



## Legislative Fiscal Bureau

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September 13, 2023

TO: Members  
Joint Committee on Employment Relations

FROM: Bob Lang, Director

SUBJECT: Summary of Proposed 2023-25 State Compensation Plan Provisions

On July 31, 2023, the Department of Administration's (DOA) Division of Personnel Management (DPM) submitted the proposed 2023-25 state compensation plan to the Joint Committee on Employment Relations (JCOER) for approval. On August 31, 2023, DPM submitted an errata letter to JCOER with a list identifying provisions in need of correction or clarification.

Also before the Committee is a request to approve adjustments to compensation for UW System employees, including UW-Madison employees. Compensation of employees under the pay plans of the UW System and UW-Madison, which are separate from the state compensation plan, is adjusted as a percentage of the budgeted salary base for all UW System employees. Under s. 230.12(3)(e)1. of the statutes, adjustments to the salary base, other than specified across-the-board pay adjustments, are available for discretionary use by the Board of Regents. The 2023-25 proposal to adjust compensation of UW System employees constitutes increases of 4% and 2% to the budgeted salary base in July of each fiscal year, in accordance with what was budgeted under 2023 Act 19 (the 2023-25 biennial budget) in compensation reserves.

This memorandum provides background information on statutory requirements related to the compensation plan, the pay plan supplementation process, related amounts budgeted to compensation reserves in Act 19, and an explanation of several terms used in the compensation plan. Finally, attached is a summary of the provisions of the 2023-25 state compensation plan as proposed.

### Compensation Plan

*Statutory Components.* The state's biennial compensation plan for classified employees, elected state officials, and certain unclassified employees is established under s. 230.12 of the statutes. Under these provisions, the compensation plan must:

"include the amounts and methods for within range pay progression, for pay transactions, and for performance awards. The proposal shall be based upon experience in recruiting for the service, the principle of providing pay equity regardless of gender or race, data collected as to rates of pay for comparable work in other public services and in commercial and industrial establishments, recommendations of agencies and any special studies carried on as to the need for any changes in the compensation plan to cover each year of the biennium. The proposal shall also take proper account of prevailing pay rates, costs and standards of living and the state's employment policies."

The compensation plan consists of both: (a) the dollar values of the pay rates and ranges and the within range pay steps of the separate pay schedules to which the classes and grade levels for positions in the classified service established under the classification plan are assigned; and (b) the provisions governing the pay of most unclassified positions in the executive branch. In addition, the compensation plan may include provisions for supplemental pay and pay adjustments, and other provisions required to implement the plan or amendments.

Statutes specify that separate pay schedules may incorporate different wage and salary administration features. Each of these schedules must "provide for pay ranges or pay rates and applicable methods and frequency of within range pay adjustments based on such considerations as competitive practice, appropriate principles and techniques of wage and salary administration and determination, elimination of pay inequities based on gender or race, and the needs of the service."

Statutes specify that "the compensation program shall contain either individual or combinations of pay advancement techniques, and the pay schedules therein may contain provisions for a variety of methods of within range progression, including, but not limited to discretionary performance awards, equity adjustments, 'time in grade' adjustments, and other appropriate within range adjustments as may be provided in the compensation schedule." The compensation plan may also include other provisions related to pay, benefits, and working conditions.

With respect to within range pay adjustments, statutes specify that no appointing authority may award an employee cumulative performance award increases or other types of cumulative within range pay adjustments exceeding a total of 10% of the employee's base pay during a fiscal year, unless the compensation plan specifically provides for such an increase and states that the increase is not subject to the individual increase limitation. The current compensation plan provides that the limitation does not apply to certain provisions, including base pay adjustments granted pursuant to provisions of Section L of the plan (Market and Parity Provisions).

*Statutory Role of the Joint Committee on Employment Relations.* The DPM administrator is required to submit "a proposal for any required changes in the compensation plan" to JCOER. The Committee is then required to hold a public hearing on the proposed plan. Statutes further specify that the "proposal, as may be modified by the joint committee on employment relations together with the unchanged provisions of the current compensation plan, shall, for the ensuing fiscal year or until a new or modified plan is adopted under this subsection, constitute the state's compensation plan." Any modification made by JCOER to the administrator's proposed changes "may be disapproved by the governor within 10 calendar days." In this case, a "vote of 6 members of the joint committee on employment relations is required to set aside any such disapproval of the governor."

Subsequent to adoption of the proposed plan as may be modified by JCOER, provisions of the

compensation plan that JCOER approves which require legislative action for implementation, "such as changes in fringe benefits and any proposed amendments, deletions or additions to existing law, shall be introduced by the committee in a bill or companion bills, to be put on the calendar." Any such bill or companion bills are not subject to statutory requirements for referral to the Joint Committee on Finance, referral and reporting requirements related to the Joint Survey Committee on Retirement Systems, and emergency clause provisions for bills passed prior to a biennial budget bill. Current law requires that JCOER "accompany the introduction of such proposed legislation with a message that informs the Legislature of the Committee's concurrence with the matters under consideration and which recommends the passage of such legislation without change."

## **Pay Plan Supplements**

Compensation reserves are monies set aside in the budget to provide funding for any increases in state employee salary and fringe benefit costs that may be required in the biennium, but for which funding is not included in individual agency budgets. The reserve funds are not allocated at the time of budget development to individual agencies because neither the amount of any salary or fringe benefit cost increases, nor the specific amount of funding needed by each individual agency, is known.

In the 2023-25 biennium, to the extent necessary, costs of unbudgeted pay and fringe benefit adjustments would be funded from the compensation reserves under the pay plan supplementation process. Under the pay plan supplementation process, DOA requires state agencies, towards the end of each fiscal year, to document the need for any supplementation of existing budgets for the cost of any authorized pay increases (including associated fringe benefit costs, such as social security and retirement contribution payments) and for the cost of the employer's share of any increased fringe benefit costs such as premiums for state employee health insurance. Once these requests have been reviewed by DOA, the request is submitted to the Joint Committee on Finance for final approval under a 14-working day passive review process.

The schedule of compensation reserves in Chapter 20 of the statutes indicates reserve funding for each funding source from which state employee salaries and benefits may be funded. The respective indications of GPR, FED, PR, and SEG funding amounts are included to provide an indication of the all-funds impact of the anticipated cost increases to agencies under the administration's plans for compensation. However, the actual fiscal impact of "releasing" funds from these indicated reserves is different between GPR funds and any non-GPR funding sources. The reason for this is that the GPR funding comes from a single central source, the general fund, which is composed primarily of general tax revenues. In contrast, the other funding sources are not pooled in a single account. While these revenue sources are the same in the definitional sense of involving the same type of revenue (for example, federal revenue), the revenues are retained by the individual agencies in either separate program accounts (such as a separate program account for licensing fees) or in distinct segregated funds (the transportation fund or the conservation fund, for example).

As a consequence of this difference, when GPR that is set aside in the compensation reserves is released to state agencies under the pay plan supplementation process, it is transferred from one central GPR appropriation to individual agency GPR appropriations for expenditure. In contrast, when FED, PR, or SEG monies are "released" to state agencies under the pay plan supplementation process, these monies are transferred from the individual revenue balance of the particular account

or fund for that individual agency to the appropriation side of that account or fund. In general, such accounts or funds usually have sufficient revenue reserves to cover the costs of the pay plan supplements; what they require is the authorization to increase their total spending authority by the amount of the requested supplement. The review of compensation reserves for biennial budget development, therefore, usually focuses on GPR funding amounts.

### 2023-25 Biennial Budget

Under the 2023-25 biennial budget (2023 Act 19), \$1,253.5 million (all funds) is budgeted for compensation reserves. The funding sources of the \$1,253.5 million are shown in Table 1.

**TABLE 1**

**Compensation Reserve Amounts by Fund Source**

<u>Fund Source</u>	<u>2023-24</u>	<u>2024-25</u>	<u>Total</u>
General Purpose Revenue	\$311,180,900	\$397,930,000	\$709,110,900
Federal Revenue	66,376,100	79,117,100	145,493,200
Program Revenue	116,493,800	138,855,000	255,348,800
Segregated Revenue	<u>65,481,200</u>	<u>78,050,400</u>	<u>143,531,600</u>
Total	\$559,532,000	\$693,952,500	\$1,253,484,500

The components of compensation reserves funded from general purpose revenue (GPR) are shown in Table 2. Funding amounts for provisions not specifically related to correctional security are net of a 5% reduction in each year associated with a higher than usual level of position vacancies. Funding for provisions specifically related to correctional security positions is net of a 20% reduction in 2023-24 and 15% reduction in 2024-25 associated with a higher than usual level of vacancies in such positions.

In addition, Act 19 reserved \$5,399,300 SEG annually for potential pay increases of up to \$5 per hour for state patrol troopers and inspectors, subject to the current law collective bargaining process, which includes approval of a negotiated agreement by JCOER and the Legislature, and additionally reserved \$2,535,500 SEG annually for a 10% increase in base pay for Department of Transportation (DOT) positions in the civil engineer-transportation classification series, structural engineer-transportation classification series, or transportation specialist classification series, or who are classified as civil engineer-transportation supervisor, DOT engineering chief, DOT technical services chief, structural engineer-transportation-supervisor, or transportation specialist supervisor.

On September 11, 2023, DPM submitted to JCOER the tentative 2023-25 agreement with the Wisconsin Law Enforcement Association, which would provide state patrol troopers and inspectors a 4% GWA and \$5 per hour market adjustment and lump-sum payment for all hours in pay status from July 2, 2023, to the effective date of the agreement, in addition to a 2% GWA effective June 30, 2024.

**TABLE 2****GPR Compensation Reserves Components**

	<u>2023-24</u>	<u>2024-25</u>	<u>Biennium</u>
Prior Period and Inflationary Increases for Fringe Benefits	\$43,519,200	\$81,634,700	\$125,153,900
General Wage Adjustments (4%/2%)	88,718,100	132,414,000	221,132,100
Correctional Security Base Pay Increases (Including \$33 Minimum)	143,948,600	147,655,400	291,604,000
Correctional Security Add-on Pay	25,898,200	26,501,100	52,399,300
Market Wage and Parity Adjustments	2,000,000	2,000,000	4,000,000
Probation and Parole Agent Pay Progression	2,850,000	2,964,000	5,814,000
Funding to Continue Pilot Add-ons	3,573,800	3,445,500	7,019,300
Information Technology Generated Market Adjustments	0	1,187,500	1,187,500
Retention Incentive Awards for Protective Employees of Corrections, Health Services	545,200	0	545,200
Natural Resources Warden and Capitol Police Pay Progression	<u>127,800</u>	<u>127,800</u>	<u>255,600</u>
Total	\$311,180,900	\$397,930,000	\$709,110,900

Based on information provided by DPM, Tables 3 and 4 provide cost estimates for provisions included in the proposed compensation plan. It should be noted that, in some cases, for provisions which may be supplemented from compensation reserves, estimated GPR costs could exceed the amounts budgeted under Act 19. If a difference between budgeted and estimated costs exists, the administration indicates that pay plan supplements from compensation reserves would only be allowable within the amounts budgeted. As noted in the provisions of the proposed compensation plan, supplements would be provided from compensation reserves, subject to the availability of funds, as determined by the Secretary of DOA.

Table 3 summarizes the estimated cost of base pay increases in the proposed compensation plan in 2023-24 and 2024-25. The table includes the GPR and all funds cost of salaries and variable fringe benefits for each provision, as well as the protective service add-on for the modifications to the Capitol Police and warden market adjustments and pay progression, correctional security position progression and minimum pay, probation and parole agent pay progression, and State Patrol parity adjustments. Costs shown in Table 3 are generally based on the cost for filled positions, do not include overtime costs, and do not include any reductions attributable to a higher than usual level of position vacancies. It should be noted that the estimated cost of general wage adjustments in Table 3 is consistent with what was budgeted in compensation reserves under Act 19, included in Table 2 above. The difference between the amounts shown in the tables is primarily attributable to the cost of general wage adjustments that would be provided to employees of the UW System, which are not covered by the compensation plan.

**TABLE 3**

**Compensation Plan Executive Branch Base Pay Increases,  
Cost of Salaries and Variable Fringe Benefits**

<u>Provision</u>	<u>GPR</u> <u>2023-24</u>	<u>GPR</u> <u>2024-25</u>	<u>All Funds</u> <u>2023-24</u>	<u>All Funds</u> <u>2024-25</u>
<b>May be Supplemented from Compensation Reserves</b>				
General Wage Adjustments, 4% and 2%*	\$44,531,000	\$67,687,100	\$88,973,000	\$135,239,000
DOC and DHS Security Progression, Including Supervisor Market and Parity	124,833,200	124,833,200	135,109,700	135,109,700
Probation and Parole Agent Progression	3,101,600	4,051,200	3,135,400	4,090,500
Conversion of Non-Security Pilot Add-ons				
Nurse Clinician 2 Market Adjustment	2,378,900	2,689,200	4,324,300	4,888,400
Nurse Clinician 3 and 4 Market Adjustment	794,600	898,300	837,100	946,300
Nursing Assistant and Resident Care Technician Market Adjustment	269,000	304,100	6,600,300	7,461,200
Licensed Practical Nurse Market Adjustment	349,100	394,700	644,200	728,200
DMA Military Affairs Security Officer Market Adjustment	0	0	376,500	425,600
DHS Income Maintenance Specialist Market Adjustment	282,300	319,100	658,000	743,800
DHS Disability Determination Bureau Market Adjustment	0	0	1,216,200	1,374,800
DHS Respiratory Therapist Market Adjustment	0	0	28,700	32,400
DOA Capitol Police Market Adjustment	0	0	302,500	342,000
DNR Warden Market Adjustment	51,600	63,400	1,726,200	1,976,700
Capitol Police and Warden Pay Progression	69,700	74,800	1,394,000	1,679,800
DOT Engineering Market Adjustment	3,000	3,400	7,819,500	8,839,500
Funded Market Adjustments	2,147,500	2,427,600	5,502,800	6,220,500
Information Systems Market Equity Adjustments	0	1,129,600	0	5,225,800
Parity - To Be Determined by DPM**	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Subtotal	\$178,811,500	\$204,875,700	\$258,648,400	\$315,324,200
<b>Agency-Funded (May Not be Supplemented)</b>				
General Quartile Pay Schedule and Progression	\$489,500	\$2,978,500	\$1,342,600	\$10,692,700
Engineering Parity Adjustment (Various Agencies)	377,600	426,800	3,311,700	3,743,600
Licensed Practical Nurse Pay Progression	287,800	355,300	690,400	833,600
Agency-Funded Generated Market Adjustments				
Human Resources Market Equity (Various Agencies)	31,900	36,100	740,600	837,200
DHS Income Maintenance Specialist Market Equity	846,900	957,300	1,973,900	2,231,300
DPI, DOC, and DHS Psychologist Market Equity	1,111,300	1,256,300	1,339,700	1,514,400
DPI, DOC, DHS, and DVA Therapist Market Equity	335,300	379,100	683,700	772,900
DOC, DHS, and DMA Treatment Specialist Market Equity	446,100	504,300	558,600	631,500
DOR Property Assessment Specialist Market Equity	232,800	263,200	275,900	311,900
OCI Insurance Examiner Market Equity	0	0	284,400	321,500
DOT and DOA Law Enforcement Dispatcher Market Equity	0	0	356,600	403,100
DOT Motor Vehicle Program Specialist Market Equity	0	0	197,400	223,100
DOC, DHS, and DVA Nursing Market Equity	89,700	101,300	257,600	291,200
DCF Initial Assessment Specialist Market Equity	482,300	545,200	524,200	592,600
DOC, DHS, and DVA Adv. Practice Nurse Market Equity	134,700	152,200	202,800	229,300
DWD Equal Rights Officer Market Equity	38,200	43,200	42,400	48,000
Elections Specialist Market Equity	50,900	57,600	76,400	86,400
PSC Public Utility Financial and Rate Analyst Market Equity	<u>0</u>	<u>0</u>	<u>38,200</u>	<u>43,200</u>
Subtotal	\$4,955,000	\$8,056,400	\$12,897,100	\$23,807,500
<b>Total</b>	<b>\$183,766,500</b>	<b>\$212,932,100</b>	<b>\$271,545,500</b>	<b>\$339,131,700</b>

\*Cost for executive branch positions under the compensation plan only, excluding elected officials. Figures do not include the UW System, SWIB, the Legislature, or the Courts, which generally administer their own pay policies outside of the compensation plan.

\*\*Approximately \$40,000 in 2023-24 and \$60,000 in 2024-25 of the \$2 million GPR annually in compensation reserves for "Market Wage and Parity Adjustments" (see Table 2) is estimated for parity adjustments. Parity adjustments for agency-funded market adjustments would not be supplemented from compensation reserves.

Table 4 summarizes the cost of supplemental pay provisions in the proposed compensation plan in 2023-24 and 2024-25. These add-ons and incentive payments would not increase base pay for employees. The table includes the GPR and all funds cost of salaries and variable fringe benefits for each provision, as well as the protective service add-on for correctional security add-on pay and retention incentive payments for Corrections and Health Services protective status employees.

