40 in a standard workweek. For employees assigned a nonstandard work period, work hours in excess of 80 hours in a nonstandard work period. Each position is considered separately in determining the number of work hours for employees occupying more than one position. (This definition applies only to employees who are exempt from the overtime provisions of the FLSA. See Chapter 516 of the Wisconsin Personnel Manual for the definition of overtime as provided by the FLSA for nonexempt employees.)

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- (7) **Premium rate.** The straight rate plus .5 times the regular rate paid the employe.
- (8) **Regular rate.** The average hourly rate actually paid the employe as straight time pay for all hours worked in the workweek or work period, including all remuneration for employment paid to, or on behalf of, the employe, except any payments specifically excluded from the calculation of the regular rate under the FLSA and related federal regulations.
- (9) **Responsibility hours.** Work hours between the hours of 7:00 p.m. and 7:00 a.m.
- (10) **Standard workweek.** A regularly recurring period of 168 hours in the form of 7 consecutive 24-hour periods which begins on a day of the week and time established by the appointing authority.
- (11) **Supplemental pay.** Pay in addition to the base rate for circumstances not reflected in the base rate or pay range. Such circumstances are identified below under 4.05-4.10 and 4.12-4.17.
- (12) **Weekend hours.** Work hours on Saturday and Sunday.
- (13) **Work hours.** Work time as directed by the appointing authority during which an employe must be on duty and/or at a prescribed place of work. In determining overtime hours for nonexempt employes, work hours means hours worked as defined in Section 516.060 of the Wisconsin Personnel Manual-Classification & Compensation.

4.02 General Policy

(1) **Usage**

Overtime and supplemental pay is to be held to a minimum consistent with the needs of the service. It is the responsibility of each agency to utilize other available alternatives before assigning employes to work hours which will require such pay.

(2) **Records**

All cash overtime and supplemental pay shall be separately recorded on payroll and shall cease to be payable when no longer applicable.

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(3) Application during Absences or Termination

Absences: Overtime or supplemental pay, identified under 4.03, 4.04, 4.05, 4.06, 4.07, 4.09, 4.10, and 4.11 below, shall not be paid to an employe absent or on leave with pay (vacation, sick leave, military leave, etc.) during the period in which the employe would otherwise be scheduled to work.

Termination: Supplemental pay, identified under 4.08, 4.12, 4.13, 4.14, 4.15, 4.16 and 4.17, below, shall be included in computing lump sum payments for leave credit balances upon termination. It shall **not** be included for computing cash payments for employes selecting the cash option for the fifth week of annual leave (reference s. ER 18.02(5)(b)3., Wis. Adm. Code).

(4) Salaried Employees

Employees who meet the duty and discretion test for exemption from the overtime provisions of the FLSA as professional, administrative, or executive employes must be paid on a "salary basis" as defined in the federal regulations and explained in Chapter 516 of the Wisconsin Personnel Manual. Exceptions to the requirement to be paid on a salary basis may be granted by the Administrator, Division of Classification and Compensation.

NOTE: Refer to Section D, 4.00 for overtime and supplemental pay provisions for limited term employes and Section B, 3.08 for overtime and supplemental pay for unclassified employes; and 4.18 of this Section (Section A) for overtime and supplemental pay provisions for project employes.

4.03 Overtime for Permanent Employees

Employees are categorized as exempt or nonexempt in accordance with the Fair Labor Standards Act. Refer to the most current "Alphabetical Listing of Classifications" for the normal categorization of employes by "class title". For purposes of this section (unless an exception applies), employes in titles designated as exempt (E) will be treated as exempt and employes in titles designated as nonexempt (N) or mixed (M) will be treated as nonexempt. Refer to Chapter 516 of the Wisconsin Personnel Manual for an explanation of exempt and nonexempt status under the FLSA. Refer to Section 516.020 of the Wisconsin Personnel Manual for information on exceptions to the normal FLSA categorization of employes by "class titles."

