

Filed April 18, 1966

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STATE OF WISCONSIN )  
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 )  
 WISCONSIN STATE PERSONNEL BOARD )

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

I, Carl K. Wettengel, Executive Secretary of the Wisconsin State Personnel Board and custodian of the official records of said Board, do hereby certify that the annexed amendments to rules relating to interim merit increases, red circle rates, Wisconsin Career Candidate compensation changes, and miscellaneous changes resulting from the adoption of the 1965-67 Classification and Compensation Plan were duly approved and adopted by the Wisconsin State Personnel Board on March 29, 1966.

I further certify that said copy has been compared by me with original on file in this board and that the same is a true copy thereof, and of the whole of such original.

IN TESTIMONY WHEREOF, I have  
hereunto set my hand and affixed  
the official seal\* of the  
department at the State Office  
Building, in the City of Madison,  
this 18th day of April, A. D.,  
1966.

\*(SEAL)

*Carl K. Wettengel*

Carl K. Wettengel, Executive Secretary  
Wisconsin State Personnel Board

**ORDER OF THE WISCONSIN STATE PERSONNEL BOARD  
AMENDING, ADOPTING, CREATING RULES**

Pursuant to authority vested in the Wisconsin State Personnel Board by Section 16.05 (2) and Chapter 227, Wis. Stats., the Wisconsin State Personnel Board hereby repeals, amends and adopts rules as follows:

Section Pers 1.01 (7) of the Wisconsin Administrative Code is adopted to read:

(7) "PERMANENT STATUS IN CLASS MINIMUM or PSICM" means the minimum salary rate that an employe whose position is allocated to Salary Schedule 1 or 3 must receive if he has permanent status in the class.

Introductory Paragraph

Section Pers 3.03 (5) of the Wisconsin Administrative Code is amended to read:

(5) RED CIRCLE RATES: In accordance with s.s. 16.105 (1m) and (2) (b), Wis. Stats., whenever the director determines that positions are overclassified, appropriate action shall be taken as follows:

Section Pers 3.03 (5) (a) of the Wisconsin Administrative Code is amended to read:

(a) ACTION ON THE POSITION: The position shall immediately be reallocated to the proper classification. All salary references in Wis. Adm. Code Section Pers 3.05 and its subsections shall coincide with the basic salary definition in Wis. Adm. Code Section Pers 5.04.

Section Pers 3.03 (5) (b) of the Wisconsin Administrative Code is amended to read:

(b) EFFECT ON PROBATIONARY EMPLOYEES: (1) If the incumbent does not have permanent status in the class because he was promoted within the department or does not have permanent status in the position because he had transferred within the department, he shall be paid not less than his salary prior to being placed on probation nor more than his present salary as long as neither rate exceeds the maximum of the salary range for the proper classification. In accordance with 16.22 (1), Wis. Stats., the appointing officer shall restore the incumbent so affected to his former position or a similar position and salary if the incumbent requests such action in lieu of continuing in the reallocated position.

(2) If the incumbent of such position does not have permanent status in the class or position for reasons other than those mentioned in subsection (b) (1), he may be paid any rate within the salary range for the proper classification which is not greater than the rate received prior to the reallocation.

Section Pers 3.03 (5) (c) of the Wisconsin Administrative Code is amended to read:

(c) EFFECT ON PERMANENT EMPLOYEES: (1) If the incumbent of such position has permanent status in the position and his present salary is within the salary range for the proper classification, he shall continue to be compensated at his present rate of pay.

(2) If the incumbent of such position has permanent status in the position and his present salary is above the maximum of the salary range for the proper classification, he shall continue to receive his present rate of pay. Until the maximum salary rate for the proper classification exceeds his present rate of pay, the employe shall not be eligible to receive any salary adjustments, other than cost of living adjustments, under section 20.932, Wis. Stats.

