

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 hiring rate in the range for the class on a statewide basis or for a specific job location headquarters. 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 initial rate for recruiting and hiring. Such changes shall be reported to the board quarterly.

(2) PERMANENT STATUS IN CLASS MINIMUM. (a) The initial rate paid to an employe who is not serving a probationary period in a class allocated to salary schedules 1 or 3 shall be not less than the permanent status in the class minimum.

(b) Subject to the salary range maximum, if the initial hiring rate is adjusted, the permanent status in class minimum shall be adjusted by a like amount and the provisions in the rules relating to PSICM shall apply.

(3) OTHER. For salary on red circle rates, promotion, reclassification, transfer, reinstatement, demotion and for trainees and intern classes see Wis. Adm. Code chapters Pers 3, 14, 15, 16, 17 and 20 respectively.

History: Cr. Register, June, 1964, No. 102, eff. 7-1-64; emerg. rules, am. (2), cr. (3), eff. 2-22-66; am. (2) and cr. (3), Register, May, 1966, No. 125, eff. 6-1-66; emerg. am. (1) (b) and (c) and (2), eff. 3-2-67; am. (1) (b) and (c) and (2), Register, June, 1967, No. 138, eff. 7-1-67.

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) PROBATIONARY INCREASE. A probationary increase of one step shall be granted pursuant to section

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.

(2) REALLOCATION INCREASES. (a) 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.

(b) When a position is reallocated pursuant to Wis. Adm. Code section Pers 3.02 (2) (a) and (f) to a classification in a salary range with a higher maximum, the incumbent who has permanent status in 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 permanent status in class minimum of the new class or a one step increase, whichever is greater.

(c) When a position is reallocated pursuant to Wis. Adm. Code section Pers 3.02 (2) (a) and (f) to a classification in a salary range with a higher maximum and the incumbent does not have permanent status in the class, he shall receive a salary increase to the minimum of the new class if below this rate. [See Wis. Adm. Code section Pers 13.03 (5)].

(d) Salary increase to employes whose positions are reallocated pursuant to Wis. Adm. Code section Pers 3.02 (2) except (a) and (f):

1. To PSICM if the incumbent has permanent status in the class and is below this rate;

2. To the minimum of the new class if the incumbent does not have permanent status in the class and is below this rate;

3. No increases if the incumbent's present salary is above PSICM of the new class.

(3) PROMOTIONAL INCREASE. See Wis. Adm. Code section Pers 14.04.

(4) MERIT INCREASES. See sections 16.105 (2) (c) and (e), 16.25 and 20.931, Wis. Stats.

(5) MERIT INCREASE, INTENT. (a) *Policy*. To establish a system of evaluation through performance standards consistent with good personnel management practices so that merit increases may be granted solely in recognition of and to encourage meritorious service, and provide justification to the employe for either the award or denial of merit increases.

(b) *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 drawn up by the bureau or it may be one drafted by the given department to fit its own needs and circumstances.

(c) *Reporting of departmental plan*. Appointing officers shall report to the director their plan of employe evaluation for increase purposes, 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 operations of the state's merit increase program.

(6) MERIT INCREASES, ADMINISTRATION. (a) *Fiscal year merit increases*. Appointing officers shall file with the director and the department of administration their annual merit increase reports in the form prescribed by the director.