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(1) Overtime for Nonexempt Employees.

Overtime pay for employees who are nonexempt from the overtime provisions of the FLSA shall be in accordance with those provisions and related federal regulations. Categorizing employees as exempt or nonexempt shall be in accordance with the FLSA. In general, categorization is based on each employee's employment situation with an agency, regardless of the number of positions occupied by the employee in the agency. For employees functioning in an executive, administrative, or professional capacity, categorization cannot be based on the functions performed for the agency in any single workweek or work period. Temporary assignments of short duration will not normally affect the exempt or nonexempt status of employees. Refer to Chapter 516 of the Wisconsin Personnel Manual for specific information on the overtime provisions and record keeping requirements for nonexempt employees under the FLSA.

(2) Overtime for Exempt Employees.

- (a) The overtime pay status of permanent employees who are exempt from the overtime provisions of the FLSA shall be determined in accordance with the following table. The table shows the overtime pay status of employee groups broken down by Data Processing (DP) Unit Code (i.e., collective bargaining code).

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OVERTIME PAY STATUS TABLE FOR EXEMPT EMPLOYEES

Employee Group or Unit	DP Unit Code	Overtime Pay Status
GROUP 1 Nonprofessional Confidential	(97)	Premium rate or time off at 1-1/2 times the # of overtime hours. (Mandatory)
<hr/>		
GROUP 2 Nonprofessional Supv./Conf.	(96)	Up to the premium rate or up to time off at 1-1/2 times the # of overtime hours. (Permissive) See additional provisions for Mandatory Overtime for Certain Supervisors, <u>4.03(2)(c)2 of this Section (Section A).</u>
Supervisory	(16)	
Professional Supv./Conf.	(98)	
Supervisory	(17)	
<hr/>		
GROUP 3 Professional		Up to the straight rate or time off for the # of overtime hours. (Permissive)
Confidential*	(99)	
Staff & Management	(18)	
Patient Treatment	(10)	
Exec & Management	(19)	

***NOTE:** This table applies only to employees who are exempt from the overtime provisions of the FLSA. See Chapter 516 of Wisconsin Personnel Manual for record keeping requirements pertaining to exempt employees under the FLSA.

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- (b) Provisions for Permanent Nonprofessional Confidential Employees (Group 1).

Permanent nonprofessional-confidential employees (Overtime Pay Status Table: Group 1) shall be compensated at the premium rate for overtime hours or, at the discretion of the appointing authority, be given time off at a rate of one and one-half times the number of overtime hours.

- (c) Provisions for Permanent Salaried Employees (Groups 2 & 3).

1. General Policy Regarding Payment for Overtime Worked by Salaried Employees.

The salaries paid to employees included in Groups 2 and 3 of the Overtime Pay Status Table are generally intended to compensate for the total responsibilities of the position regardless of the number of hours worked. However, circumstances may exist where time off or cash payment for overtime hours is appropriate. Time off or cash payment authorized may be granted to exempt employees at the discretion of the appointing authority except where additional compensation is required. (See Mandatory Overtime Compensation for Certain Supervisors, 4.03(2)(c)2.

The following factors shall be used by agencies as a basis to establish practices for additional compensation for overtime hours:

- a. The number of additional hours of scheduled work required by the employer on a frequent and recurring basis (i.e., if only a few overtime hours are worked on an occasional basis, additional compensation should not normally be granted).
- b. The standards or expectations of the occupational area (i.e., in some occupations it is customary to work overtime hours without additional payment).
- c. The status of additional compensation for overtime hours paid to subordinates or comparable employees (i.e., the employee is supervising staff earning additional compensation for overtime hours, or the employee is working under similar conditions with

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employees comparable to employees in the category who are earning additional compensation for overtime hours).