**TABLE 4**  
**Compensation Plan Proposed Supplemental Pay Provisions,**  
**Cost of Salaries and Variable Fringe Benefits**

<u>Provision</u>	<u>GPR</u> <u>2023-24</u>	<u>GPR</u> <u>2024-25</u>	<u>All Funds</u> <u>2023-24</u>	<u>All Funds</u> <u>2024-25</u>
<b>May be Supplemented from Compensation Reserves</b>				
DOC Correctional Security Add-ons*	\$6,684,600	\$6,684,600	\$6,963,200	\$6,963,200
Retention Incentive Payments for DOC, DHS Protective Status Employees	545,200	0	563,200	0
DSPS Licensing and Permit Add-on (Current Pilot Add-on)	0	0	324,700	367,100
Financial Examiner Skills and Education Add-ons**	0	0	214,400	242,300
DSPS Universal Building Inspector Add-ons	<u>0</u>	<u>0</u>	<u>127,300</u>	<u>144,000</u>
Subtotal	\$7,229,800	\$6,684,600	\$8,192,800	\$7,716,600
<b>Agency-Funded (May Not be Supplemented)</b>				
Standby Pay	\$186,800	\$211,200	\$737,000	\$833,200
Professional Engineer Add-on	13,300	15,100	370,300	418,600
Certified Public Accountant Add-ons	101,200	114,400	200,700	226,900
Advanced Practice Nurse Prescriber Add-on	81,000	91,500	136,400	154,200
Certified General Appraiser Add-on	<u>2,000</u>	<u>2,300</u>	<u>6,000</u>	<u>6,800</u>
Subtotal	\$303,300	\$343,000	\$1,314,000	\$1,485,500
Total	\$7,533,100	\$7,027,600	\$9,506,800	\$9,202,100

\*Cost shown is for creation of medium-security and increase to maximum-security add-ons only. Does not include cost of high-vacancy add-on.

\*\*Because any balance in the Department of Financial Institution's general program operations PR appropriation at the close of a fiscal year lapses to the general fund, increasing PR expenditures would have the effect of reducing GPR-earned.

### Terminology Used in the Compensation Plan

A *pay progression*, as typically included in the compensation plan, is a time-based system that provides pay increases to individual employees in specific classifications or pay ranges based on longevity through a grid that lists hourly pay rates for different lengths of service, such as some number of months or years. Pay progressions included in the compensation plan generally require that employees meet performance standards to be eligible for pay increases. Pay progression is intended to move an employee's pay from the pay minimum towards the maximum level. [Note that, under the 2023-25 plan, newly-created Section M, Pay Administration for General Quartile Pay Schedule X, would create a pay progression system providing annual increases based on within-range pay step amounts, subject to certain criteria. These provisions are addressed in the attachment.]

An *equity adjustment* generally describes an adjustment to an employee's base rate in cases where the employee's base rate is lower than that of employees with fewer years of service. These

adjustments can only occur in broadbanded pay ranges (discussed below). In most cases, seniority date is a primary factor in providing an equity adjustment. In larger classification groups, there could be "sub-groups" where an equity adjustment is considered for groups that perform similar work. Equity adjustments may be based on establishment of wage rates in an agency that correspond to each job's relative value to the agency. [Note that, under the 2023-25 plan, newly-created Section M would include a definition of "pay equity" to mean compensating employees similarly who have similar job duties, skills, and scope of responsibility, taking into account years of experience in the classification title and series, education and training related to the job or classification, and prior occupational experience without regard to gender, race, disability, ethnicity or other demographic status.]

A *market adjustment* (market wage adjustment) is a one-time base pay increase provided to some or all employees in a particular classification that is intended to bring individual employees' pay up to or closer to a market rate (that is, the going rate in the job market for the type of work the individual performs).

A *funded market adjustment* is a market wage adjustment in which some or all of the filled positions in the specified classification receives the designated amount. The cost of funded market adjustments is supplemented from compensation reserves, unless otherwise specified.

*Agency-funded market adjustments* are market wage adjustments that may not be supplemented from compensation reserves. Rather, during the biennium, the agency must fund the pay increase within its existing budget.

*Generated market adjustments* describe a type of pay adjustment in which a pool of funding for providing market wage adjustments is generated based upon the number of filled positions in specific classifications within an agency. Depending on the structure of the generated market adjustment, the pool of funding may be available for allocation to multiple classifications or classification series, or may be restricted to the specific classifications or classification series that generated the funding. The agency is provided discretion to distribute varying amounts from the pool of funding to employees in the classifications generating the funding. This method is most used to correct equity issues within an agency or a classification overall. The pool of funding may or may not be fully distributed. Generated market adjustments may be funded from compensation reserves or agency-funded, as specified in the compensation plan.

*Parity adjustments* describe pay adjustments that an agency may request for employees in a different classification who perform similar work to employees in the identified classification list for a market adjustment or pay progression. These parity requests must generally be sent to DPM for review and must be approved by the administrator. Historically, parity adjustments were pay provisions for nonrepresented employees to provide an average level of pay adjustments for the biennium that is comparable to the average level for the related group of represented employees. Typically, the authorization for parity adjustments would be acquired through amendments or modifications to the compensation plan established at the beginning of the biennium.

*Pay compression* describes pay differentials that are considered inequitable. Specifically, the term may apply to differences between: (a) the pay of supervisors and subordinates; (b) the pay of experienced and newly hired personnel of the same classification; or (c) pay-range midpoints in successive job pay ranges or related jobs across pay structures.



*Add-on pay* is a type of supplemental pay provided on an hourly basis for certain classifications and types of work performed. Such pay may be provided to address recruitment, retention, or other employment issues. Add-on pay, when provided, does not constitute a base pay increase.

*Broadbanding* is a pay structure that consolidates a number of pay grades and salary ranges into fewer bands with relatively wide salary ranges. Under the compensation plan, classified positions are assigned to either a non-broadband or broadband pay schedule. Pay administration policies differ between these pay schedule types. In general, there is more flexibility in setting the initial pay rates of positions in broadband pay schedules. For example, pay on appointment for positions assigned to a broadband pay schedule may be set at differing rates, subject to the maximum for the applicable pay range and the restrictions outlined in the compensation plan. [Note that Section M of the proposed plan would provide substantially more flexibility in administering pay for the non-broadband pay ranges of schedule X, including pay on original appointment, than is currently provided for non-broadband pay schedules in Section Z. Several of the provisions of Section M would be similar or identical to current provisions for broadband pay schedules, while other provisions would apply pay concepts not currently used elsewhere in the compensation plan.]

Lastly, as noted in 2021-23 and 2023-25 compensation plan definitions, the term "*FLSA-exempt*" refers to an employee who is exempt from the overtime provisions of the federal Fair Labor Standards Act (FLSA). This federal legislation is the source of various other labor laws, including the federal minimum wage, hours worked (what constitutes compensable time), recordkeeping requirements, and child labor provisions.

Prepared by: Rachel Janke and Jere Bauer  
Attachment

# ATTACHMENT

## Summary of 2023-25 State of Wisconsin Compensation Plan Proposal

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## INTRODUCTION

Following is a summary of the 2023-25 state employee compensation plan proposal submitted to JCOER by DPM. The proposed plan amends the provisions of the 2021-23 compensation plan. As such, this summary identifies only those provisions which are proposed changes to the current plan. The sections of the 2023-25 compensation plan that pertain to each provision are identified at the end of each entry. Note that the section numbers listed for each entry correspond to the section numbers of the proposed plan as submitted on July 31, 2023, and have not been modified to reflect changes to section numbers identified in the errata letter of August 31.

The plan would cover fiscal years 2023-24 (June 18, 2023, through June 29, 2024) and 2024-25 (June 30, 2024, through June 28, 2025). Revised pay rates would become effective after processing of pay changes occur, unless otherwise noted in the plan. A number of provisions have an effective date of "to be determined" (TBD). The Division indicates that these provisions would be effective at the beginning of the first pay period following approval of the plan, also referred to in this summary as "the effective date of the plan." The summary is divided into two sections: (a) modifications to current plan sections, that is, Sections A through L and Section Z; and (b) the creation of Sections M and X, which would establish a new pay structure, pay schedule, and pay progression for certain job classifications, as determined by DPM.

## MODIFICATIONS TO CURRENT PLAN SECTIONS

### 1. General Wage Adjustments

*Dates, Amounts, and Eligibility.* The plan would provide a general wage adjustment (GWA) of 4% on the effective date of the plan, and an additional GWA of 2% on June 30, 2024, to all eligible employees. Eligible employees include non-represented classified employees, indefinite-term unclassified employees, classified attorneys, and certain unclassified attorneys. As under prior compensation plans, limited-term employees could have their base pay rate adjusted by the GWA that is provided to other employees. [The plan additionally makes changes to various provisions relating to GWAs to reflect the proposed implementation dates of the GWAs in the 2023-25 biennium.]

*Lump Sum for Implementation Delay.* The plan would provide for a lump sum payment, paid as soon as administratively feasible, for each employee eligible to receive a 4% GWA for 2023-24. The lump sum payment would be calculated as the amount of the GWA increase, plus any increase needed to raise the employee to the new pay range minimum, multiplied by the number of hours in pay status from July 2, 2023, until the effective date of the plan. The lump sum payment would include an amount to account for premium pay for overtime and holiday work performed during this period. The plan specifies that the lump sum GWA payment would not account for other intervening personnel transactions.

*Progression-Eligible Attorneys.* The plan would eliminate a provision relating to progression-eligible attorneys and minimum pay increases, relative to GWAs. Under the 2021-23 plan, certain progression-eligible attorneys with satisfactory performance who have attained eligibility for merit pay progression and whose pay increase funding is included in the state budget, and who have not yet received at least a 2.0% progression increase for the applicable fiscal year, would receive a GWA equal to the difference between 2.0% and the amount already received, if any. Progression-eligible

attorney positions include assistant and deputy district attorneys, assistant state public defenders, and assistant and deputy attorneys general. Under Act 19, effective July 2, 2023, a market adjustment of \$8.76 per hour was provided to assistant and deputy district attorneys and assistant state public defenders. In addition, Act 19 included funding in 2024-25 to support the cost of pay progression increases for such positions under the provisions of s. 230.12(10) and (11) of the statutes.

*Delayed GWAs--Supervisors.* The plan would modify language providing for delayed GWA for supervisors who have not completed formal performance evaluations on all subordinate employees for whom performance evaluations are required within the 12-month period ending on the effective date of the applicable GWA. The plan would specify that, if the required performance evaluations are completed within three months of the GWA effective date, a delayed GWA would be provided effective with the first pay period following completion of all required performance evaluations. As under the 2021-23 plan, no retroactive pay or lump sum payment would be made for the delay under this provision. The 2021-23 plan specifies that, if the required performance evaluations are completed by the following March 31 (relative to a January GWA date), a delayed GWA would be provided effective April 10, 2022, for the 2021-22 GWA or April 9, 2023, for the 2022-23 GWA.

Funding of \$88,718,100 GPR in 2023-24 and \$132,414,000 GPR in 2024-25 was included in Act 19 in compensation reserves to provide GWAs of 4% on July 1, 2023, and 2% on July 1, 2024, for most state employees, including employees of the UW System and elected officials. The implementation dates in the proposed compensation plan coincide with starting dates for pay periods in the state's central payroll calendar.

[Sections: A-2.01, B-3.05, and C-2.00]

## **2. Elected Official Pay**

Under the Wisconsin Constitution, the compensation of a public officer may not be increased or decreased during the term of office, except that: (a) any increase in the compensation of members of the Legislature takes effect, for all Senators and Representatives, after the next general election beginning with the new Assembly term; and (b) any increase or decrease in the compensation of Justices of the Supreme Court or judges of any other court become effective for all Justices or judges, upon the election or appointment of any Justice or judge. Further, statutes specify that the state's biennial compensation plan include the compensation amounts for Justices, judges, legislators, state executive branch constitutional officers, and district attorneys.

*Executive and Legislative Officials.* The plan would provide executive and legislative branch elected officials two pay increases of approximately 4% for 2023-24 and 2% for 2024-25. As noted previously, funding was included in Act 19 in compensation reserves to provide a 4% GWA on July 1, 2023, and a 2% GWA on July 1, 2024, for most state employees, including executive and legislative branch elected officials. Note that, although two pay increases of approximately 4% in 2023-24 and 2% in 2024-25 would be made to rates of office for July, 2023, and July, 2024, because the Governor, Lieutenant Governor, Attorney General, State Treasurer, and the Secretary of State serve four-year terms and were elected in 2022 (inaugurated in 2023), incumbent officials will not receive an increased salary until the 2027 inauguration date. The salaries for individuals elected in 2026 (inaugurated in 2027) will be established in the 2025-27 compensation plan. As such, the

increased salaries identified in the 2023-25 compensation plan, which also incorporate the pay adjustments made in the 2021-23 compensation plan, would not be applicable to individuals inaugurated in January, 2023, during the 2023-25 biennium. Similarly, legislator salary increases would not be provided to current legislators, but would be applicable to all legislators inaugurated for the 2025-26 legislative session. Since the State Superintendent of Public Instruction began a four-year term of office in July, 2021, the next applicable salary increase would be in July, 2025.

Proposed annual compensation amounts for executive and legislative branch elected officials (other than District Attorneys) are identified in the table below.

<u>Position</u>	<u>Current Rate for Office</u>	<u>Rate for Office from Date of Implementation to June 29, 2024</u>	<u>Rate for Office June 30, 2024</u>
Governor	\$165,568	\$172,308	\$175,802
Lieutenant Governor	87,432	90,938	92,789
Attorney General	160,680	167,212	170,581
State Superintendent of Public Instruction*	137,696	143,271	146,183
State Treasurer	78,583	81,724	83,367
Secretary of State	78,583	81,724	83,367
Legislator	57,408	59,717	60,924

\*Note that the State Superintendent of Public Instruction is not eligible to receive the current rate of office because she took office in July, 2021. The incumbent State Superintendent's rate remains at \$132,351 annually until July, 2025. The current rate of office identified in the proposed compensation plan, however, incorporates the two 2% general wage adjustments that occurred under the 2021-23 compensation plan. The rates of office for the 2023-25 biennium represent at 4% increase in 2023-24 and a 2% increase in 2024-25 to the State Superintendent's rate of office in effect on January 1, 2023, under the 2021-23 compensation plan (\$137,969 annually).

*District Attorneys.* Since District Attorneys began four-year terms of office in January, 2021, the next increase in these salaries would occur in January, 2025. Under s. 978.12(1), the annual salary for District Attorneys is established in the compensation plan. Statutes further specify that: (a) the salary for elected District Attorneys is the rate of office in effect on the second Tuesday of July preceding the commencement of their term of office; and (b) the compensation plan include separate salary rates for District Attorneys based on the population of the prosecutorial units in which they serve, as determined on October 10 of the year prior to commencement of their terms of office. The statutory population ranges are for prosecutorial units having a population of: (a) more than 750,000; (b) more than 250,000 but not more than 750,000; (c) more than 100,000 but not more than 250,000; (d) more than 75,000 but not more than 100,000; (e) more than 50,000 but not more than 75,000; (f) more than 35,000 but not more than 50,000; (g) more than 20,000 but not more than 35,000; and (h) not more than 20,000.

Under Act 19, all assistant and deputy district attorneys (ADA and DDA, respectively) were provided an \$8.76 per hour increase in 2023-24, and an additional \$2.27 per hour in 2024-25 for distribution as allowed under pay progression statutes. In total, funding to support an average \$11.03 per hour increase over the biennium for attorneys working as state prosecutors was provided directly to the District Attorneys agency budget. Act 19 further appropriated \$926,200 GPR in 2024-25 to increase the hourly compensation of elected district attorneys by \$11.03 (\$22,942 annually)

beginning with the start of their new term (January, 2025) to match the raise provided to ADAs and DDAs.

Under the 2021-23 compensation plan, as directed by JCOER, the rates for office for District Attorney units were consolidated from five rates for unit population size groupings into three rates for such groupings beginning on January 1, 2023. However, statutorily the eight units identified above still exist and are listed individually in the compensation plan. As a result, District Attorneys in prosecutorial units serving populations of 75,000 or less would have a salary of \$126,173, in prosecutorial units with more than 75,000 but not more than 750,000 would have a salary of \$139,527, and in prosecutorial units of 750,000 or more a salary of \$145,288. Again, note that District Attorneys elected in 2020 (inaugurated in 2021) cannot receive this higher salary level immediately. However, for purposes of calculating the rate of office for the 2023-25 compensation plan, \$8.76 per hour was added to the January 1, 2023, rates from the 2021-23 compensation plan for 2023-24, and an additional \$2.27 per hour was added for 2024-25. The following table identifies current salary rates by prosecutorial unit size, and the proposed rates which incorporated the \$11.03 per hour increase identified in Act 19. Since June 30, 2024, precedes the statutory "second Tuesday of July preceding the commencement of their term of office" date (July 9, 2024), this rate would be the rate of office for District Attorneys elected in 2024 (inaugurated 2025).

<u>Prosecutorial Unit Size (County Population)</u>	<u>Current Rate for Office</u>	<u>Rate for Office from Date of Implementation to June 29, 2024</u>	<u>Rate for Office June 30, 2024</u>
More than 750,000	\$145,288	\$163,509	\$168,231
More than 250,000 but not 750,000	131,456	157,748	162,469
More than 100,000 but not 250,000	124,842	157,748	162,469
More than 75,000 but not 100,000	124,842	157,748	162,469
More than 50,000 but not 75,000	118,872	144,394	149,116
More than 35,000 but not 50,000	118,872	144,394	149,116
More than 20,000 but not 35,000	106,288	144,394	149,116
Not more than 20,000	106,288	144,394	149,116

*Judicial Officials.* The plan would provide Supreme Court Justices, and Court of Appeals and Circuit Court judges pay increases totaling approximately 4% beginning in 2023-24, and an additional 2% in 2024-25. Proposed annual compensation amounts for judicial branch elected officials are identified below.

