

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_pt07

➤ Record of Comm. Proceedings ... RCP

➤ **

SECTION E - PROVISIONS FOR DETERMINING BEGINNING BASE PAY RATES FOR PERMANENT AND PROJECT EMPLOYEES IN THE CLASSIFIED SERVICE

1.00 Beginning Pay Upon Original Appointment for Permanent Classified Employees

- 1.01 General
- 1.02 Raised Minimum Rates
- 1.03 Hiring Above the Minimum
- 1.04 Trainee Minimum Rates
- 1.05 Special Provisions for Classified Attorneys Hired Prior to Licensure

2.00 Beginning Pay Rates for Project Appointees

- 2.01 Project Appointees Who Are Former Permanent Classified or Unclassified Employees
- 2.02 Other Project Appointees

INTRODUCTION

This Section contains provisions for determining pay on original appointment, project appointment, and minimum trainee pay rates. It also contains special provisions for classified attorneys who are hired prior to obtaining a license to practice law. These provisions apply to all classified nonrepresented and represented permanent and project employees.

Provisions for determining beginning base pay rates for unclassified employees and limited term employees are contained in Sections B and D, respectively. The beginning rate provisions in Sections B and D apply only to employees covered by these respective Sections and have been included with other compensation provisions which are unique to unclassified employees and limited term employees.

1.00 Beginning Pay Upon Original Appointment For Permanent Classified Employees

Upon original appointment as a permanent nonrepresented or represented employee in the classified service beginning base pay rates shall be determined as follows:

1.01 General

The starting base pay rate upon original appointment shall be the minimum of the pay range for the class except as otherwise provided in this Section.

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1.02 Raised Minimum Rates

NOTE: Refer to individual collective bargaining agreements for any reporting requirements or limitations on the use of RMRs for represented positions.

- (1) When competitive labor market conditions have been evaluated and the minimum rate is determined to be below the market rate for a class or subtitle for a class, or when a class or subtitle for a class has unique requirements and it is unlikely that quality applicants would be available under such conditions, the secretary, at the request of the appointing authority, may establish a raised minimum rate above the pay range minimum for recruiting, hiring and retaining employees. Such rates may be established on a geographic basis.
- (2) The raised minimum rate shall be the lowest rate payable to any permanent or project employee whose position is assigned to the class or class and subtitle in the geographic area where the raised hiring minimum is in effect.
- (3) Subject to the pay range maximum, if a raised minimum rate is established, the PSICM rate shall also be raised by a like dollar amount and any provisions in this Plan relating to PSICM shall apply to the raised PSICM so established.

NOTE: See Chapter 528 of the Wisconsin Personnel Manual entitled "Raised Minimum Rates" for additional information.

1.03 Hiring Above the Minimum

NOTE: Refer to individual collective bargaining agreements for any reporting requirements or limitations on the use of HAM for represented positions.

- (1) The secretary may authorize hiring above the minimum (HAM) for permanent and project employees when:
 - (a) The duties and responsibilities of a position require the employment of a person with qualifications that differ significantly from those

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in the Classified Service

normally required for other positions in the same class, and the persons who possess such qualifications are not readily available in the labor market at the minimum rate in the pay range; or

- (b) A recruitment effort has failed to produce or would likely not produce a full certification of candidates.
- (2) Hiring above the minimum must be authorized prior to formal recruitment and the increased pay potential must be included in all recruitment information where pay is stated.
- (3) Only those candidates who possess qualifications which significantly exceed the requirements for the class or subtitle or who possess qualifications which differ significantly from those normally required for other positions in the same class may be hired above the minimum of the pay range.

NOTE: Refer to Chapter 508 of the Wisconsin Personnel Manual entitled "Hiring Above the Minimum" for additional information.