2. Mandatory Overtime Compensation for Certain Supervisors.

Any supervisor included in Group 2 of the overtime Pay Status Table is entitled to mandatory overtime compensation if all of the following conditions apply:

- a. The supervisor's position is assigned to pay range 1-15 or a counterpart pay range in a different schedule or lower; or, the supervisor's position is allocated to one of the following classifications assigned to the nonrepresented supervisory and noncounterpart engineering-related pay schedule: Engineering Specialist Supervisor 1-4 or Engineering Specialist-Transportation-Supervisor 1-4.
- b. The supervisor is directed to work hours in addition to his/her normal work hours and such additional work hours result in overtime hours;
- c. The purpose of the additional work hours is to supervise employees who also are directed to work additional hours;
- d. The additional work hours of the employees supervised generate overtime compensation for that workweek or work period; and
- e. The additional work hours of both the supervisor and employees supervised are generated by the same cause or situation.

3. Calculating Mandatory Overtime Compensation For Certain Supervisors (Group 2).

- a. Employees in professional supervisory (DP Unit Code 17) and professional confidential/ supervisory (DP Unit Code 98) positions shall be compensated on an hour-for-hour basis at no less than their regular rate of compensation in cash or equivalent time off.

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- b. Employees in nonprofessional supervisory (DP Unit Code 16) and nonprofessional confidential/supervisory positions (DP Unit Code 96) shall be compensated at the premium rate or granted time off at 1.5 times the number of overtime hours.

(d) **General Administrative Provisions**

1. Appointing authorities shall have discretion in approving scheduled use of time off earned in lieu of cash payment for overtime hours.
2. Time off earned in lieu of cash payment for overtime hours which cannot be scheduled by the appointing authority within 12 months after the end of the calendar year in which the time is earned shall be paid in cash at the employees' current regular rate times the unused time off hours earned.
3. Payment of overtime shall be in addition to the premium rate paid for holiday work incurred during the established workweek or work period.

4.04 Overtime During a Declared Emergency

During a declared emergency under s. 20.922(2) and s. 20.901 (1)(b), 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 shall receive the premium rate or shall be credited with compensatory time off at the rate of 1.5 hours for each overtime hour worked. For more information, please see Chapter 520 of the Wisconsin Personnel Manual.

4.05 Night Differential for Permanent Employees

(1) **Eligibility**

Subject to (2), below, all permanent classified employees are eligible except for employees whose positions are classified as Nursing Supervisor 1, 2, 3 or 4.

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NOTE: For provisions relating to supplementary pay for project employees see 4.18 of this Section (Section A).

(2) General Administrative Provisions

- (a) The payment of Night Differential is mandatory for all qualifying work hours of employes who are paid on an hourly rather than a salary basis.
- (b) The payment of Night Differential is at the discretion of the appointing authority for all qualifying work hours of employes who are paid on a salary basis.

(3) Rate

- (a) Thirty (\$.30) cents per hour for all night hours worked (i.e., work hours between the hours of 6:00 p.m. and 6:00 a.m. To qualify for night differential between the hours of 6:00 p.m. and 12:00 midnight, an employe must be assigned a minimum of two work hours between 6:00 p.m. and 1:00 a.m.
- (b) Work hours are defined as work time as directed by the appointing authority during which an employe must be on duty and/or at a prescribed place of work. In determining overtime hours for nonexempt employes, work hours means hours as defined in Section 516.060 of the Wisconsin Personnel Manual-Classification and Compensation.

4.06 Weekend Differential for Permanent Employees

(1) Eligibility

Subject to (2), below, all permanent classified employes are eligible.

NOTE: For provisions relating to supplementary pay for project employees see 4.18 of this Section (Section A).

(2) General Administrative Provisions

- (a) The payment of Weekend Differential is mandatory for all qualifying work hours of employes who are paid on an hourly rather than a salary basis.

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(b) The payment of Weekend Differential is at the discretion of the appointing authority for all qualifying work hours of employees who are paid on a salary basis.

(3) Rate

(a) Forty-five (\$.45) cents per hour for all weekend work hours (i.e., work hours on Saturday and Sunday).