<u>Position</u>	<u>Current Rate for Office</u>	<u>Rate for Office from Date of Implementation to June 29, 2024</u>	<u>Rate for Office June 30, 2024</u>
Supreme Court Justice	\$184,819	\$192,226	\$196,082
Court of Appeals Judge	174,357	181,345	184,983
Circuit Court Judge	164,487	171,080	174,512

[Sections: B-2.01 thru B-2.04]

### 3. Correctional Security Pay Provisions

The plan would make the following changes relating to correctional security position compensation. Following approval of the plan, after the first GWA of 4% is implemented, a pilot add-on of \$4 per hour that is currently provided to correctional security positions and supervisors of such positions would be converted to base pay and discontinued as an add-on. Subsequent to these adjustments to base pay, the enhanced correctional security pay progression would be implemented, as would parity adjustments associated with the pay progression. The cost of the pay progression would be supplemented from compensation reserves, subject to availability of funds for this purpose as determined by the Secretary of DOA.

*Modifications to Pay Progression.* Under the 2021-23 compensation plan, a pay progression system for security positions provides increased pay rates for correctional officers/sergeants, youth counselors/advanced, and psychiatric care technicians/advanced after attaining a specified number of years of continuous service. The proposal would modify this pay progression as described below, supported from funding in Act 19 provided to compensation reserves for this purpose. The plan specifies that the pay increases would not be subject to the individual increase limit of 10% under s. 230.12(5)(d) of the statutes. Lump sum payments would be provided for hours in pay status from July 2, 2023, to the effective date of the plan, excluding the \$4.00 per hour that is currently being provided as a pilot add-on for correctional security positions and supervisors of such positions.

- *Raised Minimum Pay.* The plan would increase minimum pay rates for correctional officers, youth counselors, and psychiatric care technicians to \$33.00 per hour and would increase minimum pay for correctional sergeants, youth counselors-advanced, and psychiatric care technicians-advanced to \$34.59 per hour, after applying the 4% GWA and after converting the current \$4 pilot add-on to base pay, effective with the first pay period following approval of the plan.
- *25-Year Point.* The plan would add a 25-year progression point to the pay structure (currently the pay progression last provides an increase at 20 years), effective with the first pay period following approval of the plan.
- *Increases to Other Pay Points.* The plan would additionally increase all other pay progression points effective with the first pay period following approval of the plan, as shown in the table below, and would increase all pay progression points and minimum pay by 2% effective June 30, 2024.

<u>Effective Date/Continuous Service</u>		<u>Pay Range (Per Hour): Officers, Youth Counselors, Psychiatric Care Technicians</u>	<u>Pay Range (Per Hour): Sergeants, Youth Counselors-Advanced Psychiatric Care Technicians-Advanced</u>
January 1, 2023 (Current)	Minimum	\$20.29	\$21.88
	1 year	20.93	25.11
	2 years	22.03	26.42
	3 years	22.69	27.24
	5 years	23.38	28.05
	10 years	24.10	28.91
	15 years	24.82	29.80
	20 years	25.59	30.72
With plan approval, to June 24, 2024	Minimum	\$33.00	\$34.59
	1 year	33.64	37.82
	2 years	34.74	39.13
	3 years	35.40	39.95
	5 years	36.09	40.76
	10 years	36.81	41.62
	15 years	37.53	42.51
	20 years	38.30	43.43
June 30, 2024, to June 28, 2025	Minimum	\$33.66	\$35.29
	1 year	34.32	38.58
	2 years	35.44	39.92
	3 years	36.11	40.75
	5 years	36.82	41.58
	10 years	37.55	42.46
	15 years	38.29	43.37
	20 years	39.07	44.30
25 years	39.86	45.25	

*Supervisor Market Adjustments.* Under the plan, with respect to supervisors of correctional security positions, the current \$4.00 per hour pilot add-on would be converted to base pay through a \$4.00 per hour market adjustment, effective with the first pay period following approval of the plan. The market adjustments would be provided to employees in the classifications of corrections program supervisor, psychiatric care supervisor, supervising officer 1, supervising officer 2, supervising officer-DHS, supervising youth counselor 1, supervising youth counselor 2, or institution unit supervisor (limited to positions at Mendota Mental Health Institute, Winnebago Mental Health Institute, Sand Ridge Secure Treatment Center, and Wisconsin Resource Center). Because this pilot add-on is currently being provided, no additional payment would be made associated with the delay in implementation of the compensation plan. The cost would be supplemented from compensation reserves, subject to availability of funds for this purpose as determined by the Secretary of DOA.

*Supervisor Parity Adjustments.* Under the plan, the Departments of Corrections and Health Services could request parity adjustments associated with the enhanced correctional security pay progression for permanent and project employees that provide direct supervision to correctional



security positions. Such parity could only be provided to employees in the following classifications: psychiatric care supervisor, supervising officer 1, supervising officer 2, supervising officer-DHS, supervising youth counselor 1, supervising youth counselor 2, or institution unit supervisor (or a newly created classification for positions that supervise security in Health Services institutions). The cost would be supplemented from compensation reserves, subject to availability of funds for this purpose as determined by the Secretary of DOA.

*Pay Provisions for Movement to Non-Security/Supervisor Pay Ranges.* The plan would provide pay administration and pay on appointment instructions for position transactions wherein an employee moves from correctional security pay ranges 05-31 and 05-32, or from correctional security supervisor pay ranges 81-33 and 81-34 (newly created in the plan to accommodate increases to supervisor pay rates), to a different, non-security/security supervisor pay range. Specifically, pay for employees formerly in these ranges would be set at: (a) for a non-broadband pay range, a rate from the minimum of the pay range to a rate calculated as an original appointment, plus the GWA and market adjustments applied to the new classification under the plan, or a rate set in accordance with an established pay progression structure under the plan (in either case, pay could not exceed the pay range maximum); or (b) for a broadband pay range, as if the transaction were an original appointment, or at a rate set in accordance with an established pay progression structure under the plan.

According to DPM, the purpose of these provisions is to have pay set for former correctional security employees and supervisors in the same manner as an original appointment, with very limited flexibility to account for GWA and market increases provided under the 2023-25 plan.

*Add-ons for Maximum- and Medium-Security Institutions.* The plan would increase from \$2 to \$3 per hour the add-on for hours worked by correctional officers/sergeants and youth counselors/advanced at the following maximum-security adult institutions and juvenile facilities: Columbia Correctional Institution, Dodge Correctional Institution, Green Bay Correctional Institution, Taycheedah Correctional Institution, Waupun Correctional Institution, Wisconsin Secure Program Facility, and Lincoln Hills/Copper Lake Schools. The plan would also expand the classifications eligible to receive the add-on to include supervising officer 1, supervising officer 2, supervising youth counselor 1, and supervising youth counselor 2.

In addition, the plan would create a \$1 per hour medium-security add-on for hours worked by employees in the above classifications at the following medium-security facilities: Fox Lake Correctional Institution, Jackson Correctional Institution, Kettle Moraine Correctional Institution, Milwaukee Secure Detention Facility, New Lisbon Correctional Institution, Oshkosh Correctional Institution, Racine Correctional Institution, Racine Youthful Offender Correctional Facility, Redgranite Correctional Institution, and Stanley Correctional Institution. Lump sum payments would be provided for hours worked at an eligible location from July 2, 2023, to the effective date of the plan. The cost would be supplemented from compensation reserves, subject to availability of funds for this purpose as determined by the Secretary of DOA.

*Add-on for High-Vacancy Adult Institutions.* The plan would continue the \$5 per hour add-on for all hours worked by correctional officers and correctional sergeants at any adult correctional institution that meets the following criteria: (a) the combined share of vacant correctional officer and correctional sergeant positions at the institution is more than 40%; and (b) where the \$5 add-on is implemented, the add-on continues to be paid until the vacancy rate for such positions has been 40%

or less for six consecutive months. As under the 2021-23 plan, the determination of the vacancy rate and duration of the add-on would be determined by the Division of Personnel Management. In accordance with funding provided to compensation reserves in Act 19 for this purpose, the full cost of the add-on would be supplemented from compensation reserves, subject to availability of funds for this purpose as determined by the Secretary of DOA, rather than 50% of the cost, as specified under the 2021-23 plan. [Under 2021 Act 58, \$1,750,000 GPR annually was provided to compensation reserves to fund 50% of the cost of a \$5 per hour high-vacancy add-on, with the criteria specified above. Under 2023 Act 19, funding is provided to compensation reserves to fund the cost of certain correctional security add-ons, including the full cost of continuing the \$5 per hour high-vacancy add-on.]

*Youth Counselor and Youth Counselor-Advanced Add-on.* The plan would formally incorporate a \$5.00 add-on for worked hours only, which is currently provided as a pilot add-on for employees in positions classified as youth counselor or youth counselor-advanced at the Lincoln Hills/Copper Lake Schools. The add-on would expire for all such employees with the closure of both schools.

*Extra Security Shift Incentive Payments.* The plan would provide lump sum incentive payments to employees in probation and parole agent and probation and parole agent-senior positions who volunteer to work correctional officer/sergeant shifts of four to twelve hours in a "high-vacancy" institution to which the \$5 per hour add-on described above applies. Eligible employees would receive the following payments for each scheduled, completed shift: four-hour shift, \$75; eight-hour shift, \$150; and 12-hour shift, \$225. To be eligible, an employee would volunteer to work such a shift, for which they are not regularly scheduled, and which is in addition to their own regularly scheduled non-security shifts. An employee could not be paid more than \$300 in lump sum incentives in any 24-hour period and an employee could not receive the incentive for any shift the employee is on paid or unpaid leave from the employee's regular position. However, the extra security shift incentive would be provided in addition to other pay differentials for which the employee may qualify. [The cost of shift incentive payments would not be supplemented from compensation reserves.]

*Weekend Security Classifications Program.* The plan would allow Corrections and Health Services to request the creation of any of the following classifications with a "-weekend" subtitle, for which employing units could establish weekend programs: correctional officer-weekend, correctional sergeant-weekend, youth counselor-weekend, youth counselor-advanced-weekend, psychiatric care technician-weekend, and psychiatric care technician-weekend. Positions in the above classifications would receive a weekend add-on of \$5.00 per hour for all hours worked during qualifying periods, to be determined by the employing units, but not to exceed the hours between 6:00 a.m. Friday and 11:30 p.m. Monday. [The cost of the weekend add-on would not be supplemented from compensation reserves.]

As with positions in the weekend nurse program and weekend certified nursing assistant program, positions in the weekend security classifications program would have certain limitations with respect to leave, as follows. Employees moving to weekend positions would receive a cash payment, calculated at their base pay rate, for eligible accumulated annual leave time earned prior to the date of transfer. In addition, employees in weekend positions could elect to use annual leave (vacation) on no more than two weekends during each of January through June and July through

December (four weekends in total per calendar year). Annual leave for such employees could not exceed 96 hours per calendar year, except by mutual agreement. After December 31 of each calendar year, unused annual leave would be paid at the employee's base pay rate, or at the completion of the employee's first six months of service, whichever is later. Further, employees in weekend positions would not be eligible to convert annual leave to sabbatical/termination leave and would not be eligible for paid personal holidays, paid legal holidays, or compensatory time due an employee for work on a holiday. However, employees in weekend positions would receive pay at a rate of time and one-half for work performed on a legal holiday on which state offices are closed.

*Funding.* Act 19 placed \$143,948,600 GPR in 2023-24 and \$147,655,400 GPR in 2024-25 in compensation reserves to fund base pay increases for correctional security positions and supervisors (described above). In addition, Act 19 provided \$25,898,200 GPR in 2023-24 and \$26,501,100 GPR in 2024-25 to compensation reserves for correctional security add-on pay.

[Sections: A-2.06, A-4.03, A-4.33, A-4.42, A-4.44, A-4.45, A-4.46, E-5.00, I-4.04, I-4.18, K-3.05, K-4.03, K-5.02, L-2.01, L-2.08, and L-2.09]

#### **4. Corrections and Health Services Retention Incentive Payments**

The plan would extend a 2021-23 compensation plan provision relating to retention incentive, lump-sum payments for an additional fiscal year, through 2023-24. Payments would be provided effective in the first pay period after May 31, 2024 (June 6, 2024), for eligible Department of Corrections and Department of Health Services employees in protective status positions. Eligible employees on leave during the granting pay period would receive payment upon their return to pay status.

The plan specifies that Corrections and DHS employees would be eligible for retention incentive payments if: (a) they are in a protective status position on May 31, 2024; (b) they first attained the specified full years of adjusted continuous state service in the 12-month period ending May 31; and (c) their most recent performance evaluation was not unsatisfactory in the 12 months preceding May 31 of that year. The plan establishes that payments would not be made retroactively for employees who attained the requisite full years of service in years prior to the qualifying period. The lump sum payments would be provided as follows:

<u>Full Years of Service</u>	<u>Payment</u>
10	\$250
15	500
20	750
25+*	1,000*

\*Lump sum payments of \$1,000 would be made after a qualifying employee has attained 25 full years of service, and for each subsequent five-year anniversary.

Under Act 19, funding of \$545,200 GPR in 2023-24 was provided in compensation reserves for long-term service awards. The cost would be supplemented from compensation reserves, subject to availability of funds for this purpose as determined by the Secretary of DOA.

[Section: A-5.08]

## **5. Probation and Parole Agent Pay Progression**

The plan would implement a pay progression in which eligible employees in the following classifications would receive pay increases following the attainment of one, two, three, five, 10, or 15 years of state service: probation and parole agent, and probation and parole agent-senior. On the effective date of the plan, immediately after the 4% GWA, employees would have their base pay rate increased to the amount designated in the pay progression schedule, according to their full years of state service. [The progression schedule is included in this memorandum under the summary of changes to Section Z.] If an employee's base pay rate equaled or exceeded the applicable pay progression point, the current rate of pay would be retained. Adjustments would be effective at the beginning of the first pay period following approval of the plan. The plan would not provide for lump sum payments under this provision in relation to the delay in implementation of the compensation plan. [Note that the August 31 errata letter submitted by DPM indicated that the insertion of additional language in Section A of the plan would be necessary to authorize the initial placement of employees as well as the ongoing progression structure. The newly-created sections would be numbered A-2.17 and A-2.18, and the two items following those would be renumbered.]

In relation to the pay progression, the plan would provide instructions on calculating base pay rates for probation and parole agents/senior in cases where an employee transfers between positions in these classifications, moves to a higher listed classification, moves to a lower listed classification, or transfers to a listed classification from outside state service or from another classification (with prior state service). The plan specifies that an employee with prior state service entering a probation and parole agent/senior position from outside state service or from a state position in another classification could have their pay set at a rate equitable with other employees in the same progression structure statewide with similar length of service if the employee has more than 15 years of state service.

Funding of \$2,850,000 GPR in 2023-24 and \$2,964,000 GPR in 2024-25 was provided to compensation reserves under Act 19 for the probation and parole agent pay progression. The cost of pay adjustments under the progression would be supplemented from compensation reserves, subject to availability of funds for this purpose as determined by the Secretary of DOA.

*Supervisor Parity Adjustments.* Under the plan, Corrections could request parity adjustments for corrections field supervisors in relation to the pay progression.

[Sections: E-4.00 and L-2.01]

## **6. Treatment of Certain Pilot Add-ons**

Under Act 19, funding of \$3,573,800 GPR in 2023-24 (\$17,823,700 all funds) and \$3,445,500 GPR in 2024-25 (\$16,916,000 all funds) was provided to compensation reserves to continue non-security pilot add-ons in effect for certain positions at the Departments of Administration, Corrections, Health Services, Military Affairs, Safety and Professional Services, and Veterans Affairs. Under the plan, the license permit program associate pilot add-on applicable to certain positions at Safety and Professional Services would be formally established as an add-on, while other non-security pilot add-ons would be converted into base pay after implementation of the 4% GWA. The disposition of each add-on under the plan is indicated as follows. For each provision, the cost would be supplemented from compensation reserves, subject to availability of funds for this purpose

as determined by the Secretary of DOA. [The conversion of several of these add-ons into base pay is also noted elsewhere in the summary where it pertains to other pay provisions, such as pay progressions.]

*Capitol Police.* An add-on of \$5.00 per hour currently applicable to Capitol police officers and police detectives in the Department of Administration would be converted into base pay with a market adjustment of \$5.00 per hour, effective at the beginning of the first pay period following approval of the plan. Under the plan, the market adjustment would also be provided to Natural Resources wardens, which are included in the same pay progression schedule as Capitol police officers and detectives. [Act 19 provided funding for enhancements to the Capitol Police and Natural Resources warden pay progression, described later in this memorandum.] The plan specifies that parity may be considered for the classifications of police sergeant and Natural Resources law enforcement supervisor.

*Health Services Disability Determination Bureau.* An add-on of \$2.00 per hour currently applicable to disability determination supervisors and program assistant supervisor-advanced positions within the Health Services Disability Determination Bureau would be converted into base pay with a market adjustment of \$2.00 per hour. An add-on of \$4.00 per hour currently applicable to disability associate, disability program associate, disability determination specialist-entry, disability determination specialist-objective, disability claims reviewer, and disability claims specialist positions would be converted into base pay with a market adjustment of \$4.00 per hour. Both provisions would be effective at the beginning of the first pay period following approval of the plan. No classifications would be eligible to request parity for the market adjustments.

