

2011-2013 State Compensation Plan
Summary of Main Topics affecting University of Wisconsin Classified Employees

Overview:

As approved by the Joint Committee on Employment Relations (JCOER), the 2011-2013 Compensation Plan for classified employees was effective January 1, 2012. The purpose of this document is to provide a high-level overview of key topics that affect our classified employees. For specific information on a topic or for a more comprehensive version of the classified compensation plan and revisions, please see OSER's website (<http://oser.state.wi.us/docview.asp?docid=7341>, <http://oser.state.wi.us/subcategory.asp?linksubcatid=1273&linkcatid=413&linkid=27>).

Section A – General Compensation Provisions for Permanent & Project Employees in the Classified Service:

2.01 – General Wage Adjustments (GWA)

No GWA or annualized GWA in either fiscal year.

2.03 – Annual Progression Adjustments

Base-building annual progression adjustment language remains for certain classifications that were formerly non-represented classifications. Annual progression adjustment language from the WPEC bargaining unit agreement was also incorporated into the compensation plan in this section. For a list of eligible classifications, see Section A, 2.03 'Annual Progression Adjustments'.

2.09 - Craftworker Pay

Craftworkers will be paid in accordance with the adjusted prevailing rate in effect immediately before the effective date of the Comp Plan, based on the vacation schedule selected, plus any GWA, if applicable.

4.03 – Overtime

Eligibility for overtime compensation will be based on hours worked for all employee groups. Previously, several bargaining unit agreements allowed for payment after 40 hours in pay status. Eligibility for compensation and the rate (straight rate or premium) will be determined by Fair Labor Standards Act (FLSA) status. FLSA non-exempt employees will receive payment or compensatory time at the premium rate (1 ½ times). Certain FLSA exempt employees (see table in 4.03 (2)(a)) may be paid up to the premium rate (1 ½ times), but all other FLSA exempt employees may be paid up to the straight rate in cash or compensatory time.

There is no change to the concept that the Employer has the right to determine whether overtime compensation will be paid in cash or compensatory time.

Overtime scheduling will be determined by campus policy.

Several bargaining units were eligible for a cash payment of unused compensatory time in April/May of each year. Under the compensation plan, employees who earn compensatory time will be covered by the existing nonrepresented employee provision that requires cash payment of compensatory time that cannot be scheduled by the appointing authority within 12 months after the end of the calendar year in which it was earned.

4.05/4.06 - Night/Weekend Differential –

Night Differential = \$0.45 per hour for all hours worked between 6:00 p.m. and 6:00 a.m.

Weekend Differential = \$0.60 per hour for all hours worked on Saturday and Sunday

Night/weekend differentials are mandatory for qualifying hours of work for FLSA non-exempt employees. Differentials are discretionary for qualifying hours of work for FLSA exempt employees.

Note: Craftworkers are still not eligible for weekend differential.

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4.08 – Crafts Worker, Crafts Worker Lead, Crafts Worker Supervisor, Shop Supervisor, and Crafts Operations Manager, UW-Milwaukee Add-ons

Add-on/supplemental pay language from the Craftsworker bargaining agreement was incorporated into the comp plan.

4.09 - Standby Pay

Language for standby pay has varied by collective bargaining agreement. The comp plan now provides standby pay at the rate of \$2.25 per hour when the appointing authority requires that an employee be able to report to work in less than one hour. Standby pay is mandatory, if required by the employer, for FLSA non-exempt employees; discretionary for FLSA exempt employees.

4.10 - Call-Back/Call-In Pay

Language for call-back pay has varied by collective bargaining agreement. The Comp Plan now establishes a minimum of two hours pay when called back for duty or called in on an employee's day off. Payment is mandatory for FLSA non-exempt employees and for supervisors when the call-back/call-in work hours plus other work hours cause the supervisory employee to receive mandatory overtime pay under Section 4.03(2)(b)2.

4.16/4.17/4.21/4.22/4.23/4.28 - Supplemental/Add-on Pay

Add-on/supplemental pay language from various bargaining agreements was incorporated into the compensation plan. Supplemental/Add-on pay is discretionary for engineering and related classifications, CPA's, and power plant employees at specific sites. It is mandatory for eligible animal research/vet tech positions at UW-Madison.

A bilingual add-on, not to exceed \$1.00 per hour, was added to the compensation plan for any employee whose position description requires the employee to speak or translate a language other than English. The appointing authority will have sole discretion to approve this add-on.

Section A, 5.00 of the 2009-2011 comp plan, relating to health insurance premiums and retirement contributions, has been stricken from the comp plan for 2011-2013.

Section D – Compensation Provisions for Limited Term Employees (LTEs):

5.00 – Nonresident LTEs

The appointment of an LTE who is *not* a Wisconsin resident may be made with the approval of the DMRS administrator.

Section D, 5.00 of the 2009-2011 comp plan was related to benefit provisions previously. As is the case for permanent and project employees, all references to health insurance premiums and retirement contributions have been stricken from the 2011-2013 comp plan.

Section E – Pay Administration for Non-Broadband Pay Schedules

4.01 - Schedules 07, 11, 14 and 15 (non-broadband)

Pay administration language from collective bargaining agreements was retained, except that:

- a) The POPE (Prior Occupational Professional Experience) hiring rate structure was not retained for Schedule 11 employees, and
- b) In the case of a reallocation resulting from a pay range reassignment, the increase (8% of the applicable pay range minimum or the pay range minimum, whichever is greater) **may** be provided at the discretion of the OSER Director.

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4.02 – Schedules 02, 03, 05, 06 and 12

For the most part, pay administration language from the WSEU collective bargaining agreement was retained. The seniority-based grid for schedule 03 and the LPN/NA structure (schedule 06) were replaced by schedules similar to existing schedule 02 (including range adjustments).