(b) Work hours are defined as work time as directed by the appointing authority during which an employe must be on duty and/or at a prescribed place of work. In determining overtime hours for nonexempt employes, work hours means hours as defined in Section 516.060 of the Wisconsin Personnel Manual-Classification and Compensation.

4.07 Responsibility Differential for Permanent Employees in Positions Classified as Nursing Supervisor 1, 2, 3 or 4.

(1) Eligibility.

Subject to (2), below, all permanent classified employees whose positions are classified as Nursing Supervisor 1, 2, 3 or 4 are eligible.

NOTE: Employees whose positions are classified as Nursing Supervisor 1, 2, 3 or 4 are not eligible for a Night Differential (see 4.05 of this Section)

NOTE: For provisions related to supplementary pay for project employes see 4.18 of this Section (Section A).

(2) General Administrative Provisions

(a) The payment of Responsibility Differential is mandatory for all qualifying work hours of employees who are paid on an hourly rather than a salary basis.

(b) The payment of Responsibility Differential is at the discretion of the appointing authority for all qualifying work hours of employees who are paid on a salary basis.

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(3) Rate

- (a) One dollar and twenty-five (\$1.25) cents per hour for all responsibility hours (work hours between 7:00 p.m. and 7:00 a.m.).
- (b) Work hours are defined as work time as directed by the appointing authority during which an employe must be on duty and/or at a prescribed place of work. In determining overtime hours for nonexempt employes, work hours means hours as defined in Section 516.060 of the Wisconsin Personnel Manual-Classification and Compensation.

4.08 Crafts Worker Supervisor Add-On

These employes shall be paid 50 cents per hour more than the 81.7% adjusted state rate for the highest paid Craft supervised (exclusive of add-ons and regardless of whether or not the subordinate selects the optional additional week of annual leave), or 50 cents more than the adjusted state rate for the craft in which they have journeyman status, whichever is greater.

NOTE: The adjusted prevailing state rate for Craft employes is determined by collective bargaining. According to the 1993-95 Agreement, effective April 16, 1994, the adjusted state prevailing rate is 81.7% of the gross area building construction prevailing craft rate less the cost of the optional health insurance for employes selecting 80 or 96 hours of annual leave. For employes selecting 120 or 136 hours of annual leave the adjusted state rate is 80.5%. The supervisory add-on will always be based on the 81.7% adjusted state rate. The applicable adjusted state prevailing rate is considered to be the base pay rate for pay administration purposes.

4.09 Standby Pay

When the appointing authority requires that an employe be available for work and be able to report to work in less than one hour, the appointing authority may grant standby pay at the rate of two dollars and twenty-five cents (\$2.25) for each hour in standby status. Standby pay shall be mandatory for nonprofessional confidential employes.

4.10 Call-Back/Call-In Pay

The appointing authority may guarantee a minimum of two hours pay when an emergency situation exists and an employe is called back for duty or called in on the

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employee's day off. The guaranteed minimum of two hours pay shall be mandatory for:

- (1) Nonprofessional confidential employees; and
- (2) Supervisory employees when call-back/call-in work hours plus other work hours cause the employee to receive mandatory overtime pay under 4.03(2)(c)2.

4.11 Holiday Premium

Compensatory time off or payment at the premium rate shall be granted for holiday work hours as provided in s. 230.35 (4)(b), Stats.

4.12 Psychologist - Doctorate Add-On

An amount equal to 13% of the minimum of the pay range shall be added to the base pay of an employee whose position has been allocated to one of the following classifications: Psychologist Supervisor Doctorate; Psychologist Supervisor Doctorate Management; and Psychologist Manager 1-2 Doctorate.

An additional amount of up to 5% of the minimum of the pay range may also be granted. The appointing authority has the sole discretion to approve, modify or deny the additional add-on amount based on external market conditions affecting the recruitment and retention of employees with doctorates in the psychology subspecialty required by the position. Such amounts may differ by geographic area and by subspecialty. Differences in add-on amounts may **not** be based on differences in the level of managerial or supervisory functions performed. These differences are reflected in the base pay range assignment of the classification. Pursuant to s. 230.12(1)(c), Stats., supplemental pay may not be granted for circumstances reflected by the base pay rate or range.