*Income Maintenance Specialists.* An add-on of \$1.00 per hour currently applicable to income maintenance specialist and income maintenance specialist-advanced positions working at Milwaukee Enrollment Services in the Department of Health Services would be converted into base pay with a market adjustment of \$1.00 per hour, effective at the beginning of the first pay period following approval of the plan. No classifications would be eligible to request parity for the market adjustment.

*License Permit Program Associates.* An add-on of \$3.00 per hour currently applicable to certain positions at the Department of Safety and Professional Services would be discontinued as a pilot add-on, and instead formally established as an add-on in the plan, for worked hours only, effective at the beginning of the first pay period following approval of the plan. The following classifications at the agency would be eligible for the add-on: license permit program associate-entry, license permit program associate-senior, license permit program associate-lead, and office operations associate. The add-on would immediately cease to be provided when the employee is no longer employed in an eligible position at the agency. The plan specifies that the administrator of DPM may determine at any time that a critical need no longer exists and may terminate the add-on.

*Licensed Practical Nurses.* An add-on of \$5.00 per hour is currently applicable to licensed practical nurse positions at Corrections and Veterans Affairs. Effective at the beginning of the first pay period following approval of the plan, a market adjustment of \$5.00 per hour would be provided to licensed practical nurse positions receiving the pilot add-on, and the add-on would be discontinued. The plan specifies that the pay increases would not be subject to the individual increase limit of 10% under s. 230.12(5)(d) of the statutes.

*Military Affairs Security Officers.* An add-on of \$3.00 per hour currently applicable to Military Affairs security officer and security officer-senior positions would be converted into base pay with a market adjustment of \$3.00 per hour, effective at the beginning of the first pay period following approval of the plan. The plan specifies that parity may be considered only for the classification of Military Affairs security officer supervisor.

*Nurse Clinicians 2/Weekend.* An add-on of \$5.00 per hour is currently applicable to nurse clinician 2 and nurse clinician 2-weekend positions at Corrections, Health Services, and Veterans Affairs. Effective at the beginning of the first pay period following approval of the plan, a market adjustment of \$5.00 per hour would be provided to nurse clinician 2/weekend positions receiving the add-on. Effective immediately after the market adjustment, all nurse clinician 2/weekend positions, including those at Military Affairs and Public Instruction, would receive the rate of pay in the nurse clinician 2/weekend pay progression schedule (all pay points would be increased by \$5.00 per hour after applying the 4% GWA). As under the 2021-23 compensation plan, the plan specifies that the pay increases would not be subject to the individual increase limit of 10% under s. 230.12(5)(d) of the statutes. [At this time, there are no plans to continue the \$3.00 per hour pilot add-on applicable to Corrections, Health Services, and Veterans Affairs nurse clinician 2 position hours worked on Saturdays and Sundays beyond the effective date of the 2023-25 compensation plan. However, if deemed appropriate, a pilot add-on could later be reinstated by DPM.]

*Nurse Clinicians 3 and 4.* An add-on of \$5.00 per hour currently applicable to nurse clinician 3, nurse clinician 3-weekend, and nurse clinician 4 positions at Corrections would be converted into base pay with a market adjustment of \$5.00 per hour, effective at the beginning of the first pay period following approval of the plan. The plan specifies that Health Services and Veterans Affairs may request parity for these classifications.

*Nursing Assistants and Resident Care Technicians.* An add-on of \$5.00 per hour currently applicable to nursing assistant 2/weekend, nursing assistant 3/weekend, resident care technician-objective/weekend, and resident care technician-advanced/weekend positions would be converted into base pay with a market adjustment of \$5.00 per hour, effective at the beginning of the first pay period following approval of the plan. The plan specifies that the pay increases would not be subject to the individual increase limit of 10% under s. 230.12(5)(d) of the statutes.

*Respiratory Therapists.* An add-on of \$2.50 per hour currently applicable to respiratory therapist, respiratory therapist-senior, respiratory therapist-advanced, and respiratory therapist supervisor positions would be converted into base pay with a market adjustment of \$2.50 per hour, effective at the beginning of the first pay period following approval of the plan. No classifications would be eligible to request parity for the market adjustment.

[Sections: A-2.09, A-2.11, A-2.13, A-4.39, L-2.03 thru L-2.07, and L-2.10]

## **7. Capitol Police and Natural Resources Warden Pay Progression**

The plan would modify the pay progression schedules for Capitol Police and Natural Resources wardens in Section Z for broadband pay ranges 05-63 and 36-63 to: (a) accelerate the progression timeline for eligible employees, such that the years of law enforcement experience for which employees would qualify for pay increases would be reduced from three, five, seven, nine, and 11 to instead require zero, one, two, three, four, five, six, and seven years of law enforcement

experience; and (b) increase pay rates in the progression schedule. Under the proposed changes, for which funding was provided to compensation reserves in Act 19, the revised minimum pay rate (zero years of experience) would be greater than the current rate of pay for an employee with five years of experience. [The progression schedule is included in this memorandum under the summary of changes to Section Z.] Effective at the beginning of the pay period following plan approval, after applying the 4% GWA and after providing a \$5.00 per hour market adjustment (noted previously, currently provided as a \$5.00 pilot add-on for Capitol police officers and detectives) to current rates of pay, employees in pay status whose performance is not unsatisfactory would receive the greater of their current pay rate or the pay rate in the progression schedule corresponding to their full years of law enforcement experience. Lump sum payments would be provided for hours in pay status from July 2, 2023, to the effective date of the plan, excluding the \$5.00 per hour market adjustment that would be provided under Section L-2.10. As under the 2021-23 compensation plan, the pay increases would not be subject to the individual increase limit of 10% under s. 230.12(5)(d) of the statutes.

Act 19 placed \$127,800 GPR annually in compensation reserves for the cost of modifications to the Capitol Police and Natural Resources warden pay progression. The cost of pay adjustments under this provision would be supplemented from compensation reserves, subject to availability of funds for this purpose as determined by the Secretary of DOA.

[Section: A-2.02]

## **8. Engineering Market and Parity Adjustments**

The plan would provide for a base pay increase of 10% for employees in engineering and related classifications, effective with the first pay period following plan approval. The plan would not provide for a lump sum payment for the 10% increase associated with the delay in implementation of the plan.

*DOT Engineering Market Adjustment.* A base pay increase of 10%, following implementation of the 4% GWA (a 14.4% increase in total), would be provided for employees in the following classifications:

Civil Engineer-Transportation	Structural Engineer-Transportation-Advanced
Civil Engineer-Transportation Supervisor	Structural Engineer-Transportation-Senior
Civil Engineer-Transportation-Advanced	Structural Engineer-Transportation-Supervisor
Civil Engineer-Transportation-Senior	Transportation Specialist
DOT Engineering Chief	Transportation Specialist Supervisor
DOT Technical Services Chief	Transportation Specialist-Advanced
Structural Engineer-Transportation	Transportation Specialist-Senior

In accordance with funding provided to compensation reserves in Act 19 for this purpose, the cost of the market adjustments, above, would be supplemented from compensation reserves, subject to availability of funds for this purpose as determined by the Secretary of DOA.

*Engineering Parity Adjustment.* A base pay increase of 10%, following implementation of the 4% GWA (a 14.4% increase in total), would additionally be provided for employees in the following classifications:

Agricultural Engineer	Engineer Supervisor
Agricultural Engineer-Advanced	Enterprise Capital Projects Supervisor
Agricultural Engineer-Senior	Environmental Civil Engineer
Air Management Engineer	Environmental Civil Engineer-Advanced
Air Management Engineer-Advanced	Environmental Civil Engineer-Senior
Air Management Engineer-Senior	Environmental Engineer Supervisor
Architect	Environmental Specialist
Architect-Advanced	Environmental Specialist-Advanced 1
Architect-Senior	Environmental Specialist-Advanced 2
CADD Specialist	Environmental Specialist-Senior
CADD Specialist Advanced	Facility Designer
CADD Specialist-Senior	Facility Designer-Journey
Capital Projects Manager	Frequency Specialist
Capital Projects Principal-Management	Landscape Architect
Capital Projects Specialist	Landscape Architect-Advanced
Capital Projects Specialist-Advanced	Landscape Architect-Senior
Capital Projects Specialist-Management	Mechanical Engineer
Capital Projects Specialist-Senior	Mechanical Engineer-Advanced
Capital Projects Supervisor	Mechanical Engineer-Senior
Civil Engineer	Natural Resources Engineer
Civil Engineer-Advanced	Natural Resources Engineer-Advanced
Civil Engineer-Senior	Natural Resources Engineer-Senior
Communications Engineer	Nuclear Safety Specialist
Communications Engineer-Advanced	Nuclear Safety Specialist-Advanced
Communications Engineer-Senior	Nuclear Safety Specialist-Senior
Construction Coordinator Supervisor	Nuclear Safety Specialist Supervisor
Construction Representative	Preservation Architect-Advanced
Construction Representative-Journey	Preservation Architect
Construction Representative-Senior	Preservation Architect-Senior
Consultant-Uniform Dwelling-Advanced	Public Service Engineer
Consultant-Building Systems	Public Service Engineer-Advanced
Consultant-Building Systems-Advanced	Public Service Engineer-Senior
Consultant-Building Systems-Senior	Radiation Safety Specialist
Consultant-Electrical Systems	Radiation Safety Specialist Supervisor
Consultant-Electrical Systems-Advanced	Radiation Safety Specialist-Advanced 1
Consultant-Electrical Systems-Senior	Radiation Safety Specialist-Advanced 2
Consultant-Fire Suppression Systems	Radiation Safety Specialist-Senior
Consultant-Fire Suppression Systems-Advanced	Surveyor
Consultant-Fire Suppression Systems-Senior	Surveyor-Advanced
Consultant-HVAC	Surveyor-Senior
Consultant-HVAC-Advanced	Waste Management Engineer
Consultant-HVAC-Senior	Waste Management Engineer-Advanced
Consultant-Plumbing Product Review	Waste Management Engineer-Senior
Consultant-Fire Suppression Systems-Advanced	Wastewater Engineer
Consultant-Plumbing Product Review-Senior	Wastewater Engineer-Advanced
Consultant-Refrigeration Systems	Wastewater Engineer-Senior
Consultant-Refrigeration Systems-Advanced	Water Regulation and Zoning Engineer
Consultant-Refrigeration Systems-Senior	Water Regulation and Zoning Engineer-Advanced
Consultant-Uniform Dwelling	Water Regulation and Zoning Engineer-Senior
Consultant-Uniform Dwelling-Senior	Water Resources Engineer
Electronic Engineer	Water Resources Engineer-Advanced
Electrical Engineer-Advanced	Water Resources Engineer-Senior
Electrical Engineer-Senior	Water Supply Engineer
Electronic Engineer	Water Supply Engineer-Advanced
Electronic Engineer-Advanced	Water Supply Engineer-Senior
Electronic Engineer-Senior	



The cost of the engineering parity adjustments, above, would not be supplemented from compensation reserves and agencies would be required to provide the necessary funding.

[Section: L-2.11]

## 9. Funded Market Adjustments

The plan would delete the one-time market stratification, implemented January, 2022, to increase the hourly pay of employees in pay schedules 02 (administrative support) and 03 (blue collar) based on years of service. Instead, the plan would provide one-time market adjustments ranging from \$0.75 to \$1.50 per hour to various specified position classifications. Funding of \$2,000,000 GPR annually was provided to compensation reserves under Act 19 for the cost of funded market adjustments. The cost of pay adjustments under this provision would be supplemented from compensation reserves, subject to availability of funds for this purpose as determined by the Secretary of DOA. Adjustments would be effective at the beginning of the first pay period following approval of the plan, as follows:

<u>Classification</u>	<u>Amount</u>	<u>Classification</u>	<u>Amount</u>
Audiovisual Production Specialist	\$1.50	Dental Hygienist	\$0.75
Audiovisual Production Specialist-Senior	1.50	Dietetic Technician-Administrative	1.50
Automotive/Equipment Technician-Developmental	1.50	Dietetic Technician-Clinical	1.50
Automotive/Equipment Technician-Entry	1.50	DMV Customer Service Representative	0.75
Automotive/Equipment Technician-Master	1.50	DMV Customer Service Representative Entry	0.75
Automotive/Equipment Technician-Senior	1.50	DMV Customer Service Representative-Advanced	0.75
Beautician	0.75	DMV Customer Service Representative-Lead	0.75
Breath Alcohol Program Specialist	1.50	DMV Customer Service Representative-Specialist	0.75
Breath Alcohol Program Specialist-Advanced	1.50	Employment Security Assistant 1	0.75
Breath Alcohol Program Supervisor	1.50	Employment Security Assistant 2	0.75
Cadet Specialist Entry	1.50	Employment Security Assistant 3	0.75
Cadet Specialist Lead	1.50	Employment Security Assistant 4	0.75
Cadet Specialist Objective	1.50	Environmental Program Associate	0.75
Cadet Specialist Supervisor	1.50	Facilities Maintenance Specialist	0.75
Cemetery Caretaker	1.50	Facilities Maintenance Specialist-Advanced	0.75
Cemetery Caretaker-Senior	1.50	Facilities Repair Worker	0.75
Chaplain	1.00	Facilities Repair Worker-Advanced	0.75
Child Care Counselor 1	1.50	Facility Designer*	1.50
Child Care Counselor 2	1.50	Facility Designer-Journey*	1.50
Child Care Counselor 3	1.50	Financial Specialist	0.75
Child Care Subsidy Specialist	1.00	Financial Specialist-Advanced	0.75
Child Care Subsidy Specialist-Advanced	1.00	Financial Specialist-Senior	0.75
Child Care Subsidy Specialist-Objective	1.00	Fingerprint Technician-Advanced	0.75
Child Care Subsidy Specialist-Senior	1.00	Fingerprint Technician-Entry	0.75
Cook 1	1.50	Fingerprint Technician-Senior	0.75
Cook 2	1.50	Fire/Crash Rescue Specialist	0.75
Correctional Enterprises Specialist-Advanced	0.75	Fire/Crash Rescue Specialist-Crew Chief	0.75
Correctional Enterprises Specialist-Developmental	0.75	Fire/Crash Rescue Supervisor	0.75
Correctional Enterprises Specialist-Entry	0.75	Food Service Assistant 1	0.75
Correctional Enterprises Specialist-Senior	0.75	Food Service Assistant 2	0.75
Corrections Communications Operator	1.50	Food Service Assistant 3	0.75
Corrections Food Service Leader 2	0.75	Food Service Assistant 4	0.75
Corrections Food Service Leader 3	0.75	Grain Sampling Technician	0.75
Corrections Food Service Leader 4	0.75	Grain Weighing Technician	0.75
Custodian Lead	0.75	Grounds Crew Lead	0.75
Custodian	0.75	Groundskeeper	0.75
Dental Assistant	0.75	Heavy Equipment Operator	0.75

<u>Classification</u>	<u>Amount</u>	<u>Classification</u>	<u>Amount</u>
Inventory Control Assistant	\$0.75	Power Plant Operator	\$0.75
Inventory Control Coordinator	0.75	Power Plant Operator-In Charge	0.75
Inventory Control Coordinator-Advanced	0.75	Power Plant Operator-Senior	0.75
Justice Program Associate	0.75	Produce Inspector	0.75
Justice Program Associate-Advanced	0.75	Produce Inspector-Advanced	0.75
Justice Program Associate-Senior	0.75	Publications Editor	1.00
Laboratory Technician 1	0.75	Publications Editor 3	1.00
Laboratory Technician 2	0.75	Publications Editor 4	1.00
Laboratory Technician 3	0.75	Purchasing Associate	0.75
Legal Associate	0.75	Secretary Confidential	0.75
License/Permit Program Associate	0.75	Tax Representative 1	0.75
License/Permit Program Associate-Lead	0.75	Tax Representative 2	0.75
License/Permit Program Associate-Senior	0.75	Tax Representative 3	0.75
Medical Assistant 1	0.75	Therapy Assistant-Entry	0.75
Medical Assistant 2	0.75	Therapy Assistant-Objective	0.75
Medical Program Assistant	0.75	Tourist Information Assistant	0.75
Medical Program Assistant-Associate	0.75	Tourist Information Assistant-Senior	0.75
Medical Program Assistant-Senior	0.75	Transportation Technician	0.75
Motor Vehicle Operator-Heavy	0.75	Transportation Technician-Advanced	0.75
Motor Vehicle Operator-Light	0.75	Transportation Technician-Advanced 2	0.75
Offender Records Associate	0.75	Transportation Technician-Journey	0.75
Office Operations Associate	0.75	Transportation Technician-Senior	0.75
Operations Program Associate	0.75	Unemployment Compensation Associate 1	0.75
Orthopedic Appliance Technician-Entry	0.75	Unemployment Compensation Associate 2	0.75
Orthopedic Appliance Technician-Lead	0.75	Unemployment Compensation Associate 3	0.75
Orthopedic Appliance Technician-Objective	0.75	Upholsterer	0.75
Orthopedic Appliance Technician-Senior	0.75	Worker's Compensation Assistant 1	0.75
Pharmacy Technician-Entry	0.75	Worker's Compensation Assistant 2	0.75
Pharmacy Technician-Objective	0.75	Worker's Compensation Assistant 3	0.75
Physical Therapy Assistant	0.75		

\*The Division of Personnel Management indicated in its August 31 errata letter that the classifications of facility designer and facility designer-journey should be removed from the list of funded market adjustments. Under the plan, these classifications would be provided 10% base pay increases as engineering-related parity adjustments.

