

Filed Jan 15-1959
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ORDER OF THE STATE DEPARTMENT OF PUBLIC WELFARE
ADOPTING, AMENDING OR REPEALING RULES.

PW-PA 10.25

Pursuant to authority vested in the State Department of Public Welfare by sections 46.014 (3) and 49.50 (2), Wis. Stats., the State Department of Public Welfare hereby repeals, amends and adopts rules as follows: Sections PW-PA 10.25, 10.26, 10.27, 10.28, 10.30 and 10.31 of the Wisconsin Administrative Code are amended to read: (the rules as amended are attached hereto)

The rules, amendments and repeals contained herein shall take effect on March 1, 1959 pursuant to the authority granted by s. 227.026 (1) (b):

Dated January 15, 1959

State Department of Public Welfare



Wilbur J. Schmidt, Director

CERTIFICATION

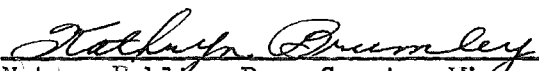
I hereby certify that I have compared the attached copy of the changes made in Sections FW-PA 10.25, 10.26, 10.27, 10.28, 10.30 and 10.31 of the Wisconsin Administrative Code with the original of these changes made by the State Board of Public Welfare at its meeting on January 14, 1959 on file in my office, and that the same is a true and exact copy thereof.

Dated: January 15, 1959

State Department of Public Welfare



Wilbur J. Schmidt, Director



Notary Public, Dane County, Wisconsin
My Commission Expires July 22, 1962.

COUNTY MERIT SYSTEM COMPENSATION PLAN

PW-PA 10.25 - Salary Schedule

(1)

Class Title	A	B	C	D	E						
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
Director V	\$450	\$470	\$490	\$510	\$530	\$550	\$570	\$590	\$610	\$630	
Director IV	420	440	460	480	500	520	540	560	580	600	
Director III	395	415	435	455	475	495	515	535	555	575	
Director II	370	390	410	430	450	470	490	510	530	550	
Director I	345	360	375	390	405	420	435	450	465	480	
* Case Work Supervisor II	400	420	440	460	480	500	520	540	560	580	
* Case Work Supervisor I	375	395	415	435	455	475	495	515	535	555	
Case Worker III	355	370	385	400	415	430	445	460	475	490	
Case Worker II	300	315	330	345	360	375	390	405	420	435	
Case Worker I	270	285	300	315	330	345	360	375	390	405	
Clerk IV	230	240	250	260	270	280	290	300	310	320	
Clerk III	215	225	235	245	255	265	275	285	295	305	
Clerk II	180	190	200	210	220	230	240	250	260	270	
Clerk Stenographer II	190	200	210	220	230	240	250	260	270	280	
Clerk Stenographer I	170	180	190	200	210	220	230	240	250	260	
Clerk I	160	170	180	190	200	210	220	230	240	250	
Clerk Typist	160	170	180	190	200	210	220	230	240	250	

(2) Each county must adopt a six consecutive step compensation plan from the schedule of salary steps shown above (Schedule A, 1 - 6; Schedule B, 2 - 7; Schedule C, 3 - 8; Schedule D, 4 - 9; Schedule E, 5 - 10).

The corresponding six salary steps must be used for all position classifications used in the county agency. The selection of ranges from different schedules will not be approved. County action in adopting one of the schedules shall be by formal action of the board having authority to set salaries of persons employed under the merit system. A certified copy of the county's action electing one of the schedules shall be filed with the Division of Public Assistance.

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*

In the absence of specific action Schedule A shall be deemed to apply.

(3) A change of salary schedule may be made provided that six new consecutive steps are selected from the schedule of steps outlined above. Such change shall also be by formal action of the board having authority to set salaries of persons employed under the merit system, and shall be filed with the Division, showing the date of adoption and the effective date of the new salary schedule.

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- (4) The minimum shall be the lowest rate and the maximum the highest rate which shall be paid an employee. Intermediate steps shall be the rate of salary advancement between the minimum and maximum.