In order to be eligible for the "Doctorate" classification and resultant add-on, the employee must possess a recognized Doctorate in Psychology or a related field such as Behavioral Disabilities. Employees who possess an equivalent to a Doctorate, as evidenced by licensure by the Psychology Examining Board, shall also be eligible.

The Psychologist-Doctorate add-on shall be effective at the beginning of the first pay period following receipt by the appointing authority of proof of such Doctorate or licensure.

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PSYCHOLOGIST-DOCTORATE ADD-ON

JUNE 25, 1995 THROUGH JULY 5, 1997		
PAY RANGE OF ASSIGNMENT POSITION	13% ADD-ON MANDATORY OHR**	18% ADD-ON* NTE OHR** DISCRETIONARY
PR 32-08	\$2.23	\$3.09
PR 32-09/ 52-17	\$2.41	\$3.34
PR 32-10/ 52-18	\$2.61	\$3.61
PR 52-19	\$2.81	\$3.89
PR 52-20	\$3.02	\$4.19

*This amount includes the 13% mandatory add-on plus an additional amount up to 5% which may be granted at the discretion of the appointing authority.

**NTE (Not To Exceed). OHR (Official Hourly Rate).

4.13 Supplemental Pay for Attorney Supervisory and Managerial Positions

This supplemental pay provision applies to Attorney positions allocated to Supervisory, Confidential/Supervisory or Management classifications who supervise one or more permanent Attorney positions.

The actual responsibility add-on amount paid to an employe may be any amount up to the maximum rate. The maximum rate allowable shall not exceed the amounts designated in the table below. If the highest level Attorney supervised is allocated to a classification assigned to a pay range used for represented employes, the applicable pay range shall be the pay range of the confidential classification.

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**ATTORNEY SUPERVISOR ADD-ON
 SUPPLEMENTAL PAY MAXIMUMS
June 25, 1995 through July 5, 1997**

Highest Level of Attorney Supervised*	Not To Exceed Official Hourly Rate	Monthly Rate	Annual Rate
Attorney 13	\$1.90	\$330.60	\$3,967.20
Attorney 14	\$2.05	\$356.70	\$4,280.40
Attorney 15	\$2.21	\$384.54	\$4,614.48

The appointing authority has the discretion to grant or adjust supplemental pay subject to the maximum allowable amounts based on their analysis of their organizational structure, internal and external relationships, size of staff supervised and any other reasonable criteria deemed appropriate. The add-on shall be immediately discontinued by the department when the Attorney is no longer employed in a position allocated to a supervisory or managerial classification. Failure to do so will result in a salary overpayment which must be recovered by the appointing authority.

4.14 Teacher Supervisor and Education Director Add-On

An add-on amount may be paid to supplement the base pay of an employe whose position is allocated to one of the Teacher Supervisor or Education Director classes, based on credits earned from an accredited college or university over and above those needed for basic certification as a teacher or Education Director, as provided in the schedule below.

In order to be eligible for the add-on, the appointing authority must make a determination that the additional credits on which the add-on is based are relevant to the duties and responsibilities of the position. It shall be the sole discretion of the appointing authority to determine the relevance of the credits.

If granted, the add-on shall be effective at the beginning of the first pay period following receipt by the appointing authority of proof that the relevant credits were earned.

If the incumbent moves from the position for which an add-on has been determined to be appropriate to a position not allocated to one of these classes, the add-on shall cease. If the incumbent moves to another position allocated to one of these classes, the appointing authority shall re-evaluate the additional credits beyond those needed for

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basic certification and establish which are relevant to the new position. It is on these credits that any add-on to be applied shall be based.

