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INTRODUCTION

Pursuant to s. 230.12(1)(a)3., Wis. Stats., provisions governing salary transactions for classified employees, except those in the public safety bargaining unit, are contained in this Compensation Plan. Pay provisions currently contained in this Section (Section A) of the Plan include nonrepresented General Wage Adjustments; Nonrepresented Annualized General Wage Adjustments; Relocation Incentive Awards; Progression Adjustments for Certain Classifications; Pay on Survey Regrade; Supplemental Pay and Overtime Compensation. **General Wage Adjustments will only apply to employees who are not covered by a certified collective bargaining unit.**

1.00 Coverage

The provisions of this Section (Section A) apply to **all project employees and all permanent employees** in the classified service who are not covered by the public safety collective bargaining agreement:

- (a) A "**permanent employee**" is a person who is an employee as a result of an appointment to a position in which permanent status can be attained, whether or not the employee has attained permanent status.
- (b) A "**project employee**" is a person who is an employee as a result of an appointment to a project position under conditions of employment which do not provide for attainment of permanent status. All project employees in the classified service are covered by this Plan.

2.00 Base Pay Adjustments and Lump Sum Awards for Fiscal Years 2015-2016 and 2016-2017

2.01 Nonrepresented General Wage Adjustment (GWA) and Annualized GWA

There is no GWA or Annualized GWA in either fiscal year.

2.02 Schedules 50, 70, 71 and 81 Relocation Incentive Awards

- (1) Effective Dates and Amounts. Noncumulative Relocation Incentive Awards may, at the discretion of the appointing authority, be granted to employees who relocate, pursuant to s. 20.917(1)(a) and (b), Wis. Stats., as a result of promotion or transfer. Noncumulative Relocation Incentive Awards will be granted in the form of one time payments in any whole dollar increment up to an amount equal to 125% of the monthly minimum for the pay range to which the employee's new position classification is assigned. The monthly minimum is calculated as the pay range minimum hourly rate multiplied by 174. The award must be approved at the time of appointment. The appointment letter will specify the amount of the award and indicate that approval is contingent upon reimbursement for his or her moving expenses. The award may be paid at any time within three months after the employee has received such reimbursement.

- (2) Eligibility. Permanent employees covered by this Section (Section A) whose positions are allocated to schedules 50, 70, 71, and 81 and who meet the eligibility criteria for moving expense reimbursement under s. 20.917(1)(a) and (b), Wis. Stats., are eligible for Relocation Incentive Awards provided the employing agency has written criteria approved by Division of Personnel Management (DPM), Bureau of Compensation and Labor Relations. These criteria must ensure that relocation incentive awards will be distributed in a uniform manner throughout the agency or employing unit.
- (3) Funding. These awards are funded from each agency's salary line.

2.03 Annual Progression Adjustments

- (1) Eligibility. All permanent and project employees in positions allocated to classifications specified in (2) below, will be eligible for a base-building progression adjustment, except as follows:
 - (a) An employee whose base pay rate is equal to or greater than the appropriate threshold stated in (2) below.
 - (b) An employee who has received an unsatisfactory performance evaluation within six (6) months prior to the granting date. The denial of a progression adjustment based upon unsatisfactory performance is not grievable under s. 230.12(5)(c), Wis. Stats. Employees must be notified of the unsatisfactory performance in writing, and will receive a new performance evaluation within six (6) months, or prior to the next scheduled progression adjustment date, whichever is sooner. The written notification(s) will include:
 - 1) Details of each occurrence of unsatisfactory performance;
 - 2) Identification of goals and expectations stated in terms that are measurable and which specify how expectations are to be accomplished; and
 - 3) Upon satisfactory completion of the goals and expectations, the supervisor will provide the employee with written notification of satisfactory performance.
 - (c) An employee who has previously received the maximum number of possible progression adjustments in the same classification, except that progression adjustments received while in a project appointment will not count toward the progression adjustment eligibility for a permanent position or another project position.

(2) Amount.

- (a) An eligible employee in a position allocated to one of the following classifications will receive a two-time progression adjustment of \$1.20 per hour on the granting date, subject to the pay range 81-03 minimum.
 - 1) Accountant-Confidential
 - 2) Equal Opportunity Program Specialist
 - 3) Executive Equal Opportunity Specialist
 - 4) Executive Human Resources Specialist
 - 5) Human Resources Specialist
 - 6) IS Support Technician-Confidential
 - 7) IS Professional-Confidential
 - 8) Program & Policy Analyst-Confidential

- (b) An eligible employee in a position allocated to one of the following classifications will receive a one-time progression adjustment of \$1.20 per hour on the granting date, subject to the pay range 81-03 minimum.
 - 1) Budget and Policy Analyst-Agency
 - 2) Budget and Policy Analyst-Division
 - 3) Employee Benefit Plan Policy Advisor-Entry
 - 4) Ethics Specialist
 - 5) Institution Human Resources Director
 - 6) Revenue Economist-Confidential

- (c) An eligible employee in a position allocated to Payroll and Benefit Specialist will receive a two-time progression adjustment of \$1.00 per hour on the granting date, subject to the pay range 81-04 minimum.

- (d) An eligible employee in a position allocated to Research Analyst will receive a two-time progression adjustment of \$1.20 per hour on the granting date, subject to the pay range 08-03 minimum.