[Section: L-2.02]

## 10. Information Technology Generated Market Adjustments

Effective June 30, 2024, within each affected agency, funding equal to the number of employees in specific position classifications (listed below) times each specific hourly funding amount could be distributed as discretionary adjustments to individuals in the classifications. The plan specifies that funds generated would have no bearing on the rights of individual employees to these funds; criteria for distribution of these adjustments will be applied in a uniform manner throughout the agency or employing unit, subject to DPM approval; any funds not distributed on the effective date would remain unspent; and funds generated may not be combined with any other funds provided in the plan.

Act 19 placed \$1,187,500 GPR in 2024-25 in compensation reserves for the cost of this provision. The cost of pay adjustments under this provision would be supplemented from compensation reserves, subject to availability of funds for this purpose as determined by the Secretary of DOA.

<u>Classification</u>	<u>Amount</u>	<u>Classification</u>	<u>Amount</u>
Administrator, Division of Technology Services	\$1.50	IS Enterprise Business Analyst Senior	\$1.00
Information Technology Manager	1.50	IS Enterprise Business Analyst-Specialist	1.50
IS Data Services Professional	1.00	IS Enterprise Business Analyst Consultant/Administrator	1.50
IS Data Services Senior	1.00	IS Operations Support Technician-Intermediate	0.50
IS Data Services Specialist	1.50	IS Operations Support Technician-Senior	0.50
IS Data Services Consultant/Administrator	1.50	IS Resources Support Technician-Intermediate	0.50
IS Network Services Professional	1.00	IS Resources Support Technician-Senior	0.50
IS Network Services Senior	1.00	IS Enterprise Data Services Specialist	1.50
IS Network Services Specialist	1.50	IS Enterprise Data Services Consultant/Administrator	1.50
IS Network Services Consultant/Administrator	1.50	IS Enterprise Data Services Professional	1.00
IS Systems Development Services Professional	1.00	IS Enterprise Data Services Senior	1.00
IS Systems Development Services Senior	1.00	IS Enterprise Network Services Specialist	1.50
IS Systems Development Services Specialist	1.50	IS Enterprise Network Services Consultant/Administrator	1.50
IS Systems Development Services Consultant/Administrator	1.50	IS Enterprise Network Services Professional	1.00
IS Comprehensive Services Professional	1.00	IS Enterprise Network Services Senior	1.00
IS Comprehensive Services Senior	1.00	IS Enterprise Systems Development Services Specialist	1.50
IS Comprehensive Services Specialist	1.50	IS Enterprise Systems Development Services Consultant/Administrator	1.50
IS Comprehensive Consultant/Administrator	1.50	IS Enterprise Systems Development Services Professional	1.00
IS Technical Services Professional	1.00	IS Enterprise Systems Development Services Senior	1.00
IS Technical Services Senior	1.00	IS Enterprise Technical Services Specialist	1.50
IS Technical Services Specialist	1.50	IS Enterprise Technical Services Consultant/Administrator	1.50
IS Technical Services Consultant/Administrator	1.50	IS Enterprise Technical Services Professional	1.00
IS Supervisor 1	1.50	IS Enterprise Technical Services Senior	1.00
IS Supervisor 2	1.50	IS Enterprise Strategic Planning Services Specialist	1.50
Management Information Chief	1.50	IS Enterprise Strategic Planning Services Consultant/Administrator	1.50
Management Information Manager	1.50	IS Specialist Confidential	1.50
IS Professional In-Training (A)	0.50	IS Consultant Confidential	1.50
IS Professional In-Training (B)	0.50	IS Consultant Management	1.50
Enterprise Resource Planning Supervisor	1.50		
IS Business Automation Analyst	1.00		
IS Business Automation Senior	1.00		
IS Business Automation Specialist	1.50		
IS Business Automation Consultant/Administrator	1.50		
Information Technology Management Consultant	1.50		
IS Enterprise Business Analyst-Professional	1.00		

[Section: L-2.27]

## 11. Targeted Sign-on Bonus

Currently, DPM's Bureau of Merit Recruitment and Selection (BMRS) Director may approve a sign-on bonus of up to \$2,000 under specified conditions, including that the sign-on bonus was included in the recruitment notice, the employee has no state service in the previous five years in a permanent position in the executive branch (non-UW position), and provided that the employee signs an agreement to remain in the position for at least one year from the date of hire or reimburse the agency for the entire amount of the sign-on bonus (unless the agency agrees otherwise). The sign-on bonus may be provided in total with the employee's first paycheck, or may be split 50/50 between the first paycheck and the paycheck for the pay period during which the employee attains permanent status. In addition, under the current plan, the Department of Veterans Affairs may establish a program to provide \$500 retention bonuses to certified nursing assistants upon six months of service.

The proposed plan would include minor changes to the criteria language, including replacing "recruitment notice" with "job announcement," and specifying that the signed agreement is with regards to remaining employed in the same occupational area with the agency.

In addition, the plan would allow the BMRS Director to authorize a sign-on bonus of up to 10% of the annualized amount of the pay range minimum, not to exceed \$10,000, for classifications in the following occupational areas: professional health care, professional information technology, professional engineering, security positions in Corrections and Health Services institutions, direct care positions in Corrections, Health Services, and Veteran Affairs institutions, and law enforcement.

[Section: A-5.05]

## **12. Licensed Practical Nurse Market Placement and Pay Progression**

*Market Placement.* As noted above, effective with the implementation date of the plan, immediately following application of the 4% GWA, employees in pay status in the classification of licensed practical nurse who are receiving a \$5.00 per hour pilot add-on would receive a base pay increase of \$5.00 per hour and the add-on would be discontinued. The cost of pay adjustments under this provision would be supplemented from compensation reserves, subject to availability of funds for this purpose as determined by the Secretary of DOA.

*Pay Progression.* The plan would implement a pay progression in which eligible employees classified as licensed practical nurse/weekend would receive pay increases following the attainment of three, five, seven, nine, or 11 years of practical nursing experience as established by the license granting date. [The plan would create a weekend program for licensed practical nurses, as described in the following section.] On the effective date of the plan, immediately after the \$5.00 base pay increase above, employees would have their base pay rate increased to the amount designated in the pay progression schedule, according to their years of practical nursing experience. If an employee's base pay rate equaled or exceeded the applicable pay progression point, the current rate of pay would be retained. Adjustments would be effective at the beginning of the first pay period following approval of the plan.

The plan specifies that an employee would be ineligible for a pay progression adjustment if the employee had received an unsatisfactory performance evaluation within 12 months prior to the granting date of the adjustment. The denial of a progression adjustment based upon unsatisfactory performance would not be grievable. Such an employee would be notified of the unsatisfactory performance in writing, and would receive a new performance evaluation within six months. The plan specifies that written notification must include: details of each occurrence of unsatisfactory performance; identification of goals and expectations and how they are to be accomplished; and upon satisfactory completion of the goals and expectations, the supervisor must provide the employee with written notification of such.

In relation to the pay progression, the plan would provide instructions on calculating base pay rates for licensed practical nurse/weekend positions in cases where an employee transfers between positions in these classifications, moves to a higher listed classification, moves to a lower listed classification, or transfers to a listed classification from outside state service or from another classification (with prior state service). The plan specifies that new hires or current employees with

more than 11 years of practical nursing experience may have their pay set at a rate equitable with other employees in the classification statewide with similar experience, with approval of DPM.

[Sections: A-2.13, A-2.14, I-4.04, I-4.06, and I-4.17]

### **13. Licensed Practical Nurse Weekend Program**

The plan would expand a provision in the 2021-23 plan authorizing a weekend certified nursing assistant program to also authorize a weekend program for licensed practical nurses. The plan would allow employing units to establish a weekend licensed practical nurse program and assign licensed practical nurse positions to the program. Such positions would be subtitled "-weekend" after the regular classification title. Positions in the classification of licensed practical nurse-weekend would receive a weekend add-on of \$5.00 per hour for all hours worked during qualifying periods, to be determined by the employing units, but not to exceed the hours between 6:00 a.m. Friday and 11:30 p.m. Monday.

As with positions in the weekend nurse program, weekend certified nursing assistant program, and proposed weekend security program, positions in the weekend licensed practical nurse program would have certain limitations with respect to leave, as follows. Employees moving to weekend positions would receive a cash payment, calculated at their base pay rate, for eligible accumulated annual leave time earned prior to the date of transfer. In addition, employees in weekend positions could elect to use annual leave (vacation) on no more than two weekends during each of January through June and July through December (four weekends in total per calendar year). Annual leave for such employees could not exceed 96 hours per calendar year, except by mutual agreement. After December 31 of each calendar year, unused annual leave would be paid at the employee's base pay rate, or at the completion of the employee's first six months of service, whichever is later. Further, employees in weekend positions would not be eligible to convert annual leave to sabbatical/termination leave and would not be eligible for paid personal holidays, paid legal holidays, or compensatory time due an employee for work on a holiday. However, employees in weekend positions would receive pay at a rate of time and one-half for work performed on a legal holiday on which state offices are closed.

[Section: A-4.03, A-4.32, K-3.04, K-4.03, and K-5.02]

### **14. Financial Examiner Add-ons**

Under the plan, existing add-ons for certain specified positions at the Department of Financial Institutions and the Office of Credit Unions would be increased from \$1.50 per hour to \$2.00 per hour, and the maximum add-on for a covered individual would be increased from \$6.00 per hour to \$8.00 per hour. As under the 2021-23 plan, add-ons would exist for each of four levels of skill and education, and covered positions would include: Consumer Act Director, positions in the consumer credit examiner classification series, Deputy Administrator of Banking, Deputy Administrator of Credit Unions, positions in the financial examiner classification series, financial examiner supervisor, Licensed Financial Services Director, positions in the securities examiner classification series, and Securities Registration and Compliance Director.

Expenditure authority for the cost of pay adjustments under this provision would be supplemented from compensation reserves, subject to availability of funds for this purpose as determined by the Secretary of DOA.

Under current law, any balance in the Department of Financial Institution's general program operations PR appropriation at the close of a fiscal year lapses to the general fund. To the extent that expenditure authority is increased as a result of the proposed provision, the lapse to the general fund that otherwise would have occurred could be reduced.

[Section: A-4.21]

## **15. Universal Building Inspector Add-ons**

The plan would authorize a discretionary supplemental pay program for positions located at the Department of Safety and Professional Services in the universal building inspector classification, where certain credentials are required. The plan specifies that covered credentials would include: (a) commercial building; (b) commercial electric; (c) commercial plumbing; and (d) uniform dwelling.

The plan would provide a \$1.50 per hour add-on for each of four credential levels attained. The plan would specify that the appointing authority may grant or adjust the add-on based on the specified amounts (\$1.50 per add-on) and criteria developed by the appointing authority, and that such criteria or any classification title change must be approved by the DPM administrator prior to granting any add-on. In addition, the plan stipulates: (a) any add-on would immediately cease when the employee is no longer employed in the position for which the add-on was approved (unless moving to another eligible position); and (b) supplemental pay may not be granted for circumstances reflected by the base pay rate or range. The maximum add-on amount an individual could earn under this provision is \$6.00 per hour.

Adjustments would be effective at the beginning of the first pay period following approval of the plan. The source of funding for the add-on pay would be program revenue associated with safety and building operations (s. 20.165(2)(j)). Expenditure authority for the cost of pay adjustments under this provision would be supplemented from compensation reserves, subject to availability of funds for this purpose as determined by the Secretary of DOA.

[Section: A-4.38]

## **16. Eliminate Criminal Analyst Pay Progression**

The plan eliminates obsolete provisions relating to a pay progression for criminal analysts. Currently, all employees covered by the pay structure have completed the progression, and have pay rates greater than those indicated in the criminal analyst progression schedule shown in the 2021-23 compensation plan for pay schedule 07.

[Section: A-2.04]

## 17. Other Market, Equity, and Parity Adjustments and Policy

### A. Parity Policy

The plan would specify that parity adjustments for agency-funded market adjustments (including generated market adjustments) would not be permitted unless specifically noted and approved by DPM. Under the 2021-23 plan, parity adjustments for agency-funded market adjustments are allowable if funded by the agency.

### B. Parity Adjustments

The plan specifies that the costs of the following pay adjustments would need to be funded within agency budgets and would not be eligible for pay plan supplements.

*State Patrol Parity for 2023-25 Agreement.* The plan would update a provision created in the 2021-23 plan stipulating that the Department of Transportation (DOT) may request and DPM may approve parity adjustments for 2019-21 and 2021-23 labor agreements reached with the public safety bargaining unit (which represents state patrol troopers and inspectors) to allow DOT to request parity adjustments for the 2023-25 labor agreement. As under the 2021-23 plan, such adjustments could only be provided to employees in the following classifications: state patrol sergeant, state patrol sergeant-DPU, state patrol lieutenant, and state patrol captain.

Under Act 19, \$5,399,300 SEG annually was reserved for potential pay increases of up to \$5 per hour for state patrol troopers and inspectors, subject to the current law collective bargaining process, which includes approval of a negotiated agreement by JCOER and the Legislature. As noted previously, on September 11, 2023, DPM submitted to JCOER the tentative 2023-25 agreement with the Wisconsin Law Enforcement Association. The cost of pay adjustments under the state patrol parity provision of the plan would be supplemented from compensation reserves, subject to availability of funds for this purpose as determined by the Secretary of DOA.

*Classified Attorney Parity for 2022-23 Agreement.* The plan would create a provision allowing agencies to request, subject to DPM approval, parity for the 2022-23 labor agreement with the Wisconsin State Attorneys Association. The agreement, approved by JCOER on June 14, 2023 and contained in 2023 Act 22, provided a GWA of 4.7% corresponding to the increase in the Consumer Price Index for the covered period in the classification of attorney. Parity could only be provided to employees in the following classifications: attorney confidential, attorney confidential/supervisor, attorney management, or attorney supervisor.

### C. Generated Market Adjustments

The plan would specify the following with regard to generated market adjustments: (a) within each agency or division, funding equal to the number of employees in specific position classifications times a specific hourly funding amount could be distributed as discretionary adjustments to individuals in the classifications; (b) funds generated have no bearing on the rights of individual employees to these funds; (c) criteria for distribution of these adjustments will be applied in a uniform manner throughout the agency or employing unit, subject to DPM approval; (d) any funds not distributed on the effective date would remain unspent; and (e) funds generated may not be combined with any other funds provided in the plan. The plan specifies that the costs of the pay

adjustments, below, would need to be funded within agency budgets and would not be eligible for pay plan supplements. All generated adjustments below would be effective at the beginning of the first pay period following plan approval. The plan would provide specific generated market adjustments for the following agencies and positions (in addition to generated market adjustments for IT positions, noted previously):

*Human Resources Positions.* Each employee in the classifications listed below would generate \$1.00 per hour for distribution.

Employment Relations Specialist	Human Resources Specialist-Senior
Executive Human Resources Manager	Human Resources Supervisor
Executive Human Resources Specialist-Advanced	Institution Human Resources Director
Executive Human Resources Specialist	Institution Human Resources Director-Advanced
Executive Human Resources Specialist-Senior	Payroll and Benefit Systems Coordinator
Human Resources Assistant	Payroll and Benefit Systems Coordinator-Advanced
Human Resources Assistant-Advanced	Payroll and Benefit Systems Coordinator-Senior
Human Resources Coordinator	Payroll and Benefits Program Officer
Human Resources Manager	Payroll and Benefits Program Supervisor
Human Resources Program Officer	Payroll and Benefits Specialist-Advanced
Human Resources Specialist	Payroll and Benefits Specialist
Human Resources Specialist-Advanced	Payroll and Benefits Supervisor

*DHS Income Maintenance Specialists.* Each employee in the following classifications would generate \$3.00 per hour for distribution: (a) income maintenance specialist; and (b) income maintenance specialist-advanced. Parity could be considered for the classification of health care supervisor.

*DPI, DOC, and DHS Psychologists.* Each employee in the following classifications would generate \$3.00 per hour for distribution.

Psychological Associate	Psychologist-Licensed
Psychologist Supervisor	Psychologist-Licensed-Chapter 980
Psychologist Supervisor-Management	

*DPI, DOC, DHS, and DVA Therapists.* Each employee in the following classifications would generate the indicated amounts for distribution: (a) occupational therapist, \$3 per hour; (b) physical therapist, \$3 per hour; (c) therapist, \$2 per hour; (d) therapist-senior, \$2 per hour; and (e) therapist supervisor, \$2 per hour.

*DOC, DHS, and DMA Treatment Specialists.* Each employee in the following classifications would generate \$2.00 per hour for distribution: (a) treatment specialist 1; and (b) treatment specialist 2.

*Revenue Property Assessment Specialists.* Each employee in the following classifications would generate \$2.00 per hour for distribution.

Property Assessment Chief Training Officer	Property Assessment Specialist
Property Assessment Practices Specialist	Property Assessment Specialist-Advanced
Property Assessment Practices Specialist-Journey	Property Assessment Specialist-Journey
Property Assessment Practices Specialist-Senior	Property Assessment Supervisor



*OCI Insurance Examiners.* Each employee in the following classifications would generate \$2.00 per hour for distribution.