**TEACHER SUPERVISOR AND EDUCATION DIRECTOR
SUPPLEMENTAL PAY AMOUNTS**

NUMBER OF CREDITS BEYOND BACHELOR'S DEGREE

Bachelor's Degree plus:

6 12 18 24 30 36 42 48 54

Master's Degree plus:

- - - - 0 6 12 18 24

OFFICIAL HOURLY ADD-ON AMOUNTS

June 25, 1995 through July 5, 1997

\$0.60 \$0.85 \$1.10 \$1.35 \$1.60 \$1.85 \$2.10 \$2.35 \$2.60

The above add-on amounts apply to all classifications eligible for the supplemental pay add-on.

4.15 Supplemental Pay for Physicians and Psychiatrists

All nonrepresented employees whose positions require the possession of a license to practice medicine pursuant to s. 448.05, Stats., are covered by these provisions. These positions shall be classified as "PHYSICIAN SUPERVISOR", "PHYSICIAN MANAGER", "PSYCHIATRIST SUPERVISOR", "PSYCHIATRIST MANAGER".

(1) Supplemental Pay for Board Certification and Supervisory/Administrative Responsibility.

The appointing authority has the sole authority to determine supplemental pay up to the not-to-exceed amounts below for Board certification and supervisory/administrative responsibility based upon whatever reasonable criteria is deemed appropriate subject to this plan.

(a) Board Certification

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1. All employes whose positions require a medical specialty and who have been certified by the appropriate Medical Specialty Board may be granted supplemental pay not to exceed 20% of the appropriate pay range minimum upon receipt of written evidence of such certification by the appointing authority. No credit is given for certification in a specialty area not directly related to the job. It is recognized that the qualifications and requirements for Board Certification vary in different medical specialties and that the actual market value of different Board Certifications may vary, and that for some positions, multiple Board Certification may be required. Therefore, it is expected that the amount of supplemental pay granted will take these differences into consideration.
2. Persons employed to fill such positions who are certified by the appropriate specialty board and who are functioning as medical specialists shall have the name of the specialty shown on all payroll records immediately following the class title. Examples are: Physician-Supervisor-Pediatrics, Psychiatrist-Management-Geriatric, Physician Supervisor-Family Practice, etc.

(b) Supervisory/Management Responsibility

Because of the variety of existing and potential future positions assigned supervisory or management responsibility, supplemental pay will be based upon such factors as organizational status, structure of the work environment, program scope and complexity, decision making authority, policy-setting authority or any other reasonable factors. The added supplemental pay shall relate to one of the two categories listed below and shall not exceed the amount stated therein.

1. Supervisor - Not to exceed 10% of the appropriate pay range minimum for positions classified as supervisors for collective bargaining purposes by the Secretary, Department of Employment Relations, or his/her delegated designee. Examples include Service Chiefs, Assistant Medical Directors and Assistant Clinical Directors.
2. Management - Not to exceed 40% of the appropriate pay range minimum for positions classified as management for collective bargaining purposes by the Secretary, Department of Employment Relations, or his/her delegated designee.

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Examples include Institution Superintendents, Bureau Directors and the Assistant State Health Officer.

Supplemental pay for supervisory/management responsibility may be granted, increased, or reduced based upon changes in assigned responsibilities.

This type of change is not considered a "promotion" or "demotion" and, therefore, within range base pay increases shall not be granted.

(c) **Effective Dates**

All supplemental pay adjustments shall be effective at the beginning of the pay period following the determination by the appointing authority that such adjustments are warranted in accordance with this Section. Supplemental pay shall be discontinued by the department whenever the employee is not employed in a position requiring medical specialization or added responsibility.