One notable change is that for promotion, reclassification/reallocation, or reinstatement to a higher pay range, the increase is limited to a maximum of the 3 highest range adjustments.

On reinstatement and restoration, pay rate is determined by Admin Code, ER 29.03(6) and (7) respectively.

Section F – Travel

3.05 – Vehicle Transportation

Rather than specifying a mileage reimbursement rate, comp plan indicates the rate “is not to exceed two cents per mile less than the rate paid to federal employees”. If a change is made to the federal rate the OSER Director will have the authority to determine a new mileage reimbursement rate and the effective date of the change.

7.02 – Telephone/Fax/Internet Connectivity

The \$5.00 personal call reimbursement when traveling on business has been removed.

Section G – Miscellaneous Provisions

4.02 – Protective Shoes

Safety shoe allowance of \$30.00.

11.00 – Federal Incentives

Monetary awards may be provided to employees who are working under a federal grant in accordance with the criteria and amounts established within the grant.

Section H – Supplemental Health Insurance Conversion Credits

No change to the provision. Applies to all permanent or project employees in the classified service except Craftworkers (schedule 04). (This provision has never applied to Craftworkers.)

Section I – Pay Administration for Broadband Pay Schedules

4.09 – Reallocation/Reclassification

In the case of a reallocation resulting from a pay range reassignment, the increase (8% of the applicable pay range minimum) **may** be provided at the discretion of the OSER Director.

No other significant changes to language. Former represented classifications that are in a broadband pay schedule will follow these provisions.

Except for the minimum of pay schedule 81-01, minimums and maximums in pay schedules 81 and 70 have been increased by 2% to restore equity among the structures; however, there is no increase to the pay for any employee unless one is required to bring pay to the new pay range minimum.

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Section J – Discretionary Merit Compensation (DMC)

The DMC provisions are similar in concept to the former Discretionary Compensation Awards (DCAs) with the following most notable changes:

- All DMCs must be approved by OSER. Agencies do not have delegation.
- No limited funding this biennium. Agencies will be fully responsible for funding all DMCs.
- Provisions apply to all non-broadbanded positions, excluding Craftworkers and related employees. However, for non-broadbanded positions, DMC is limited to lump sum payment for reason of merit only.
- DMC's for broadbanded positions may be base-building or lump sum and may be for merit, or to address pay equity or retention needs.
- Employees may self-nominate in writing to their supervisors not more than once per fiscal year

Section K – Absences and Continuous Service

2.00 - Continuous Service

Previous contractual language relating to “seniority” is now addressed in this section. The term “adjusted continuous service date” is functionally the same as “seniority” so there are no changes to employees’ seniority date as a result of the creation of this section. The two terms have been used interchangeably and will continue to be used in that fashion.

3.00 - Annual Leave and Sabbatical/Termination Leave

With the exception of Craftworkers, who have never been eligible for sabbatical/termination leave, sabbatical/termination leave eligibility will be the same for all employees and will be in accordance with ch. 230, Wisconsin Statutes and ch. ER 18, Wisconsin Admin. Code.

Annual leave schedules are based upon FLSA status. Annual leave will not change for employees except in the case of certain PSS FLSA exempt classifications which were formerly on the same annual leave schedule as FLSA non-exempt PSS employees. Effective January 1, 2012, PSS FLSA exempt employees will be eligible for additional hours of annual leave as a result of being placed on the exempt schedule.

4.00 - Personal Holiday

There are no changes to Personal Holiday amounts. Language was added to allow for pro-ration of current year Personal Holiday credits for an employee who does not pass original probation. For employees whose original probation crosses into a new calendar year, personal holidays earned in the previous calendar year will not be prorated or repaid. Craftworkers in schedule 04 remain ineligible for personal holidays.

5.00 - Military Leave

Leave provisions are in accordance with chapters 230 and 321, Wis. Stats. Except that employees who are members of the National Guard or a Reserve component of the U.S. armed forces on military leave without pay for duly authorized inactive duty training or active duty training will continue to earn vacation, sick leave and legal holiday credits. This was previously provided by contract for several represented employee groups but is now extended to all employees.

7.00 - Hostage Leave

Language from the WSEU collective bargaining agreement was incorporated into the compensation plan. No change to the language.

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Section Z –Section Z provides all pay schedules for employees covered by this compensation plan:

(http://oser.state.wi.us/section_detail.asp?linkcatid=413,

<http://oser.state.wi.us/subcategory.asp?linksubcatid=1273&linkcatid=413&linkid=27>).

Other Important Topics (not included in the compensation plan):

Transfers – Determined by campus policy.

Overtime/Vacation Scheduling – Determined by campus policy.

Grievances - Determined by OSER policy.

Education/Training time off and reimbursement - Determined by agency policy.

Layoff Procedures – In accordance with [ch. ER-MRS 22](#), Wisconsin Admin. Code. This chapter describes the layoff process and indicates layoff occurs in inverse seniority date by classification. The chapter also includes transfer, demotion and displacement rights (also known as bumping) for employees in lieu of layoff. Those employees with a layoff effective date prior to January 1, 2012 will have restoration rights for a period of five years. Employees laid off after January 1, 2012 will have restoration rights for a period of three years. Reinstatement eligibility for all employees remains at 5 years.

Sick Leave Accrual Rate: The language from the WSEU collective bargaining agreement allowing for accrual of extra sick leave (up to a maximum of 1 extra hour) for each hour in excess of eighty (80) hours in a biweekly pay period was not retained. In accordance with [ch. ER-18](#), Wisconsin Admin. Code, employees shall accrue sick leave at the rate of .0625 of an hour for each hour in pay status, not to exceed 5 hours in a biweekly pay period.