

Chapter Pers 2

COMPENSATION PLAN

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(Section 16.105, Wis. Stats.)

Pers 2.01 Official compensation plan. The compensation plan in effect when these rules are approved together with subsequent amendments and revisions shall constitute the official compensation plan for all positions in the competitive division of the classified service.

Pers 2.02 Beginning salary. (1) **INITIAL RATE TO BE PAID.** (a) The lowest or initial rate in a given 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 impossible to fill a given vacancy at the initial rate, the board may approve a higher initial rate in the range upon request of the employing department and recommendation of the director.

(2) **EFFECT OF REINSTATEMENT.** If a former employe is appointed from a reinstatement register, the rate paid may be any rate within the range for the class in which he is employed which is not greater than the last rate received before his separation from the service, except that intervening service-wide salary adjustments may also be paid.

(3) **EFFECT OF TRANSFER, PROMOTION OR DEMOTION.** (a) When an employe is transferred the rate paid may be any rate within the range for the class to which he is transferred which is not greater than the last rate received in his former position.

(b) When an employe is promoted the rate paid may be his present rate if that is above the minimum for the class to which he is promoted.

(c) When an employe is demoted the rate paid may be any rate within the range of the position for the class to which or in which he is demoted which is not greater than the last rate received in his former employment.

(d) When an employe is promoted he serves a new probationary period; when he is transferred, reinstated or demoted he may be required to serve a new probationary period. Probationary increases may be granted at the termination of these probationary periods.

(e) When an employe hired from an original employment register is currently working in the classified service, the rules on transfer, promotion or demotion above may apply where pertinent.

History: 1-2-56; am. (1), (2); r. and recr. (3), Register, April, 1958, No. 28, eff. 5-1-58.

Pers 2.03 Full-time and part-time service. All rates prescribed in the standard salary ranges are the rates authorized for full-time employment. When employment is on a part-time basis, the proportionate part of the rate for the time actually employed shall be paid.

Pers 2.04 Salary increases. Increases in pay from the minimum to the maximum rate shall be made in accordance with the statutes relating thereto. Probationary increases shall be effective at the beginning of the next pay period following the completion of the probationary period.

Pers 2.05 History: 1-2-56; r. Register, April, 1958, No. 28, eff. 5-1-58.

Pers 2.06 Total remuneration. The rates of pay prescribed shall be deemed to include pay in every form, except legally approved overtime, lawful reimbursement for necessary expenses authorized and incurred incident to the employment, special equipment, clothing, or services considered necessary for performance of the job, and cost-of-living bonus.

History: 1-2-56; am. Register, April, 1958, No. 28, eff. 5-1-58.

Pers 2.07 Maintenance allowance. Where allowances are provided, such as full or part maintenance consisting of meals, lodging or quarters for the employe or the employe and his family, such compensation in kind shall be treated as part payment and be deducted from the cash payable to the extent of the value of the allowance as established by the bureau based upon recommendations made by the employing departments.

History: 1-2-56; am. Register, April, 1958, No. 28, eff. 5-1-58.

Pers. 2.08 Compensation from other sources. In case part of the compensation for services in a given position is paid on a cooperative basis by another department or subdivision of a department, or another state agency, all such payments, regardless of the source of funds shall be combined to the end that the total compensation of any employe for any period shall not exceed the amount payable at the rate prescribed for the class of position concerned.

Pers 2.09 Overtime. (1) **LIMITATION.** When a monthly rate of pay has been established for a class of position, no additional compensation shall be paid for overtime, whether in the discharge of the duties imposed, undertaken or volunteered, or for duties in another position in the same unit except as specified in Pers. 2.09 (2); provided, however, that in accordance with the policy expressed by the legislature in joint resolution No. 19S (1937) compensatory time off for such overtime work may be allowed, under the regulations prescribed by the appointing authority concerned.

(2) **COMPUTATION OF OVERTIME.** Whenever the director, on application and recommendation of the employing department, determines (a) that individuals or groups of individuals in an employment unit are required by their employing department to work an increased schedule of weekly hours which exceeds by one hour or more the number of weekly hours of work which normally applies to their positions, and (b) that it is not practicable to allow each such individual compensatory time off for the excess working hours thus required of him, each individual's basic rate of pay shall be increased in the same proportion as are his regularly required hours of

work subject to the starting date specified by the director. The amount of additional salary thus payable for additional hours of work shall be separately recorded by the director and by the employing department, and shall cease to be payable, without the application of chapter Pers. 16, whenever the individual's scheduled hours of work are reduced to the normal level.

History: 1-2-56; am. (2) Register, April, 1958, No. 28, eff. 5-1-58.

Pers. 2.10 Amendments to the compensation plan. (1) Before becoming effective salary ranges not heretofore established for grades or classes of positions must be approved by the board and record thereof incorporated in the minutes. Whenever an hourly rate of pay for the crafts or skilled trades, commonly called the "prevailing rate", is incorporated in the schedules, a rate of pay shall be allowable which is as much below the journeyman rate for a given craft or trade as is the apprentice rate for such employment, or lower if circumstances justify, for member employes of such trades or crafts who, because of age or physical incapacity or both, according to the judgment of the appointing authority, and the director, are unable longer to fully meet all the requirements of the job.

(2) A proposal for the reassignment of a class to a different salary range may be considered at any meeting of the board. The action of the board shall be entered in the minutes, and, if the recommendation is approved, notice thereof, together with such supporting data as may be at hand, shall be forwarded to the director of budget and accounts for action in accordance with the provisions of section 16 105 (4), Wis. Stats.

History: 1-2-56; am. Register, April, 1958, No. 28, eff. 5-1-58.