OHR* SUPPLEMENTAL PAY MAXIMUMS

PAY RANGE	JUNE 25, 1995 THROUGH JULY 5, 1997		
	10%	20%	40%
Pay Range 50-51	\$3.10	\$6.19	\$12.37
Pay Range 50-52	\$3.48	\$6.96	\$13.91

*Official Hourly Rate

(2) **Medical Officer of the Day Pay.**

Physicians or Psychiatrists assigned as Medical Officer of the Day are responsible for all aspects of the institution's medical program on weekends and from 4:30 p.m. to 7:45 a.m. on weekdays. During these time frames, the Medical Officer of the Day is assigned both on-site responsibilities (e.g., doing rounds, making medical judgements on admissions, responding to general ward problems, etc.) and off-site responsibilities (e.g., discussing changed status of patients, prescribing treatment and medications, renewing medical orders, responding to general ward problems, etc.). Compensation for Medical Officer of the Day off-site or on-site standby duties may, upon approval of the

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Secretary of the Department of Employment Relations, be set at a rate not to exceed the usual and customary fee for such service as reflected by appropriate pay policies in the health treatment industry.

4.16 Supplemental Pay Add-Ons for Supervisory and Management Engineering & Related Classifications

An add-on amount of \$0.30 per hour may be paid to supplement the base pay of an employe whose position is allocated to one of the nonrepresented management or supervisory engineering and related classifications, based upon the employe's possession of Professional Engineer, Architect or Landscape Architect registration. To be eligible for the Professional Engineer/Architect/ Landscape Architect add-on, the employe must hold a current registration from the Department of Regulation and Licensing as either a Professional Engineer, Architect, or Landscape Architect and occupy a position allocated to one of the nonrepresented supervisory or managerial engineering and related classifications. The appointing authority shall have the sole discretion to determine the relevance of the registration or permit to the position held and to authorize the hourly add-on.

If granted, the add-on shall be effective at the beginning of the first pay period following receipt by the appointing authority of proof that the registration or permit has been obtained and is currently held.

If the incumbent moves from the position for which an add-on has been approved by the appointing authority to a position not allocated to one of the authorized classes, the add-on shall cease. If the incumbent moves to another position allocated to one of the authorized classes, the appointing authority of the new position has the sole discretion to determine whether the add-on shall be continued in the new position. If an employe receiving an add-on ceases to hold a current registration or permit as the result of expiration or revocation the add-on shall cease effective at the beginning of the first pay period following the expiration or revocation date.

4.17 Supplemental Pay Add-On for Professional Confidential, Supervisory, or Management Fiscal Classifications

An add-on amount of \$0.15 per hour may be paid to supplement the base pay of an employe whose position is allocated to one of the nonrepresented professional confidential, supervisory, or management fiscal classifications, based upon the employe's successful completion of the Certified Public Accountant (CPA) examination and possession of the CPA "Notification of Grades".

To be eligible for the \$0.15 per hour add-on, the employe must meet all three of the following criteria: (1) be classified in a position which is allocated to one of the following nonrepresented professional confidential, supervisory, or management fiscal

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classifications: Accountant, Auditor, Financial Supervisor, Financial Officer, or agency-specific professional fiscal classification; (2) successfully complete the CPA examination and possess the CPA "Notification of Grades" from the Department of Regulation and Licensing or another state; **and**, (3) the CPA-related knowledge must be relevant to the position's assigned duties and responsibilities.

Upon earning the CPA certificate, an additional add-on amount of \$0.15 per hour may be added to bring the total add-on amount up to \$0.30 per hour. To be eligible for the \$0.30 per hour add-on, the employee must meet all three of the following criteria: (1) be classified in a position which is allocated to one of the following nonrepresented professional confidential, supervisory, or management fiscal classifications: Accountant, Auditor, Financial Supervisor, Financial Officer, or agency-specific professional fiscal classification; (2) possess a current certificate from the Department of Regulation and Licensing or another state as a Certified Public Accountant; **and**, (3) the CPA-related knowledge must be relevant to the position's assigned duties and responsibilities.

The Department of Employment Relations will establish and maintain the list of professional and professional supervisory classifications which will qualify for either type of CPA add-on.

The appointing authority shall have the sole discretion to determine the relevance of the successful completion of the CPA examination or CPA certification to the position held and to authorize the hourly add-on.