FW-PA 10.26 - Entrance Salary

The entrance salary for an employee on first appointment shall be the minimum salary rate for the given range except as hereinafter provided.

- (1) A county may request authorization to appoint at any step above the minimum. If approved, such rate then becomes the minimum rate for all employees presently employed or thereafter appointed in the class and no appointments shall be made at that rate until those highest on the register are first offered appointment at the higher rate.
- (2) A higher entrance rate when approved, as indicated above, shall remain in effect as the minimum until the agency requests a further increase or a decrease and such request is approved by the Division of Public Assistance.
- * (3) The Division of Public Assistance may approve the appointment of an eligible at a rate within the range for the classification of Case Work Supervisor II, Case Work Supervisor I, Case Worker III, Case Worker II, and Case Worker I if, in the opinion of the Division, the training and experience of the eligible justifies such rate and a recommendation for such payment has been made by the appointing authority. In such instances, a formal request for a newly established minimum would not be required. Such recommended increase shall be limited to two steps above the established minimum.

FW PA 10.27 - Salary Adjustments

- * (1) Adjusting salaries to a new schedule - The rate of pay of those employees below the minimum in the applicable schedule shall be increased to the minimum upon adoption of a higher schedule.
- * (2) Promotions - Reclassifications - An employee who is promoted or reclassified shall have his salary raised at least to the minimum rate of pay for the new class if his salary before promotion or reclassification fell below such minimum rate. If his salary before promotion or reclassification does not coincide with one of the steps in the new range, it must be adjusted to the next higher step.
- (3) Demotions - An employee who is demoted shall have his salary reduced at least to the maximum rate of the new class. If his salary before demotion does not coincide with one of the steps in the new range, it must be adjusted to the next lower step at the time demotion takes place.

- (4) Transfers - An employee who is transferring shall be paid a salary within the range of the schedule adopted by the agency to which he is transferring.
- * (5) Reinstatements - An employee who is certified from a reinstatement register may be paid at the same rate that he last received in the same class of position if it coincides with a step in the current salary range for the class, or if it does not coincide, at the next higher step.
- (6) Part-time and over-time employment - The rates prescribed in the salary ranges are the rates payable for full-time employment subject to vacation, sick leave allowances, etc. When employment is on a part-time basis or for a portion of a month, the proportionate part of the rate for the time actually employed shall be paid. Over-time payments, necessitated by acute labor shortages, may be approved when the hourly rate is straight time computed on the basis of the regular monthly salary.
- (7) Cost of living bonus - Cost of living bonuses made for the purpose of adjusting salaries in accordance with fluctuations in the cost of living need not conform to the above schedule or any of the foregoing provisions, and will be approved if found to be reasonable and uniformly applicable to all employees of the agency, including new or reinstated employees subsequently hired. Such bonuses shall not be considered a part of the basic salary, shall be reported separately, and shall have no bearing upon earned advancements based on length of service and merit. Increases or decreases in the cost of living bonus may be made at any time by the appropriate local authority. A certified copy of such action shall be filed with the Division.

FW-PA 10.28 - Salary Advancements

- (1) All salary advancements shall be based upon quality and quantity of work as reflected by performance reports, and upon other recorded measures of performance, giving due consideration to length of service.
- (2) Salary advancements may be given to permanent, probationary, temporary, or provisional employees upon the completion of at least three months of satisfactory service.
- (3) Salary advancements shall be equitably distributed among the eligible employees of all classes of positions.
- * (4) Salary advancements shall be limited to one step in the salary range at one time and to intervals of not less than one year except as provided in FW-PA 10.28 (5).

- * (5) State reimbursement on salary advancements given more frequently than once a year or of more than one step shall be approved only upon the written request and justification by the appointing authority and with the prior written approval of the Division of Public Assistance, except that in the case of juvenile court workers, approval must be preceded by the recommendation of the Division for Children and Youth. In no case may salary advancements be given at intervals of less than six months.
- * (6) State reimbursement on retroactive salary increases will not be approved. The effective date is either the first of the month within which the county appointing authority takes official action or a future date indicated in a recommendation.

