

Chapter Pers 5

COMPENSATION PROVISIONS

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**Pers 5.01 Beginning salary.** (1) INITIAL RATE TO BE PAID. (a) The lowest or initial rate in the salary range shall be the rate payable to any person on first appointment to a position in the class except as otherwise provided.

(b) When economic and employment conditions make it exceedingly difficult to fill vacancies in a given class at the initial rate, the director may approve a higher rate in the range. Such changes shall be reported to the board quarterly.

(c) When unique special professional training and experience are required to fill a specified vacancy, the director, at the request of the employing department, may approve a rate above the minimum for recruiting and hiring. Such changes shall be reported to the board quarterly.

(2) OTHER. For salary on promotion, reclassification, transfer, reinstatement, demotion and for trainees and intern classes see Wis. Adm. Code chapters Pers 14, 15, 16, 17, and 20 respectively.

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.

**Pers 5.02 Full-time and part-time service.** Rates prescribed in the compensation plan for permanent and seasonal positions are the rates authorized for full-time employment. When employment regularly equals or exceeds half-time on a daily, weekly or monthly basis, the proportionate part of the rate shall be paid. When employment is less than half-time on a daily, weekly or monthly basis the rate paid shall be according to the salary schedule for limited term employment.

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.

**Pers 5.03 Salary increases.** (1) A probationary increase of one step shall be granted pursuant to subsection 16.105 (2) (d), Wis. Stats. effective at the beginning of the pay period following completion of the first 6 months of the probationary period.

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(2) Merit increases, see subsections 16.105 (2) (c) and (e), 16.25 and 20.931, Wis. Stats.

(a) *Scope.* In accordance with subsection 16.105 (2) (c) 2 Wis. Stats., the bureau shall develop a guide to assist departments in the equitable distribution of merit increases.

(b) *Policy.* To establish a system of employe evaluation through performance standards so that merit increases may be granted solely for meritorious service and provide justification to the employe for either the award or denial of merit increases.

(c) *Application.* Each department shall adopt a plan for the distribution of merit increases to accomplish the legislative intent and the policy expressed in this rule. The plan thus adopted may be the guide drawn up by the bureau or it may be one drafted by the given department to fit its own needs and circumstances.

(d) *Reporting.* Appointing officers shall report to the director their plan for granting merit increases, including method and procedures, and furnish any supplementary forms or related information as the director may require for his evaluation and presentation to the board on the operation of the state's merit increase program.

(3) Salary increases or decreases resulting from position reallocation or reclassification shall normally be effective at the beginning of the pay period following completion of the transaction.

(4) Except for action in accordance with subsection 16.24 (1), Wis. Stats., or to correct an error, no salary increases or decreases shall be retroactive.

(5) When a position is reallocated pursuant to Wis. Adm. Code Pers 3.02 (2) (a) and (f) to a classification in a salary range with a higher maximum, the incumbent who holds that position and is authorized to perform the duties of the class to which the position is reallocated, shall receive a salary increase to the minimum of the new class or a one step increase, whichever is greater.

(6) Where applicable, salary adjustments resulting from personnel transactions that have the same effective date shall be made and occur in the following order:

1. Reallocation.
2. Reclassification.
3. Probationary increase.
4. Promotional increase.
5. Merit increase.

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.

**Pers 5.04 Basic salary.** The term basic salary means the salary rate excluding any overtime or other additional compensation.

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.

**Pers 5.05 Injury while on hazardous duty.** Certain employes injured while performing hazardous duties as defined in section 16.31, Wis. Stats., and who are unable to work may continue to receive their full monthly salary for not to exceed 3 months. Claim shall be made by the employe or his representative to his appointing officer on forms provided by the bureau. Within 10 calendar days after receipt of the claim the appointing officer shall notify the employe and the director in writing of his decision to authorize or deny the claim. The employe may appeal the decision of the appointing officer to the board within 10 calendar days after receipt of the appointing officer's decision.

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.

**Pers 5.06 Effect of workmen's compensation.** (1) During the period an employe is absent from work due to injury from state employment

Register, June, 1964, No. 102