Section Pers 3.03 (5) (d) of the Wisconsin Administrative Code is amended to read:

(d) SUBSEQUENT POSITION MOVEMENT (EXCEPT REASSIGNMENT). If the incumbent under the provisions of subsection (c) (2) moves to a different position his salary shall be immediately adjusted to a certifiable rate for which he is eligible within the proper salary range for that position. For purposes of this section the specific transaction identifying the subsequent position movement shall be determined in relation to the salary range maximum of the incumbent's present classification; however, the incumbent's certifiable rate shall be determined in relation to his red circle rate.

Section Pers 3.03 (5) (e) of the Wisconsin Administrative Code is adopted to read:

(e) MOVEMENT BY REASSIGNMENT. If the incumbent under the provisions of subsection (d) moves by reassignment to a different position in the same class in the same employing unit or between employing units of the same department, he shall retain his red circle rate.

Section Pers 3.03 (5) (f) of the Wisconsin Administrative Code is adopted to read:

(f) EMPLOYEE RESTORATION. In any such action, every effort shall be made by the appointing officer and the bureau to restore the employe to a position commensurate to his former status for which he is qualified. Any such employe with the approval of the director shall be placed on the appropriate employment lists.

Section Pers 5.01 (2) of the Wisconsin Administrative Code is amended to read:

(2) PERMANENT STATUS IN CLASS MINIMUM: 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.

Section Pers 5.01 (3) of the Wisconsin Administrative Code is adopted to read:

- (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.

Section Pers 5.03 (1) of the Wisconsin Administrative Code is amended to read:

- (1) PROBATIONARY INCREASE: A probationary increase of one step shall be granted pursuant to s.s. 16.105 (2) (d), Wis. Stats., effective at the beginning of the pay period following completion of the first six months of the probationary period.

Section Pers 5.03 (2) Introductory Paragraph of the Wisconsin Administrative Code is amended to read:

- (2) REALLOCATION INCREASES:

Section Pers 5.03 (2) (a) of the Wisconsin Administrative Code is amended to read:

- (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.

Section Pers 5.03 (2) (b) of the Wisconsin Administrative Code is amended to read:

- (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.

Section Pers 5.03 (2) (c) of the Wisconsin Administrative Code is amended to read:

- (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) ].

Section Pers 5.03 (2) (d) of the Wisconsin Administrative Code is amended to read:

- (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.

Section Pers 5.03 (3) of the Wisconsin Administrative Code is amended to read:

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

Section Pers 5.03 (4) of the Wisconsin Administrative Code is amended to read:

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

Section Pers 5.03 (5) of the Wisconsin Administrative Code is amended to read:

- (5) MERIT INCREASE, INTENT:

Section Pers 5.03 (5) (a) of the Wisconsin Administrative Code is adopted to read:

- (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.

Section Pers 5.03 (5) (b) of the Wisconsin Administrative Code is adopted to read:

- (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.

Section Pers 5.03 (5) (c) of the Wisconsin Administrative Code is adopted to read:

- (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.

Section Pers 5.03 (6) of the Wisconsin Administrative Code is amended to read:

(6) MERIT INCREASES, ADMINISTRATION.

Section Pers 5.03 (6) (a) of the Wisconsin Administrative Code is adopted to read:

- (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.

Section Pers 5.03 (6) (b) of the Wisconsin Administrative Code is adopted to read:

- (b) Interim Merit Increases. Pursuant to section 20.931, Wis. Stats., appointing officers may grant merit increases throughout the fiscal year subject to the limitations contained therein and section 16.105, Wis. Stats., and the following:
1. Funds Available: Only the merit increase money distributed to employes on July 1 who have terminated with the department during the fiscal year shall be used for interim increases to eligible employes.
  2. Appointing officers shall report in the form prescribed by the director the source of funds for each such interim merit increase and such other information that the director may require.
  3. Effective dates: Such interim merit increases shall be effective at the beginning of the pay period following receipt of written notice by the director on the form prescribed by him.
  4. For the purposes of interim merit increases employes who are laid off pursuant to Chapter Pers. 22 of the Wis. Adm. Code shall not be considered as being terminated with the department.

Section Pers 5.03 (7) of the Wisconsin Administrative Code is adopted to read:

- (7) MERIT INCREASES, ADDITIONAL REPORTS. Appointing officers shall furnish such reports as the director may require for him to administer and evaluate the merit increase program.

Section Pers 5.03 (8) of the Wisconsin Administrative Code is adopted to read:

- (8) Except for action in accordance with subsection 16.24 (1), Wis. Stats., or to correct an error, no salary increases or decreases shall be retroactive.

Section Pers 5.03 (9) of the Wisconsin Administrative Code is adopted to read:

- (9) **SIMULTANEOUS SALARY INCREASES, ORDER OF APPLICATION.**  
(a) Except as provided in (b) where applicable, salary adjustments resulting from personnel transactions that have the same effective date shall be made and occur in the following order:

1. Reallocation
2. Reclassification
3. Probationary Increase
4. Promotional Increase
5. Merit Increase

(b) Whenever salary adjustments result from changes in the compensation plan, the adjustments and sequence as provided in (1) shall take effect following the allocation of the employee's position to the proper class, the assignment of that class to the proper salary range, and after the mandatory salary adjustments are made by moving employes on probation to the new hiring minimum if below this rate, or to the Permanent Status in Class Minimum (PSICM) if they have permanent status in the class and are below this rate. Employes who are also eligible to receive a probationary increase on this date shall be treated as follows: 1) A full probationary increase will be granted only when the employee's salary rate is above PSICM. 2) If the move to PSICM is more than one step the probationary increase will be absorbed in this action. 3) If the move to PSICM is less than one step the employee shall receive in addition to PSICM the difference necessary to equal one step.

Section Pers 5.08 of the Wisconsin Administrative Code is amended to read:

**PERS. 5.08 COMPENSATION FROM OTHER SOURCES.** Regardless of the source of funds, all compensation for services in a given position 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 the position concerned except as provided by 16.105 (1m) and (2) (b) Wis. Stats., and Wis. Adm. Code Section Pers 3.03 (5).

Section Pers 13.03 (5) of the Wisconsin Administrative Code is amended to read:

13.05 (5) When an employe's position is reallocated pursuant to Wis. Adm. Code Section Pers 3.02 (2) (a) and (f) during the time the employe is serving a probationary period for an original or promotional appointment, he shall be required to serve a new probationary period starting with the effective date of the reallocation action. The employe shall receive a salary increase pursuant to s.t.s. 16.105 (2)(d), Wis. Stats. effective at the beginning of the pay period following completion of the new probationary period.

Section Pers 15.05 of the Wisconsin Administrative Code is amended to read:

15.05 SALARY ON TRANSFER. When an employe transfers the rate paid may be any rate within the salary schedule range which is not greater than the last rate received in his former position. In any transfers where an employe is required to serve a probationary period, completion of such probationary period shall not make the employe eligible to receive a salary increase as provided in s.s. 16.105 (2) (d) Wis. Stats., provided, however, that any employe upon completion of any probationary period shall be paid not less than the permanent status in class minimum.

Section Pers 16.05 (1) (a) of the Wisconsin Administrative Code is amended to read:

(a) At any rate within the salary schedule range of the class reinstated to, which is not greater than the last rate received (plus intervening service-wide salary adjustments), or

Section Pers 16.05 (1) (b) of the Wisconsin Administrative Code is amended to read:

(b) For employes placed on probation when reinstated: At the minimum of the salary schedule range if the minimum exceeds the last rate received, or

Section Pers 16.05 (1) (c) of the Wisconsin Administrative Code is amended to read:

(c) For employes not placed on probation when reinstated: At the permanent status in class minimum of the class if this rate exceeds the last rate received.

Section Pers 16.05 (1) (d) of the Wisconsin Administrative Code is adopted to read:

(d) In the case of employes restored following military service see section 16.276, Wis. Stats.

Section Pers 16.05 (2) of the Wisconsin Administrative Code is amended to read:

(2) In any reinstatement where an employe is required to serve a probationary period, completion of such probationary period shall not make the employe eligible to receive a salary increase as provided in subsection 16.105 (2) (d), Wis. Stats. However upon completion of any such probationary period an employe shall be paid not less than the permanent status in class minimum.



Section Pers 17.02 (3) of the Wisconsin Administrative Code is amended to read:

(3) The reduction in the classification of a position held by an employe with permanent status that does not involve movement of the employe to a different position is considered a reallocation. See Wis. Adm. Code Chapter Pers 3.

Section Pers 17.05 of the Wisconsin Administrative Code is amended to read:

17.05 SALARY ON DEMOTION: When an employe is demoted the rate paid may be any rate within the salary schedule range for the class to which he is demoted which is not greater than the last rate received immediately prior to his demotion, subject to the following:

(a) In any demotion where an employe is not required to serve a probationary period he shall be paid not less than the permanent status in class minimum for the class to which he is demoted.

(b) In any demotion where an employe is required to serve a probationary period, completion of such probationary period shall not make the employe eligible to receive a salary increase as provided in s.s. 16.105 (2) (d), Wis. Stats. However, upon completion of the probationary period the employe shall be paid not less than the permanent status in class minimum.

Section Pers 20.03 (5) (c) of the Wisconsin Administrative Code is amended to read:

(c) The appointment of an employe who has qualified at the objective classification following completion of the training program shall not be considered a promotion for salary purposes provided in s.s. 16.105 (2) (dx), Wis. Stats., and the initial rate to be paid in the objective class shall be the minimum of the salary range for such class. However, if an employe earned a higher rate of pay in a class in which he had permanent status immediately prior to entry in the training program, the appointing officer may set the employe's salary at any rate in the salary range for the objective class, not to exceed his previously earned rate. Determination of this rate shall be made at time of appointment in the objective class and reported to the director. In cases where the objective class for which the employe is being trained is in the same or lower salary range than the class of the employe's position in which he had permanent status immediately prior to entry in the training program, no probationary increase shall be given upon completion of the probationary period. However such employe shall be paid not less than the permanent status in class minimum upon completion of such probationary period.

Section Pers 27.02 (5) of the Wisconsin Administrative Code is amended to read:

(5) COMPENSATION. To enable state departments to compete favorably in employment of well qualified seniors or recent graduates of institutions of higher education, the director shall determine appropriate criteria and controls and maintain corresponding compensation provisions for the Wisconsin Career Candidate program.

Section Pers 27.02 (5) (a) of the Wisconsin Administrative Code is adopted to read:

(a) As provided by the director and within limits approved by the Personnel Board, the hiring rate may, when necessary, be increased within the range for a position or classification designated for appointment from the Wisconsin Career Candidate eligible list.

Section Pers 27.02 (5) (b) of the Wisconsin Administrative Code is adopted to read:

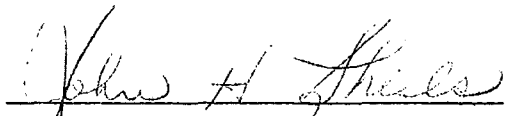
(b) As provided by the director, additional compensation within the range may be granted at the time of appointment to individuals certified from the Wisconsin Career Candidate employment list who have additional qualifications such as appropriate graduate training, related experience, superior college records or other qualifications recognized for special compensation action by competing employers.

Section Pers 27.02 (6) of the Wisconsin Administrative Code is adopted to read:

(6) APPOINTMENTS. Appointment from the Wisconsin Career Candidate list to a position in the classified service shall be considered as an appointment made in accordance with the provisions of subsection 16.18 (2), Wis. Stats. Career service immediately following appointment shall conform with all provisions of sections 16.01 to 16.30, Wis. Stats., and rules of the personnel board.

The rules contained herein shall take effect on June 1, 1966, as permanent rules in accordance with s.s. 227.026 (1) and 16.05 (2) Wisconsin Statutes. These rules were promulgated as a result of the adoption of Chapter 434, Laws of 1965, and the adoption of the 1965-67 Classification and Compensation Plan.

EFFECTIVE JUNE 1, 1966

  
John H. Shiels, Chairman  
Wisconsin State Personnel Board