FW-PA 10.29 - Travel Allowance

Equitable allowance or reimbursement for travel is a part of this compensation plan and shall be granted above and beyond the compensation for personal services. Employees, including students receiving field training, and welfare board members shall be granted an allowance or shall be reimbursed for travel required in the performance of their duties. Pursuant to Rule FW-PA 20.20, state reimbursement must be based upon allowances not in excess of the rates specified in sec. 20.941 (1). It is herewith also required as a condition for state reimbursement that all employees in a county agency whose duties involve travel shall receive equal treatment with respect to travel allowance rates. All claims for expenses shall be supported by receipts and other satisfactory evidence required by sec. 15.18 (1) (c) 3.

FW-PA 10.30 - Classifications of County Agencies

(1) Basis for allocation

Director classifications will be based on a "point plan", giving credit for the various factors as follows:

	<u>Points</u>
(a) Administration of County System of General Relief or Group System, majority of units included;	1
(a) (1) Administration of Relief limited to any or all of the following: County-at-Large Relief; County Medical Care; Indian Relief	1/2
(only "a" or "a (1)" can be counted; not both)	
(b) Administration of Child Welfare	1
(c) Administration of Child Guidance Clinic	1
(d) Administration of Services for the Juvenile Court	1/2
(e) Agency with 8 through 19 employees.	1
(f) Agency with 20 or more employees.	2
(g) Agency caseload (based on state statistical weights) 600 through 949	1
(h) Agency caseload (based on state statistical weights) 950 or more	2
(i) Agency situated in a county having a population (latest census) 25,000 through 49,999	1
(j) Agency situated in a county having a population (latest census) 50,000 or more	2
(k) Agency situated in a county having a city of 25,000 or more	1
Total number of points possible	10 1/2

<u>Classification</u>	<u>Points</u>
Director I	Assistant Administrators
Director II	0 to and including 3 points
Director III	3½ to and including 5 points
Director IV	5½ to and including 7 points
Director V	7½ to and including 10½ points

(2) Certification of Services Performed

- * (a) On forms prescribed by the Division, the appointing authority shall certify as to the administration of programs specified under items "a" thru "d" above.
- (b) County agency status with respect to factors specified under items "e" thru "k" above shall be determined by the Division.
- (c) County agencies shall be classified in accordance with the foregoing factors.

* (3) Maintenance of Appropriate Classifications of County Agencies

- (a) Whenever any of the programs specified under items "a" thru "d" above have been added to or terminated from an agency's functions the Division will recompute the "point" credits for appropriate agency classification. Any indicated change in agency classification will be made effective as of the effective date of the change in functions.
- (b) The Division will periodically review the factors specified under items "e" thru "k" on July 1 of each year. Any indicated change will be made effective as of July 1.

* PW-PA 10.31 - Incumbents of Re-allocated Positions

- (1) Proper director classifications will be allocated to county agencies in accordance with the foregoing "point plan", except no incumbent director will be reduced in classification.
- (2) Directors of county agencies who have qualified for their positions will not be required to further qualify because of any future change in agency points.
- (3) Incumbents of positions classified on the basis of the classification of the agency will not be reduced in classification if the agency is re-allocated to a lower class because of a reduction in agency points.

- (4) As of the effective date of this revision, persons having a Case Work Supervisor classification will be allocated to the Case Work Supervisor I classification.

Adopted: 10-9-41 to be effective 1-1-42
Amended: 7-1-42
Amended: 7-1-43
Amended: 5-9-44
Amended: 7-1-45
Repealed, Renumbered and Reenacted: 10-10-45
Amended: 10-1-46
Amended: 6-12-47
Amended: 7-24-47
Amended: 11-17-47
Amended: 11-30-48
Amended: 11-1-50
Amended: 5-20-52
Amended: 11-5-52
Repealed and reenacted: 9-23-55
Amended: 11-1-57
Amended: