

## Chapter Pers 2

## COMPENSATION PLAN

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## (Section 16.105 (2)-(5) 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.

*am.* **Pers 2.02 Beginning salary.** (1) **INITIAL RATE TO BE PAID.** 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 that where first employment is in a position for which a standard basis of employment of 40 hours has been established, the initial rate shall be the adjusted rate computed on the basis of the required hours of work in excess of 40 per week; provided, however, that 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 a given range.

*am.* (2) **EFFECT OF REEMPLOYMENT.** If a former employe is appointed from a reemployment register, the rate paid may be any rate in the range for the class which is not greater than the last rate received before his separation from the service. If that rate is higher than the present maximum rate for the class he may be paid the maximum rate.

*R + recr.* (3) **EFFECT OF TRANSFER, PROMOTION, DEMOTION OR RECLASSIFICATION.** When an employe is transferred, promoted or demoted or when his position is reclassified his rate of pay for the new position shall be determined as follows: (a) If his rate of pay in his previous position was less than the minimum rate for the class of the new position, his rate of pay shall be advanced to the minimum for the class of the new position.

(b) If his rate of pay in his previous position was more than the maximum rate established for the class of the new position, his rate of pay shall be reduced to the maximum of the new range or to a certifiable point within said range, to be determined by the appointing authority.

(c) If his rate of pay in his previous position falls within the range established for the class of the new position no change in his rate of pay shall be made; provided, however, that if the rate of pay for the previous position was not at a multiple of \$5, the new rate shall be adjusted to the nearest multiple of \$5.

**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 Equivalent compensation.** It shall be permissible to pay equivalent compensation for any class on any other time basis than that specified in the compensation plan when it is for the best interests of the service; provided, however, that in determining the equivalent rate on a different time basis, the relative earnings for full-time employment during a given period of time shall be taken in determining equivalency. } r

**Pers 2.06 Total remuneration.** The rates of pay prescribed shall be deemed to include pay in every form, except legally approved overtime and lawful reimbursement for necessary expenses authorized and incurred incident to the employment. } a

**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, to 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 several employing departments. } c

**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 as to an individual or group of individuals employed on a monthly salary basis in any working unit (a) that such individuals in such unit, because of conditions resulting from an emergency, 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 } d

*Am.* of work which normally applies to their positions, and (b) that it is not practical to allow each such individual compensatory time off for the excess working hours thus required of him, there shall be added to each such individual's otherwise applicable monthly salary payment for full-time work an amount sufficient, as determined by the director, to provide straight-time compensation for the individual's actual hours of overtime work resulting from such increased working schedule, 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.

*Am.* **Pers 2.10. Amendments to the compensation plan.** Salary ranges not heretofore established for grades or classes of positions shall be presented by the director to, and before becoming effective 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 for the job.

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.