1.04 Trainee Minimum Rates

The minimum starting pay rate for trainees will be established at one within range pay step below the minimum of the pay range for the objective classification for each six (6) months of formal and/or "on-the-job" training required to reach the objective classification. The step referred to for trainees in this Section is defined as a step in the pay range for the objective classification for which the employe is being trained. If the secretary, at the request of the appointing authority, reviews the qualifications of the person to be appointed and determines that the qualifications are equivalent to specific segments of the training program, such segments may be waived and considered as completed. The rate payable on appointment may then exceed the minimum rate established for the training program and shall be based on the length of time required to complete the remaining segments of the training program. Incremental pay increases up to the pay range minimum of the objective classification shall be provided for successful completion of each segment of training as provided in the training plan for each trainee position. Scheduled trainee pay increases shall be increased by the same percent, and at the same time as the adjustment to the pay range minimum.

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In pay schedules where no within-range step is defined, the step used for trainee pay purposes shall be three percent (3%) of the minimum for the objective classification for which the employe is being trained.

1.05 Special Provisions for Classified Attorneys Hired Prior to Licensure

- (1) Employees who are hired as classified Attorneys who do not have a license but who are eligible for a license to practice law in the State of Wisconsin shall serve a probationary period for the entire time that their position is allocated to this class. Such time shall normally not exceed one year. However, if after one year the employe has taken the examination for licensure, but has not received the results, the appointing authority may extend the probationary period until such results are received.
- (2) Any extension provided under (1), above shall not exceed one year. If the employe fails to be licensed as a result of the examination, the employe shall be terminated. The time spent on probation prior to licensure shall be counted toward the completion of the original probationary period required for the Attorney classification.

2.00 Beginning Pay Rates for Project Appointees

2.01 Project Appointees Who are Former Permanent Classified or Unclassified Employees

- (1) Subject to the maximum of the new pay range, project appointees who have previously been permanent classified employes and who could have been appointed to a permanent position without an interruption of continuous service under s. ER 18.02(2), Wis. Adm. Code, may be appointed to a project position assigned to a higher class than their previous permanent classified position and may be paid at up to their previous rate of pay if higher than the pay range minimum of the class for the project appointment, except when the classification to which the project position is assigned is covered by specific provisions in a collective bargaining agreement or Compensation Plan that require a different rate of pay be established for an individual.
- (2) Project appointees who have previously been permanent employes and who could have been appointed to a permanent position without an interruption of continuous service under ER 18.02(2), Wis. Adm. Code, may be appointed to a project position assigned to the same, a counterpart, or a lower class than their previous permanent classified position and may be paid at a rate of pay

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determined in accordance with the provisions regarding pay on reinstatement as contained in s. ER 29.03(6), Wis. Adm. Code, applicable collective bargaining agreement, or Compensation Plan. (See note below.)

NOTE: Pay upon reinstatement provisions that supersede those provided in the Rules of the Secretary apply to classifications assigned to a number of represented and nonrepresented pay schedules. At the time of this writing, such provisions exist in the collective bargaining agreement for pay schedules 02, 03, 05, 06, 12, and 11. Similar provisions are provided in the Compensation Plan for pay schedules 22, 23, 25, 26, 32 (Section Y) and 31 (Section CC).

- (3) Subject to the maximum of the new pay range, project appointees who are appointed directly from a permanent unclassified position without an interruption in employment status may be paid at up to their previous rate of pay if higher than the pay range minimum of the class for the project position, except when the classification to which the project position is assigned is covered by specific provisions in a collective bargaining agreement or Compensation Plan that require a different rate of pay be established for an individual.

NOTE: Refer to Chapter ER 34 of the Wisconsin Administrative Code for additional employment information regarding Project Employees.

2.02 Other Project Appointees

Except as provided in 2.01, beginning base pay rates shall be determined in accordance with 1.00 above.

On subsequent project appointment to a different position, the pay rate attained as a result of a project appointment shall not serve as the basis for the establishment of subsequent pay rates on appointment to any other position. However, experience acquired may be relevant for subsequent appointments made in accordance with HAM provisions of 1.03, above.

NOTE: Refer to Section A, 4.18, of this Plan for the provisions regarding supplemental pay add-ons to project employees.