If granted, the add-on shall be effective at the beginning of the first pay period following receipt by the appointing authority of proof that the CPA examination has been successfully completed or proof that the CPA certification has been obtained and is currently held.

If the incumbent moves from the position for which an add-on has been approved by the appointing authority to a position not allocated to one of the authorized classes, the add-on shall cease. If the incumbent moves to another position allocated to one of the authorized classes, the appointing authority of the new position has the sole discretion to determine whether the add-on shall be continued in the new position, based on the criteria noted above. If an employee receiving an add-on ceases to hold a current certification as the result of expiration or revocation of such certification, the add-on shall cease effective at the beginning of the first pay period following the expiration or revocation date.

4.18 Project Employees

Except as provided in 4.04 (declared emergencies), project employees must receive the same overtime compensation and/or supplemental pay as permanent employees in the

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same class. Each position is considered separately in determining the number of work hours for employes occupying more than one position unless the FLSA requires that the work hours be considered jointly.

NOTE: See 2.00. of Section E. of this Plan for provisions relating to pay upon appointment to project positions.

5.00 Benefit Provisions

5.01 Health Insurance Premiums

As provided under s. 40.05(4)(ag), Stats., and this plan, the state shall pay health insurance premiums for its insured employes who are currently employed:

- (1) For insured part-time employes, including those in project positions as defined in s. 230.27(1), Stats., who are appointed to work less than 1044 hours per year, an amount equal to 50% of the employer contribution under sub. (2).
- (2) For eligible employes not specified in sub d. (1) and (3), 90% of the gross premium for the standard health insurance plan offered to state employes by the Group Insurance Board or 105% of the gross premium of the alternative qualifying plan offered under s. 40.03 (6), Stats., that is the least costly qualifying plan within the county in which the alternate plan is located, whichever is lower, but not more than the total amount of the premium. Employer contributions for employes who select the standard plan shall be based on their county of residence.

Qualifying health insurance plans shall be determined in accordance with standards established by the Group Insurance Board.

- (3) Pursuant to s. 230.12(1)(b), Stats., the pay system in place for nonrepresented crafts employes is based upon the pay system for represented crafts employes as established in the collective bargaining agreement between the State and the designated representative of the crafts bargaining unit. Therefore, nonrepresented employes in crafts positions, i.e., Crafts Worker Supervisors and employes in project positions allocated to a crafts classification who choose to carry health insurance, are required to pay the entire monthly health insurance premium in the same manner as that provided for represented crafts employes under the terms of the applicable collective bargaining agreement. The administrative means by which the monthly premium payments are paid shall be established in a manner similar to that established for premium payment by represented employes and that does not cause undue hardship on affected employes.

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NOTE: See 4.06 of this Section for the pay provisions relating to employes occupying positions classified as Crafts Worker Supervisor and an explanation of the adjusted prevailing state rate concept.

5.02 Retirement Contributions

- (1) As provided under s. 40.05(1)(b), Stats., and this plan, the state payment for employe retirement contributions shall equal 5% of the earnings for creditable service of each participating employe.
- (2) The State shall pay the 1% benefit adjustment contribution required by s. 40.05(2m), Stats.
- (3) Employes on leave without pay to work for a nonparticipating employer may, upon mutual agreement of the employing State agency and the employe, be deemed to receive earnings at the employe's rate of pay immediately prior to the leave if the nonparticipating employer agrees to reimburse the employing State agency for the employer retirement contribution required under s. 40.05(2), Stats. The nonparticipating employer may also agree to pay all or part of employer payments made pursuant to s. 40.05(1)(b) and s. 230.12, Stats. Any required payments under s. 40.05(1), Stats., which are not paid by the nonparticipating employer must be paid by the employe. Participating employers are those employers subject to the provisions of the retirement plan under Chapter 40, Stats. See also s. 40.02(22)(e), Stats.

Administrative procedures of this schedule are developed and implemented in accordance with the directives issued by the Secretary, Department of Employment Relations.