Insurance Examiner  
Insurance Examiner Chief  
Insurance Examiner-Advanced  
Insurance Examiner-Journey  
Insurance Examiner-Senior  
Insurance Financial Examiner

Insurance Financial Examiner Chief  
Insurance Financial Examiner-Senior  
Insurance Financial Examiner-Journey  
Insurance Financial Examiner-Advanced  
Insurance Financial Examiner-Principal

*Transportation and Administration Law Enforcement Dispatchers.* Each employee in the following classifications would generate \$2.00 per hour for distribution: (a) law enforcement dispatcher; and (b) law enforcement dispatcher supervisor.

*Transportation Motor Vehicle Program Specialists.* Each employee in the following classifications would generate \$2.00 per hour for distribution: (a) motor vehicle program specialist; (b) motor vehicle program specialist-senior; and (c) motor vehicle program specialist-advanced. Parity could be considered for the classification of DOT supervisor.

*DOC, DHS, and DVA Nursing.* Each employee in the following classifications would generate \$3.00 per hour for distribution: (a) nursing instructor; and (b) nursing specialist.

*DCF Initial Assessment Specialists.* Each employee in the following classifications would generate \$2.00 per hour for distribution: (a) initial assessment specialist; (b) initial assessment specialist-senior; (c) initial assessment specialist-advanced; (d) initial assessment supervisor; and (e) initial assessment program manager.

*DOC, DHS, and DVA Advanced Practice Nurses.* Each employee in the following classifications would generate \$2.00 per hour for distribution: (a) advanced practice nurse; and (b) advanced practice nurse-prescriber.

*Workforce Development Equal Rights Officers.* Each employee in the following classifications would generate \$2.00 per hour for distribution: (a) DWD equal rights officer; (b) DWD equal rights officer-journey; (c) DWD equal rights officer-senior; and (d) DWD equal rights officer-advanced.

*Elections Specialists.* Each employee in the following classifications would generate \$2.00 per hour for distribution: (a) elections specialist-entry; and (b) elections specialist-senior.

*PSC Public Utility Financial and Rate Analysts.* Each employee in the following classifications would generate \$2.00 per hour for distribution.

Public Utility Financial Analyst  
Public Utility Financial Analyst-Advanced  
Public Utility Financial Analyst-Journey  
Public Utility Financial Analyst-Principal

Public Utility Financial Analyst-Senior  
Public Utility Rate Analyst  
Public Utility Rate Analyst-Principal  
Public Utility Rate Analyst-Senior

[Sections: L-2.01 and L-2.12 thru L-2.26]

## 18. Other Supplemental Pay Provisions

*Standby Pay.* Under the plan, the existing standby pay for employees required to be available for work and be able to report to work in less than one hour would increase from \$2.25 to \$3.00 per hour. The current standby pay eligibility criteria would remain unchanged.

*Psychologist Add-ons for Licensure.* The plan would continue an existing add-on for employees with a recognized doctorate in psychology or a related field, or who possess an equivalent to a doctorate, whose position is allocated to a psychologist classification, with no change to the current add-on eligibility criteria. The plan would additionally create an add-on provided by appointing authorities based on licensure to practice, including \$3.00 per hour for interim licensure or \$5.00 per hour for permanent licensure. The plan would specify that employees with a doctorate could receive both an add-on for licensure and an add-on for possessing a doctorate. [Note that the proposed plan, as submitted, would have created an add-on for employees with a master's degree in psychology or a related field, including \$3.00 per hour for interim licensure or \$5.00 per hour for permanent licensure. However, DPM noted in its August 31 errata letter that a doctorate is required for both interim and permanent licensure. Therefore, the language relating to possessing a master's degree would not be included for the new add-ons.]

*Engineer Add-ons for Permit, Registration, or License.* Under the plan, the existing professional engineer add-on for an employee whose position is allocated to a classification in schedule 14 or one of the management or supervisory engineering and related classifications who possesses a designer of engineering systems permit, an architect registration, or a license as a land surveyor, professional engineer, or landscape architect would increase from \$1.00 to \$1.25 per hour.

*Certified Public Accountant (CPA) Add-ons.* Under the plan, the existing CPA pre-certification add-on and post-certification add-on for employees whose position is allocated to certain classifications would each increase from \$0.25 to \$0.50 per hour. As a result of the increase, the total add-on amount for an employee post-certification would be \$1.00 per hour. The current add-on eligibility criteria would remain unchanged.

*Certified General Appraiser Add-on.* Under the plan, the existing add-on for certified general appraisers in positions for which the primary responsibility is property assessment or real estate appraisal would increase from \$0.30 to \$1.00 per hour. The current add-on eligibility criteria would remain unchanged.

*Add-ons for Credentials at Commissioner of Insurance.* Under the plan, employees in the following classifications or classification series would be eligible to receive add-ons of \$1.00 to \$5.00 per hour: insurance examiner classification series, insurance financial examiner classification series, insurance program manager, insurance examiner chief, and insurance financial examiner chief. In addition, on a case-by-case basis, the appointing authority could request that DPM approve the add-on for other positions. Payment of each add-on would be effective at the beginning of the pay period following the appointing authority's approval of the add-on for an individual. In addition, any add-on would immediately cease when the employee is no longer employed in the position for which the add-on was approved, unless the employee continues employment in another covered position. The add-ons would be provided as follows:

<u>Designation</u>	<u>Amount Per Hour</u>
Accredited Financial Examiner	\$3.00
Accredited Insurance Examiner	1.00
Certified Financial Examiner	5.00
Certified Insurance Examiner	1.00
Automated Examination Specialist	5.00
Certified Information System Auditor	
- Upon passing CISA tests	\$1.50
- With CISA designation	1.50

Under the 2021-23 plan, employees of the Office of the Commissioner of Insurance who are allocated to the insurance examiner classification series, insurance financial examiner classification series, or are classified as insurance examiner chief or insurance financial examiner chief receive an add-on of \$1.00 per hour if the employee is designated as an accredited insurance examiner or an accredited financial examiner, after successfully meeting the requirements of an accredited program. The plan further specifies that, upon earning a certified insurance examiner or certified financial examiner designation appropriate for the classification, an additional \$1.00 per hour be provided, resulting in a total add-on of \$2.00 per hour.

*Supplemental Pay for Specific State Patrol or Capitol Police Assignments.* The plan would expand eligibility for discretionary supplemental pay for law enforcement assignments from only employees at the Department of Natural Resources in conservation warden, administrative warden, and natural resources law enforcement supervisor classifications to also include positions at the Department of Transportation in state patrol sergeant/dignitary protection unit or state patrol lieutenant classifications, as well as positions in DOA's Capitol Police classified as police officer, detective, sergeant, or lieutenant.

As under the 2021-23 plan, the plan would specify that the \$1.50 per hour add-on could be provided for performing the following duties: (a) field training officer, including time spent completing daily observation reports, field training performance evaluations, and other documents directly related to assessing recruit performance; (b) background investigator; or (c) instructor, instructing students in firearms, defensive and arrest tactics, vehicle contact, emergency vehicle operations, professional communications, or standardized field sobriety testing pursuant to their Wisconsin Department of Justice instructor certification. The add-on would only be provided for hours performing the above duties, and only if they are duties considered outside of the employee's normal job responsibilities.

The plan would clarify a provision of the 2021-23 plan to specify that hours spent in training sessions where the employee is attending as a trainee and travel time to or from training sessions would be ineligible for the add-on.

*Law Enforcement Dispatcher Add-on.* The plan would establish discretionary supplemental pay for employees in the classification of law enforcement dispatcher or law enforcement dispatcher supervisor, to provide \$1.50 per hour for performing the duties of a communications training officer. The add-on would only be provided for hours performing communications training officer duties, and only if the duties are considered outside of the employee's normal job responsibilities. As with

the law enforcement assignment add-ons, above, the add-on could not be provided for hours that include any training sessions where the employee is a trainee, or travel time to or from training sessions.

*Advanced Practice Nurse Psychiatry Add-on.* The plan would establish discretionary supplemental pay for employees classified as advanced practice nurse or advanced practice nurse-prescriber who have a psychiatry specialty credential where the credential is relevant to performing the duties of the position. The add-on could be provided in an amount up to \$10.00 per hour, at the discretion of the appointing authority, effective at the beginning of the first pay period following the appointing authority's approval of the add-on for an individual. The amount of the add-on could only be changed with DPM approval.

*DPI Special Activities.* The plan would add the following activities and associated lump-sum payments, provided annually, to the list of Department of Public Instruction (DPI) special activities performed at the Wisconsin Center for the Blind and Visually Impaired (WCBVI) and the Wisconsin Education Services Program for the Deaf and Hard of Hearing (WESPDHH):

<u>Activity</u>	<u>Years of Experience in Activity</u>	
	<u>0-3</u>	<u>4+</u>
Academic/ECC Support Level 2 WESPDHH (1) WCBVI (1)	\$1,800	\$2,400
BIPOC Club Sponsor WESPDHH	1,300	1,550
Chess Club Advisor WESPDHH (1) MS Group	1,300	1,550
Museum Tour Guide and Liaison WESPDHH	1,800	2,400
Academic/ECC Support Level 3 WCBVI	1,300	1,550
Community Service Coordinator WCBVI	1,300	1,550
Tech Support WCBVI (2)	2,750	3,300

The plan would remove the ECA coordinator WESPDHH (1), math club advisor WESPDHH (1) MS group, music club, and intramural coordinator WCBVI (2) (and associated lump-sum payments) from the DPI special activities provision.

The plan would also increase lump-sum payments for two activities: (a) drama club construction designer WESPDHH (2), to \$1,800 from \$1,300 for zero to three years of experience and to \$2,400 from \$1,550 for four or more years of experience; and (b) cheerleading coach WESPDHH (2), to \$3,450 from \$2,950 for four or more years of experience.

Additionally, the plan would amend several activity titles (the associated lump sum payments would remain unchanged) and provide that positions may be split between staff members for a split amount.

*Revenue Sign-on Bonus.* The plan would amend the Department of Revenue sign-on bonus provision of the current plan to specify that an eligible employee must have no state service in the previous five years in a permanent position in an executive branch, non-UW position. Under the 2021-23 plan, an employee must be new to state service to receive the sign-on bonus. As under the current plan, a bonus of up to \$3,000 could be provided.

[Sections: A-4.08, A-4.10, A-4.14 thru A-4.16, A-4.19, A-4.20, A-4.40, A-5.02, and A-5.06]

## **19. Travel-Related Provisions**

*Maximum Meal Amounts.* Under the proposed compensation plan modifications, effective starting one month following approval of the plan, the maximum permitted in-state reimbursement amounts for individual meals would increase as follows: (a) breakfast to \$10 from \$9; (b) lunch to \$12 from \$11; and (c) dinner to \$23 from \$21. Concurrently, the proposed plan would also modify out-of-state reimbursement amounts for individual meals as follows: (a) breakfast to \$11 from \$10; (b) lunch to \$17 from \$15; and (c) dinner to \$27 from \$25. The out-of-state rates were last modified in 2013. The increased rates represent an 8% increase (rounded to the next highest dollar amount). The Division estimates the annualized cost of the changes would be \$238,500 (all funds), which would be funded within agency budgets.

The proposed plan would further increase the reimbursement rate for a bag meal from \$4 to \$5. As with the maximum meal reimbursement amounts, the bag meal increased rate represents an 8% increase (rounded to the next highest dollar amount). The estimated annualized cost of the change would be \$29,100 (all funds), funded from within agency budgets.

*Maximum Lodging Rates.* The proposed compensation plan increases the maximum in-state daily lodging rate to \$103 from \$95 for Milwaukee, Racine, and Waukesha counties. The proposed plan also adds Dane County to the list of counties to which the higher rate would apply. For all other Wisconsin counties the in-state lodging reimbursement rate would increase to \$98 from \$90. As with the maximum meal reimbursement amounts, the lodging rate increase represents an 8% increase (rounded to the next highest dollar amount). The Division estimates the annualized cost of the change would be \$54,100 (all funds), which would be funded within agency budgets.

[Sections: F-4.02 and F-5.02]

## **20. Reimbursement for Damaged Personal Articles**

The plan increases the maximum reimbursement for damaged personal articles to \$150 for any one incident from \$100. [As under the current compensation plan, reimbursement for damage to watches would continue to be limited to a maximum of \$75.] Under current law, a state agency, with the approval of the appointing authority, may reimburse employees for the cost of repairing or replacing articles of clothing, watches, or eye glasses damaged in the line of duty if such damage is not caused by employee carelessness or normal wear and tear resulting from the type of work performed by the employee. The compensation plan identifies the limitations of the coverage.

[Section: G-2.02]

## **21. Protective Shoes Allowance**

The plan increases the maximum allowance for protective shoes to \$60 per year from \$40 per year. Under the compensation plan, if the employer requires the purchase of safety shoes necessary in the performance of assigned duties, the employer pays an allowance as an expense check payable the first pay period of January or July of each calendar year. Employees hired after July 1 are not eligible for reimbursement in the year of hire. The Division estimates the annual cost of the change would be \$20,700 (all funds), which would be funded within agency budgets.

[Section: G-4.02]

## **22. Technical and Administrative Provisions**

The plan additionally makes technical and administrative modifications including changes that reflect effective dates, new position classification titles, updates to organizational unit names, and to correct references to section numbers of the plan. In addition, the plan would clarify that, except for GWAs and other items as noted, any increased costs for provisions in Section A would not be supplemented from compensation reserves, and affected agencies would be required to provide the necessary funding.

[Sections: Introductory Notes, A-2.00, A-2.05, A-2.10, A-2.15 thru A-2.18, A-4.01, A-4.05, A-4.06, A-4.34 thru A-4.37, A-4.41, A-4.43, A-4.47, B-3.07, C-Intro, E-4.00 (in part), and I-4.06 (in part)]

## **23. Classified and Covered Unclassified Employee Pay Schedules for 2023-25**

Section Z of the state's compensation plan specifies the base pay rates and pay ranges for nonrepresented classified and covered unclassified employees under 25 separate pay schedules. The schedules also specify effective dates for changes. Each of the state's approximately 1,600 position classifications and unclassified position titles covered by the compensation plan are assigned to one of the pay schedules and a specific range within that schedule. Position classifications (position titles) represent specific job duties, and recognize training and experience requirements. There are currently about 33,500 full-time equivalent positions allocated to the established position classifications. [Note that the compensation plan and the pay schedules are not applicable to the UW System or the UW-Madison.] While the schedules may identify the monthly and/or annual salary for positions assigned to one of the schedules, the hourly rate of pay is used for payroll purposes.

Generally, the pay schedules represent modifications made elsewhere in the compensation plan. As such, the proposed 2023-25 compensation plan pay schedules incorporate a GWA for covered employees of 4% on the effective date of the plan, and an additional 2% on July 2, 2024. The schedules also include the following:

*Correctional Security Personnel.* The plan would increase minimum and maximum pay under pay schedule 05 (safety and public security) ranges 31 and 32 for Corrections and DHS correctional security positions to reflect the lowest and highest pay points of the enhanced pay progression changes for which funding was provided to compensation reserves in Act 19.

*Correctional Security Supervisors.* On the effective date of the plan, broadband pay ranges 81-33 and 81-34 would be created to accommodate increases to correctional security supervisor pay rates associated with the enhanced correctional security pay progression structure provided under A-2.06, and for which funding was provided to compensation reserves in Act 19.

*Probation and Parole Agent Pay Progression.* On the effective date of the plan, a pay progression system for probation and parole agents/senior (pay ranges 12-06 and 12-08) would be established based on full years of adjusted continuous state service (years seniority), as follows:

<u>Effective Date/Years Seniority</u>		<u>Probation and Parole Agent Pay Rate (Per Hour)</u>	<u>Probation and Parole Agent-Senior Pay Rate (Per Hour)</u>
With plan approval, to June 29, 2024	0 years	\$22.06	\$25.81
	1 year	22.73	26.59
	2 years	23.42	27.39
	3 years	24.13	28.22
	5 years	24.86	29.07
	10 years	25.61	29.95
	15 years	26.38	30.85
June 30, 2024 to June 28, 2025	0 years	\$22.51	\$26.33
	1 year	23.19	27.13
	2 years	23.89	27.94
	3 years	24.62	28.79
	5 years	25.36	29.66
	10 years	26.13	30.55
	15 years	26.91	31.47

*Nursing Assistant and Resident Care Technician Pay Progression.* On the effective date of the plan, the current progression points for the nursing assistant and resident care technician pay progression would be modified to reflect the 4% GWA and conversion of the \$5.00 pilot add-on to base pay, for which funding was provided to compensation reserves in Act 19.

*Nurse Clinician 2/Weekend Pay Progression.* The plan would modify the current progression points for the nurse clinician 2/weekend pay progression to reflect the 4% GWA and conversion of the \$5.00 pilot add-on to base pay, for which funding was provided to compensation reserves in Act 19.

*Police and Warden Progression.* The plan would modify the pay progression schedules for Capitol Police and Natural Resources wardens to reflect the changes for which funding was provided to compensation reserves under Act 19. The plan would reduce the required number of years of law enforcement experience for which these employees would qualify for pay increases from three, five, seven, nine, and 11 to instead specify an increased minimum rate of pay and require one, two, three, four, five, six, or seven years of law enforcement experience for additional increases. In addition, existing progression points would be increased to reflect the changes, beginning with the first pay period following plan approval, and all progression points would be increased by another 2% on June 30, 2024. In tandem with the pay increases, the appointment maximums for the affected broadband pay ranges (05-36 and 36-63) would be increased from the midpoint of each pay range to 60% of the way through each range. Proposed modifications to the pay progression schedule are as follows:

<u>Effective Date/Years Seniority</u>		<u>Police Officer, Conservation Warden Pay Rate (Per Hour)</u>	<u>Police Detective, Safety Specialist Warden, Special Investigative Warden Pay Rate (Per Hour)</u>
January 1, 2023 (Current)	3 years	\$26.78	\$28.46
	5 years	27.61	29.32
	7 years	29.32	31.00
	9 years	31.56	33.25
	11 years	34.94	36.62
With plan approval, to June 29, 2024	0 years	\$29.00	\$31.00
	1 year	30.50	32.50
	2 years	32.00	34.00
	3 years	34.00	36.00
	4 years	36.00	38.00
	5 years	38.00	40.00
	6 years	40.00	42.00
	7 years	42.00	44.00
June 30, 2024 to June 28, 2025	0 years	\$29.58	\$31.62
	1 year	31.11	33.15
	2 years	32.64	34.68
	3 years	34.68	36.72
	4 years	36.72	38.76
	5 years	38.76	40.80
	6 years	40.80	42.84
	7 years	42.84	44.88

*Unclassified Attorneys.* On the effective date of the plan, pay schedule 20 (assistant district attorneys) and broadband pay schedule 21 (state public defender attorneys) would be modified to increase minimum and maximum rates by \$8.76 per hour to reflect related provisions of Act 19, with an additional increase to minimum and maximum rates of 2% beginning June 30, 2024.

*Classified Attorneys.* On the effective date of the plan, minimum and maximum rates for classified attorney broadband range 09-75 would be increased by \$8.76 per hour. In addition, pay range 71-01 (professional legal-related broadbanded employees) would be modified to increase minimum and maximum pay for attorneys by \$8.76 per hour. The intent of the modifications is to match the increases provided under Act 19 for unclassified assistant district attorneys, deputy district attorneys, and assistant state public defender attorneys, to keep all attorney pay ranges aligned with respect to minimum and maximum pay.

*Pay Progression for Attorneys.* As with prior compensation plans, the proposed 2023-25 compensation plan identifies the pay progression steps for classified state attorneys, assistant district attorneys, State Public Defender attorneys, and attorneys in broadbanded positions. The progression points are increased by \$8.76 per hour on the effective date of the plan and the minimum and maximum rates are increased by 2% on June 30, 2024. [In both years, each of the seventeen step rates is \$2.27 per hour more than the previous step rate.]



*Engineering Appointment Maximums.* On the effective date of the plan, appointment maximums for pay schedule 14 (engineering broadbanded employees) would be set at 65% through the pay range for range 13 of the schedule and 60% through the pay range for ranges 14 and 15 of the schedule, rather than the current calculation of 50% through the pay range for each applicable range, to better accommodate increases to pay rates associated with the 10% engineering market and parity pay adjustments that would be provided under Section L-2.11 (described previously).

*Entry Level Pay Progression for Certain Engineering Positions.* The schedule 14 pay progression for engineering (specialists, engineers, construction representatives, and facility designers) would be increased by 14.4% on the first day of the pay period following implementation of the plan (reflecting a 4% GWA and 10% market increase), and would be further increased by 2% on July 2, 2024. The modifications would be made to reflect the 10% engineering market and parity adjustments in Section L-2.11.

*Engineering Supervisors.* On the effective date of the plan, broadband pay range 81-30 would be created to accommodate increases to engineering supervisor pay rates associated with the 10% engineering market and parity pay adjustments that would be provided under Section L-2.11.

*Raised Minimum Rates, Pay Schedules 02, 03, 05, and 06.* On the effective date of the plan, all non-broadband pay ranges with current raised minimum rates in effect in pay schedules 02, 03, 05, and 06 would have the pay range minimum increased by 22% from the current minimum specified in the 2021-23 compensation plan. The pay range maximums would be increased by only 4.0%, to reflect the 2023-24 GWA, followed by increases of 2% to minimum and maximum rates effective June 30, 2024. The raised minimum rates were implemented administratively in August, 2022, under the authority provided in Section E-1.02 of the 2021-23 compensation plan.

*Licensed Practical Nurse Pay Progression.* On the effective date of the plan, a pay progression system for licensed practical nurses (pay range 06-05) would be established based on each employee's practical nurse license granting date. Hourly pay progression amounts would be as follows:

<u>Effective Date</u>	<u>Years of Professional Experience</u>	<u>Pay Rate</u>
With plan approval, to June 29, 2024	0	\$28.00
	3	29.60
	5	31.20
	7	32.80
	9	34.40
	11	36.00
June 30, 2024 to June 28, 2025	0	\$28.56
	3	30.20
	5	31.83
	7	33.46
	9	35.09
	11	36.72

In addition, the minimum for broadband pay range 06-05 would be increased to \$28.00 per hour to match the licensed practical nurse pay progression schedule. The only classification in this pay range is licensed practical nurse.

*Criminal Analyst Pay Progression.* On the effective date of the plan, the criminal analyst pay progression in pay schedule 07 would be eliminated. [Currently, all employees covered by the pay structure have completed the progression and have pay rates greater than those indicated in the progression schedule.]

[Section: Z]

## **CREATION OF SECTIONS M AND X**

Under s. 230.09 of the statutes, DPM is responsible for establishing the grade levels and classifications of positions in the state's classified service based on the comparability of the authority, responsibility and nature of work required of the positions. The Division is also required to assign position classifications to an appropriate pay rate or range. A statutorily required component of the compensation plan is the inclusion of pay schedules that contain different wage and salary administration features. Under s. 230.12(1)(b), "Each schedule shall provide for pay ranges or pay rates and applicable methods and frequency of within range pay adjustments based on such considerations as competitive practice, appropriate principles and techniques of wage and salary administration and determination, elimination of pay inequities based on gender or race, and the needs of the service." As part of any proposed changes to the compensation plan, DPM is required to include the amounts and methods for within range pay progression.

Under s. 230.37(1) of the statutes, the DPM administrator must establish an employee performance evaluation program to provide a continuing record of employee development and, when applicable, to serve as a basis for pertinent personnel actions. Statute requires that each appointing authority conduct at least annual performance evaluations of each employee. As described in Chapter 462 of the Wisconsin Human Resources Handbook, Performance Evaluation (PE) Process, the current performance evaluation system utilizes a four-point rating scale, as follows: a rating of 1 indicates unsatisfactory performance (consistently fails to meet expectations); a 2 indicates progress necessary (inconsistently meets expectations); a 3 indicates successful performance (consistently meets expectations); and a 4 indicates exceptional performance (consistently exceeds expectations).

The proposed 2023-25 compensation plan would establish a new pay structure and schedule for certain job classifications. According to DPM: "This concept has 13 narrow pay ranges and classifications that do not already have their own specific pay progression would be gradually moved to the new pay schedule. If employees meet performance expectations, they would be granted a modest pay progression on an annual basis up to a specific labor market-based pay rate in the pay range." The proposal would establish Section X (comprising pay schedule X) and Section M of the compensation plan entitled "Pay Administration for General Quartile Pay Schedule X." The provisions of Section M and X are described below.

During the 2023-25 biennium, DPM indicates it would intend to assign certain position classifications to schedule X, excluding classifications with an already existing pay progression.

Classifications would be assigned to schedule X in phases, with some classifications assigned in 2023-24 and others assigned to schedule X in 2024-25. The Division estimates that the creation of schedule X and implementation of a pay progression in Section M for these positions would cost \$1,342,600 all funds (\$489,500 GPR) in 2023-24 and \$10,692,700 all funds (\$2,978,500 GPR) in 2024-25. The plan specifies that any increased costs associated with Section M, may not be supplemented from compensation reserves and that agencies are required to provide necessary funding.

#### **24. Establishment of New General Quartile Pay Schedule**

Under the proposal, the provisions of Section M would supersede those of Chapter ER 29 of the Wisconsin Administrative Code (Compensation Administration Provisions). The language of this provision is substantially similar to that of Section I-1.00 of the 2021-23 compensation plan, relating to pay administration for broadband pay schedules.

As noted previously, current law (s. 230.15(5)(d)) specifies that: "No appointing authority shall award an employee cumulative performance award increases or other types of cumulative within range pay adjustments exceeding a total of 10 percent of the employee's base pay during a fiscal year. This paragraph does not apply to a specific type of pay increase authorized by the compensation plan if the plan specifically refers to this paragraph and specifically provides that the type of pay increase referenced in the plan is not subject to this paragraph."

The plan specifies that, except where specified, pay increases in Section M would not be subject to the statutory individual increase limit of 10%. In addition, except for certain limited statutorily specified reasons, or to correct an error, no pay increases or decreases under Section M would be retroactive. The language of these provisions is identical to that of Sections I-2.01 and I-2.02 of the 2021-23 compensation plan, relating to pay administration for broadband pay schedules. [Note, however, that no provisions of Section I or Section M specify an exception where the statutory individual increase limit of 10% would apply.]

The following provisions of the 2021-23 compensation plan would be amended to exclude positions allocated to schedule X: (a) annual progression adjustments for applicable classifications under A-2.03; (b) pay on regrade provisions of Section A, which pertain to position reallocations and reclassifications; (c) beginning base pay rates for limited-term appointments in the classified service; (d) all provisions of Section E, which governs pay administration for classified permanent and project employees in non-broadband pay schedules; and (e) in Section Z, which includes all pay schedules (other than the limited-term employee schedule in Section D) to note that pay schedule X is included in Section X. In addition, the plan would include in Section L, Market and Parity Provisions, a cross-reference to Section M as it relates to pay on reinstatement and restoration.

*Definitions Specific to Section M and Schedule X.* The proposal contains the following definitions used in Section M and schedule X:

1. Midpoint, the middle point of the pay range in Section X (the point halfway between the minimum and the maximum of the pay range).
2. Pay equity, for the purposes of setting pay on appointment under Section M, "means compensating employees similarly who have similar job duties, skills, and scope of responsibility,

taking into account years of experience in the classification title and series, education and training related to the job or classification, and prior occupational experience without regard to gender, race, disability, ethnicity or other demographic status."

3. Quartile, one-fourth of the pay range from the minimum to the maximum. "Quartile 1 begins at the pay range minimum, and Quartile 4 ends at the pay range maximum. Quartile 3 begins at the midpoint of the pay range."

4. Red circled pay rate is a "base pay rate received by an employee that is above the pay range maximum for the classification of the employee's position. Employees whose pay has been red circled shall continue to receive their present rate of pay until the pay range maximum for the class exceeds their present red circled pay rate, and shall not receive any base pay adjustments unless authorized by" the compensation plan.

*Pay Schedule X.* The proposal creates pay schedule X, which would be divided into quartiles. Schedule X would additionally be divided into 13 pay ranges, each with a specified minimum hourly pay level, quartile pay ranges, a midpoint pay level, a maximum hourly pay amount, and a within-range pay step amount. The within-range step is equivalent to 3% of the pay range minimum.

The proposed schedule X is shown below. As authorized under current law, DPM would determine which position classifications would be transferred from existing pay schedules to the new schedule X, and would assign each classification to a specific pay range in the schedule. In addition, in certain circumstances, DPM would be responsible for approving recommendations as to where individual employees would be placed within the applicable pay range in the new schedule utilizing a quartile-based matrix of pay criteria (described in the following section). In the future, as position classifications were created or modified, DPM could place the position classifications into schedule X, or move classifications from schedule X to other pay schedules, as it deemed appropriate. The plan specifies that the "DPM administrator may allocate and reallocate classifications into pay schedule X pay ranges under the authority of s. 230.09, Wis. Stats." The authority to assign classifications to schedule X would not be limited with regard to whether the classification is currently assigned to a non-broadband pay schedule or a broadband pay schedule.

## General Quartile Pay Schedule X

**Effective: Plan Effective Date through June 29, 2024**

### Hourly Rate

Pay Range	Minimum	Quartile 1	Quartile 2	Midpoint	Quartile 3	Quartile 4	Maximum	Within-Range	
								Pay Step	
X-01	\$16.00	Min - \$17.79	\$17.80 - \$19.59	\$19.60	\$19.60 - \$21.39	\$21.40 - Max	\$23.20	\$0.48	
X-02	17.28	Min - 19.22	19.23 - 21.16	21.17	21.17 - 23.11	23.12 - Max	25.06	0.52	
X-03	18.67	Min - 21.00	21.01 - 23.33	23.34	23.34 - 25.67	25.68 - Max	28.01	0.56	
X-04	20.17	Min - 22.69	22.70 - 25.21	25.22	25.22 - 27.73	27.74 - Max	30.26	0.61	
X-05	21.79	Min - 25.05	25.06 - 28.32	28.33	28.33 - 31.59	31.60 - Max	34.86	0.65	
X-06	23.54	Min - 27.06	27.07 - 30.59	30.60	30.60 - 34.12	34.13 - Max	37.66	0.71	
X-07	25.43	Min - 29.87	29.88 - 34.32	34.33	34.33 - 38.77	38.78 - Max	43.23	0.76	
X-08	27.47	Min - 32.27	32.28 - 37.08	37.09	37.09 - 41.89	41.90 - Max	46.70	0.83	
X-09	29.67	Min - 35.60	35.61 - 41.53	41.54	41.54 - 47.47	47.48 - Max	53.41	0.89	
X-10	32.05	Min - 38.45	38.46 - 44.86	44.87	44.87 - 51.27	51.28 - Max	57.69	0.96	
X-11	34.62	Min - 42.40	42.41 - 50.19	50.20	50.20 - 57.98	57.99 - Max	65.78	1.04	
X-12	37.39	Min - 45.80	45.81 - 54.21	54.22	54.22 - 62.62	62.63 - Max	71.04	1.12	
X-13	40.39	Min - 50.48	50.49 - 60.58	60.59	60.59 - 70.68	70.69 - Max	80.78	1.21	

**Effective: June 30, 2024 - June 28, 2025**

### Hourly Rate

Pay Range	Minimum	Quartile 1	Quartile 2	Midpoint	Quartile 3	Quartile 4	Maximum	Within-Range	
								Pay Step	
X-01	\$16.32	Min - \$18.15	\$18.16 - \$19.99	\$20.00	\$20.00 - \$21.83	\$21.84 - Max	\$23.67	\$0.49	
X-02	17.63	Min - 19.61	19.62 - 21.59	21.60	21.60 - 23.58	23.59 - Max	25.57	0.53	
X-03	19.05	Min - 21.43	21.44 - 23.81	23.82	23.82 - 26.19	26.20 - Max	28.58	0.57	
X-04	20.58	Min - 23.15	23.16 - 25.72	25.73	25.73 - 28.29	28.30 - Max	30.87	0.62	
X-05	22.23	Min - 25.56	25.57 - 28.89	28.90	28.90 - 32.22	32.23 - Max	35.56	0.67	
X-06	24.02	Min - 27.61	27.62 - 31.21	31.22	31.22 - 34.81	34.82 - Max	38.42	0.72	
X-07	25.94	Min - 30.47	30.48 - 35.01	35.02	35.02 - 39.55	39.56 - Max	44.10	0.78	
X-08	28.02	Min - 32.92	32.93 - 37.82	37.83	37.83 - 42.73	42.74 - Max	47.64	0.84	
X-09	30.27	Min - 36.32	36.33 - 42.37	42.38	42.38 - 48.42	48.43 - Max	54.48	0.91	
X-10	32.70	Min - 39.23	39.24 - 45.77	45.78	45.78 - 52.31	52.32 - Max	58.85	0.98	
X-11	35.32	Min - 43.26	43.27 - 51.20	51.21	51.21 - 59.15	59.16 - Max	67.10	1.06	
X-12	38.14	Min - 46.72	46.73 - 55.30	55.31	55.31 - 63.88	63.89 - Max	72.47	1.15	
X-13	41.20	Min - 51.49	51.50 - 61.79	61.80	61.80 - 72.09	72.10 - Max	82.40	1.24	

[Sections: A-2.03, A-3.00, A-5.01, D-2.01, E-Title and Introduction, M-1.00 thru M-3.00, X, and Z-Introduction]

## **25. Pay Matrix Criteria, Transaction Pay Adjustments, and Discretionary Placement**

The proposal would create a four-part (quartile) matrix with criteria to be used as guidelines for certain pay adjustments, such as setting pay on original appointment, pay on promotion, pay on transfer, pay on demotion, and discretionary placement compensation (a new concept, described in a section below). For these pay transactions, the matrix criteria would be used to set pay of individuals based on experience, education, and required training. The table below identifies the criteria.

## Schedule X Pay Criteria Matrix

	First Quartile	Second Quartile	Third Quartile	Fourth Quartile
<b>Flow of criteria</b>	<b>Minimally qualified</b>	<b>In addition to First Quartile criteria</b>	<b>In addition to Second Quartile Criteria</b>	<b>In addition to Third Quartile criteria, or by special permission.</b>
<b>Standard of Utilization</b>	<p><b>Entry Level into occupation placement</b> – Applicant meets minimum qualifications, common starting level.</p> <p>Generally, employees gain experience and work towards the requirements in the 2nd quartile.</p>	<p><b>Customary placement</b> – Applicant possesses additional experience beyond the minimum to perform the position.</p> <p>Generally, employees continue to develop experience towards independent work.</p>	<p><b>Advanced Placement</b> – Applicant is the subject matter expert and has the additional skills needed to perform beyond anticipated job market.</p> <p>Employees are fully independent related to the job functions <b>AND</b> able to lead projects and/or mentor other staff; serves as a technical resource for management.</p>	<p><b>Rare Placement –</b> Situation is characterized by exceptional need, expertise, or difficult-to- find critical skill set.</p> <p>Employees have several years' experience with additional complementary specialty skills that are difficult to find within the organization.</p>
<b>Experience and Education</b>	<p>Applicants have little to no prior experience or education/training in the duties expected for this job.</p> <ul style="list-style-type: none"> <li>• Relevant work experience in the field usually less than a few years (public or private sector)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Recent graduate with relevant degree</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Holds required certification, has required training, and/or internship(s)</li> </ul>	<p>Applicants have documented experience to competently perform duties expected for the job, or significant education/training without experience.</p> <ul style="list-style-type: none"> <li>• Typically, more than a few years of relevant work experience in the field (public or private sector)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Relevant Advanced degree (Post- Bachelor’s Degree or beyond the minimum degree for the position such as Attorney, Veterinarian, Physician, Social Worker, etc.) with limited relevant work experience in the field</li> </ul>	<p>Applicants have attained significant knowledge needed to perform job duties through experience and/or education/training.</p> <ul style="list-style-type: none"> <li>• More than several years direct work experience in the field at a high proficiency level (public or private sector)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Relevant Advanced degree with several years of experience of closely related work experience in the field</li> </ul>	<p>Applicants have extensive experience, right skills, and education/training in a specialized area that requires no additional training. (Serves as a job expert. May act as a consultant to leadership on policy or related strategic planning).</p> <ul style="list-style-type: none"> <li>• Extensive years direct work experience in the field</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• Additionally holds specialized education/ training/ certifications unique to the job being performed</li> </ul> <p>NOTE: For difficult to find or critical skill set criteria needs to be pre-approved that may deviate from above criteria.</p>
<b>Training Required Upon Appointment</b>	Applicants will require substantial training to build knowledge and skills to perform the job functions.	Applicants will require Foundational Training and on-the-job experience needed to perform job duties independently apart from general orientation to perform the job functions.	Applicants will require little to no training needed to perform job duties independently apart from general orientation to perform the job functions.	Applicants are capable of expert level full performance utilizing identified critical skill set after general orientation to perform the job functions.

*Pay on Original Appointment.* For initial (original) placement within the applicable pay range of schedule X, the first quartile would be for entry-level applicants; the second quartile would be for individuals with more experience in the job classification ("customary placement"); the third quartile would be an advanced placement for an individual in the job classification who would be considered a subject matter expert; and the fourth quartile would be a "rare placement" for an individual in a job classification who possesses expertise or difficult to find critical skills. The proposal specifies that an employee's base pay may be set at any rate that is not less than the minimum of the applicable pay range and not greater than the highest rate of the second quartile using the appointment criteria above. The proposal would, however, allow for original placement in a higher quartile with the following additional approval: (a) requests for an original appointment at a pay rate in the third quartile would need to be submitted to DPM for approval; and (b) requests for an original appointment in the fourth quartile would need to be submitted to DPM's Bureau of Classification and Compensation for approval. The proposal specifies that the criteria "are guidelines, and not every appointee will be aligned with a single quartile on all criteria. Salary determinations should be based on a consideration of all factors including pay equity."

*Project Position Pay.* Under the proposal, beginning base pay rates for project positions would be determined in the same manner as for pay on original appointment. Further, on any subsequent project position appointment to a different position, the pay rate attained as a result of a project appointment would not serve as the basis for the establishment of subsequent pay rates on appointment to any other project position. However, experience acquired could be considered relevant for subsequent appointments.

*Discretionary Placement.* The proposal would further allow discretionary placement compensation (DPC) awards to be provided to permanent and project employees upon or after assignment of their classifications to pay schedule X (and no later than 18 months after the employee is reallocated to a schedule X pay range). Employees on an approved leave of absence may receive a DPC upon their return to pay status. The base pay adjustments would be recommended to DPM for approval, subject to criteria and restrictions under the pay on original appointment provisions. An employee could only be granted a one-time DPC, and the resulting base pay rate could not exceed the midpoint of the pay range. Under the proposal, discretionary placement compensation could not be awarded to an employee whose most recent performance evaluation in the preceding 18 months was less than successful performance (the second-highest of the four ratings). The plan specifies that the statutory individual increase limit (s. 230.12(5)(d)) would not apply to base pay adjustments granted to these DPC placements.

*Other Transaction Adjustments.* The plan specifies that if multiple pay adjustments would be effective on the same date, the adjustments would be applied in the following order: (1) regrade of an employee as a result of a reallocation decision; (2) regrade of an employee as a result of a reclassification decision; (3) progression adjustments provided under Section A-2.03 of the plan; (4) promotion; (5) career executive voluntary movement to a higher class; (6) demotion; (7) career executive reassignment or voluntary movement to a lower class; (8) transfer; (9) career executive reassignment or voluntary movement to a position allocated to a classification in the same pay range; (10) reinstatement and return to previous level; (11) restoration; (12) plan adjustments pursuant to s. 230.12(3) (the compensation plan) or contractual adjustments; (13) plan schedule adjustments under s. 230.12; (14) progression adjustments other than those provided for in (3), above; (15) establishment of a raised minimum rate; (16) discretionary equity or retention adjustment; (17)



discretionary merit compensation; and (18) original appointment. Under the proposal, reallocations from non-schedule X pay ranges to schedule X pay ranges would be considered under (1) and would occur first in the order of adjustments. [Note that DPM indicated in its August 31 errata letter that because (3), above, would not apply to positions assigned to schedule X, this item and references to it should be removed from the list of pay adjustments and the remainder of the list should be renumbered.]

Upon completion of any personnel transaction, employees (including those serving a probationary period) would receive a base pay rate not less than the minimum rate for the classification, unless the employee is in a trainee classification. The base pay rate would be subject to the applicable pay range maximum. The plan specifies that no probationary increases would be granted to employees upon completion of any probationary period or career executive trial period unless specifically provided by the plan.

Upon promotion, employees would receive a pay rate increase equal to 8% of the minimum of the new higher pay range, subject to the pay range maximum, unless the Bureau of Classification and Compensation, based on written reasons submitted by the appointing authority, provides an increase less than 8%. Pay could be increased by a larger amount based on quartile criteria in the pay criteria matrix and consideration of pay equity (however, any promotional increase greater than 8% of the range minimum that would result in a pay rate above the midpoint of the new pay range would require approval by DPM). The present rate of pay for an employee serving a promotional probation, an employee in temporary layoff status, an employee on an approved leave of absence, or an employee promotion considered a return to previous level would be calculated in a substantially similar manner to the provisions applicable to broadbanded employees in Section I-4.04(3)(d).

Upon transfer between schedule X positions, there would be no pay increases, except as approved by the Bureau of Classification and Compensation (if transferring into the same classification title) or DPM (if transferring into a different classification title). Pay could be reduced as appropriate based on the matrix criteria and pay equity. Upon transfer into a schedule X position from a non-schedule X position, pay would be set in the same manner as specified in the pay on original appointment section, described above. Finally, upon involuntary transfers for reasons other than discipline, an employee would be paid at least their current rate of pay, or at an increased rate of pay if approved by the Bureau of Classification and Compensation.

Upon demotion between schedule X positions, the employee's pay rate would be reduced by an amount not less than 8% of the minimum of the current pay range before demotion, unless an exception is approved by the Bureau of Classification and Compensation as appropriate based on the matrix criteria and pay equity. Upon demotion into a schedule X position from a non-schedule X position, the demoting employee could receive any base pay rate which is not greater than the employee's present rate of pay, subject to the new pay range maximum and with matrix criteria and pay equity as the primary considerations.

Upon reinstatement or upward movements considered return to previous level (as defined under Section I-3.00), pay could be determined in accordance with either the pay on reinstatement provisions of the Administrative Code (ER 29.03(6)) or the pay on original appointment section, described above.

Upon restoration, the employee would be granted a base pay rate which is the last rate received (defined as the last base pay rate in the position from which restoration rights are derived; if greater than the new pay range maximum, the base pay would be red circled) plus intervening adjustments, including one- and half-step pay progression adjustments under Section M of the plan (described in a section below). When the intervening adjustments are discretionary, the amount would be limited to the amount that would have been generated by the employee. Intervening adjustments would be for the appropriate pay schedule and classification for which restoration eligibility would be derived. While discretionary equity and retention adjustments and discretionary merit compensation would not be included as intervening increases when determining pay on restoration, discretionary merit compensation could be included when returning from a leave of absence for serving in an unclassified position under provisions for administering discretionary merit compensation and non-broadband retention adjustments (Section J).

If the employee is restoring from an unclassified appointment, and if the highest rate of the third quartile of the pay range to which the employee would be resorting is greater than the last rate received plus intervening adjustments, the appointing authority would be authorized to set the employee's base pay at a higher rate, not to exceed the third quartile. If the employee is restored in accordance with an order of the Employment Relations Commission or a court action, the employee's rate of pay would be as ordered by the Commission or court.

Upon regrade when classifications are reallocated from a non-schedule X pay range to a schedule X pay range, there would be no pay adjustment, except to raise employees to the pay range minimum or to provide DPC. Employees whose pay rate is above the schedule X maximum would have their pay rate red-circled and would be ineligible for any base pay increase while at or above the maximum rate.

In addition, pay on regrade for reallocation/reclassification to a classification in a higher pay range would include: (a) increasing the present rate of pay by 8% of the minimum of the applicable pay range for moving up one pay range; (b) 12% of the minimum of the applicable pay range for moving up two or more pay ranges; or (c) if greater, the applicable pay range minimum. For reallocations that did not solely involve a change in duties, regrade increases would be at the discretion of the DPM administrator. Regraded employees whose positions are reallocated or reclassified to a classification in the same or a lower pay range would: (a) be compensated at the current rate of pay, if the employee has permanent status in class in the new classification; (b) have the present rate of pay red-circled, if it exceeds the new pay range maximum; or (c) continue to receive compensation at the present rate of pay, if the employee is serving an original probation, subject to the new pay range maximum. If the regraded employee is a trainee, the same pay relationship with the training program would be retained. Any increases would only apply if an employee has not held permanent status in class at the same level of the reclassification/reallocation within five years of the reclassification/reallocation effective date. However, the appointing authority would be allowed to provide for the increase if necessary to maintain equity.

[Sections: M-4.00 thru M-4.11 and M-10.00]

## **26. Schedule X Pay Progression**

An eligible employee in a classification allocated to schedule X, with hourly pay below the midpoint of the range would annually receive a base increase of one within-range step. Employees in the third quartile with hourly pay above the midpoint but less than the fourth quartile would annually receive a base increase of one-half a within-range step.

*Eligible and Ineligible Employees.* The proposal specifies that permanent and project employees in positions assigned to pay schedule X are eligible for pay progression, if all of the following criteria are met: (a) the employee's performance was rated as successful performance or higher on the most recent performance review completed within the 18 months prior to the effective date (successful performance is the second-highest of four ratings); (b) an employee who is a supervisor completed formal performance evaluations on all subordinate employees for whom performance evaluations are required within the 18 months prior to the effective date; (c) the employee's pay rate is below the fourth quartile in the pay range; (d) the employee is not on termination leave; and (e) the employee is in pay status on the effective date (employees on an approved unpaid leave of absence on the effective date would be considered for pay progression upon return to pay status). Exceptions to certain eligibility criteria could be made if approved by the Director of the Bureau of Classification and Compensation (for example, if an employee did not receive or conduct a performance evaluation due to extenuating circumstances).

Employees would be ineligible for pay progression adjustment if: (a) the employee received a rating of less than successful performance on the most recent performance review (in which case the employee would be notified in writing and receive a new performance evaluation within six months); (b) the employee has a pay rate in the fourth quartile; (c) the employee did not receive a performance review in the last 18 months (unless the requirement is waived); (d) the employee was on a leave of absence for a cumulative duration of more than six months during the last 12 months since their classification start date anniversary (in which case the employee may be awarded a progression adjustment at the discretion of the appointing authority); or (e) the supervisor has not completed required performance evaluations (unless due to extenuating circumstances). An ineligible employee due to (a) thru (e) above would not be eligible for consideration again until their next classification start date anniversary.

*Effective Date of Pay Progression Adjustments.* The plan specifies that pay progression adjustments would be effective beginning with the next pay period on or following the anniversary date the employee started in their current classification (unless an employee is on an approved unpaid leave of absence, in which case adjustments would be effective upon return to pay status).

[Section: M-5.00]

## **27. Merit Pay Adjustments**

Under the proposed plan, employees anywhere within the pay range could be awarded an additional one-half within-range pay step adjustment (rounded to the nearest penny) for merit, in addition to the schedule X pay progression, subject to the following: (a) the availability of funds, as determined by the appointing authority; (b) a rating of exceptional performance on the most recent formal performance evaluation completed within the preceding 18 months (exceptional performance

is the highest of four ratings); and (c) the pay rate would remain at or below the pay range maximum. The plan specifies that the merit pay adjustment would be effective beginning with the next pay period on or following the anniversary date the employee started their current classification (unless an employee is on an approved unpaid leave of absence, in which case adjustments would be effective upon return to pay status).

[Section: M-6.00]

## **28. High Market Add-on**

Under the plan, the DPM administrator could, in consultation with affected state agencies, determine that labor market conditions necessitate that certain classification or classification subtitles be paid a supplemental high market add-on (determined by the DPM administrator, not to exceed \$5 per hour) in situations where the state average hourly pay rate is at least 20% below the average in the relevant labor market. Confirmation of the gap with the labor market average would occur at least annually for the add-on to continue. Implementation and removal of high market add-ons would be announced through DPM bulletins. The plan specifies that a high market add-on would be immediately removed from an employee that leaves an eligible position, would not be considered part of the employee's base pay rate, and would not be included in determining the appropriate base pay rate upon personnel transactions.

[Section: M-12.00]

## **29. Lead Worker Add-on**

The plan would specify that the appointing authority may provide a leadwork add-on of \$1 per hour for an employee in a classification allocated to schedule X who is assigned leadwork duties when leadwork is not otherwise required for classification at that level. Once the employee no longer functions as an assigned lead worker, the add-on would cease at the beginning of the next pay period. The definition of a lead worker under the plan would be the same as the definition provided in Chapter 370 of the Wisconsin Human Resources Handbook (generally, an employee whose permanently assigned duties include training, assisting, guiding, instructing, assigning and reviewing the work of two or more permanent full-time equivalent classified employees in the lead worker's work unit, as assigned and documented on the work unit's organization chart).

[Section: M-11.00]

## **30. Retention Adjustments, DERA, and DMCs**

Employees in classifications assigned to pay schedule X would not be considered to be in broadband pay ranges, and therefore would not be eligible for discretionary equity and retention adjustments (DERA) provided in the proposed plan, except that retention adjustments could be granted to permanent and project employees in schedule X positions in accordance with the provisions of Section I-6.00 pertaining to the granting of retention DERA to employees in broadband pay schedules.

The proposal would allow discretionary merit compensation (DMC) lump-sum awards to be provided to permanent and project employees in classifications assigned to pay schedule X in accordance with the provisions for administering DMCs and non-broadband retention adjustments (Section J), subject to further guidelines and restrictions as determined by the DPM administrator.

[Sections: M-7.00, M-8.00, and M-9.00]

### **31. Other Pay Administration Provisions**

Section M would additionally include several other pay administration provisions, below, which are similar or identical to provisions in Section E (Pay Administration for Classified Permanent and Project Employees in Nonbroadband Pay Schedules) and Section I (Pay Administration for Broadband Pay Schedules) of the 2021-23 compensation plan.

*Raised Minimum Rate (RMR).* Under the plan, the DPM administrator could, at the request of the appointing authority, establish a raised minimum rate (on a geographic basis) above the pay range minimum for recruiting, hiring, and retaining employees when competitive labor market conditions have been evaluated and the minimum rate is determined to be below the market rate for a classification or subtitle for a classification, or when a classification/subtitle has unique requirements and it is unlikely that quality applications would be available under such conditions. The raised minimum rate would be lowest rate payable to any permanent or project employee whose position is assigned to the classification/subtitle in the geographic area where the raised hiring minimum is in effect.

*Pay on Accretion.* The plan would include a reference to the requirements of s. 230.15(1m) related to processes following when the state becomes responsible for a function previously administered by another government agency or quasi-public or private enterprise, or when positions in the unclassified services (excluding the Legislature) are determined to be more appropriately included in the classified service. The plan specifies that the DPM administrator would determine the appropriate pay, subject to the maximum of the pay range to which the class is assigned; the appointing authority could determine the appropriate pay without DPM administrator approval if the pay rate does not exceed the appointment maximum of the applicable pay range.

*Trainee Minimum Rate.* Under the plan, the minimum starting pay rate for trainees would be established at one within-range pay step below the minimum of the pay range for the objective classification for each six months of formal and/or on-the-job training required to reach the objective classification, unless otherwise established by DPM. In lieu of schedule X pay progression increases, incremental pay increases up to the pay range minimum of the objective classification would be provided for each trainee for successful completion of each training segment as provided in the training plan. The pay increases would be increased by the same percent, and at the same time as an adjustment to the pay range minimum.

When the pay of a trainees is at a rate greater than or equal to the pay range minimum, the employee would no longer be considered a trainee, and would be eligible for schedule X pay progression increases.

[Sections: M-13.00 thru M-15.00]