- (e) An eligible employee in a position allocated to Economist, Loan Analyst or Public Utility Rate Analyst will receive a one-time progression adjustment of \$1.20 per hour on the granting date, subject to the pay range 08-03 minimum.

- (f) An eligible employee in a position allocated to one of the following classifications will receive a two-time progression adjustment of \$1.20 per hour on the granting date, subject to the pay range 07-03 minimum.
 - 1) Accountant
 - 2) Agriculture Auditor
 - 3) Auditor
 - 4) Consumer Credit Examiner
 - 5) Equal Opportunity Specialist
 - 6) Financial Examiner

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- 7) Fuel Tax & Registration Auditor
 - 8) IS Business Automation Analyst
 - 9) IS Comprehensive Services Professional
 - 10) IS Data Services Professional
 - 11) IS Network Services Professional
 - 12) IS Systems Development Services Professional
 - 13) IS Technical Services Professional
 - 14) Mortgage Banking Examiner
 - 15) Motor Vehicle Program Specialist-Senior
 - 16) Program and Policy Analyst
 - 17) Public Utility Auditor
 - 18) Risk Management Specialist
 - 19) Securities Examiner
 - 20) Urban and Regional Planner
- (g) An eligible employee in a position allocated to one of the following classifications will receive a one-time progression adjustment of \$1.20 per hour on the granting date, subject to the pay range 07-03 minimum.
- 1) Crime Victims Claims Specialist
 - 2) DOA Program Specialist
 - 3) Elections Specialist
 - 4) Emergency Government Specialist
 - 5) Environmental Coordinator
 - 6) Grants Specialist
 - 7) Health Care Rate Analyst
 - 8) Human Services Program Coordinator
 - 9) Insurance Examiner
 - 10) Lottery Customer Service Specialist
 - 11) Natural Resources Bureau Data Coordinator
 - 12) Natural Resources Financial Assistance Specialist
 - 13) PECFA Program Specialist
 - 14) Printing Technician
 - 15) Public Defender Investigator
 - 16) Real Estate Specialist
 - 17) Revenue Agent
 - 18) Revenue Field Agent
 - 19) Technical Writer
 - 20) Tourism Specialist Assistant
 - 21) Trust Funds Specialist
 - 22) Workers Compensation Examiner
- (h) An eligible employee in a position allocated to Insurance Financial Examiner will receive a two-time progression adjustment of \$1.50 per hour on the granting date, **subject to the pay range 07-04 appointment maximum.**

- (i) The individual increase limit provided in s. 230.12(5)(d), Wis. Stats., does not apply to progression adjustments granted pursuant to provisions of 2.03 of this Section (Section A).
 - (j) An eligible employee in a position allocated to Revenue Auditor or Revenue Field Auditor will receive a two-time progression adjustment of \$1.50 per hour on the granting date, **subject to the pay range 07-04 appointment maximum**. Classification titles may be changed only upon the approval of the DPM Administrator.
- (3) Granting Date.
- (a) Progression adjustments for eligible employees will be awarded based on the employee's state service seniority date. Seniority dates will be adjusted (for progression adjustment purposes only) for absence from employment of more than one hundred and seventy four (174) work hours during the period between seniority dates, approved leaves of absence, layoff, and resignation. Adjustment of seniority for the aforementioned reasons may be waived at the discretion of the appointing authority.
 - (b) Progression adjustments will be effective on the first day of the pay period following the employee's seniority date. If the employee's seniority date occurs on the first day of a pay period, the progression adjustment will be effective on that date.
 - (c) An employee who is ineligible for the progression adjustment due to unsatisfactory performance will receive the progression adjustment effective the first day of the pay period following the employee's receipt of the written satisfactory performance evaluation. An employee will not be allowed to receive more than one progression adjustment on a granting date due to such a delay.

2.04 Excise Tax Agents, Special Agents and Criminal Analysts Progression

- (1) Eligibility: Employees in positions allocated to the classifications of Excise Tax Agents, Special Agents and Criminal Analysts are eligible for semi-automatic progression adjustments except for employees who have received an unsatisfactory performance evaluation prior to the employee attaining the next progression level and who have not received written notification that the unsatisfactory performance has been corrected.

Employees must be notified of unsatisfactory performance in writing. The written notification must include:

- (a) Details of each occurrence of unsatisfactory performance.

- (b) Identification of goals and expectations stated in terms that are measurable and which specify how expectations are to be accomplished.

Employees who have received an unsatisfactory performance evaluation will receive a new performance evaluation within six (6) months, or prior to the next scheduled progression adjustment, whichever is sooner.

Upon satisfactory completion of the goals and expectations, the supervisor will, prior to the next scheduled progression adjustment, provide the employee with written notice of satisfactory performance. The employee will receive the next scheduled adjustment in accordance with (3) below.

- (2) Effective Date.

Semi-automatic progression adjustments for eligible employees will be awarded at one (1) year intervals based on the anniversary date of the start date in the class series. The time in class series anniversary date will be adjusted for absence from employment of more than one hundred and seventy four (174) work hours in a six (6) month period, approved leaves of absence, layoff, and resignation. Adjustment of the anniversary date for the aforementioned reasons may be waived at the sole discretion of the appointing authority.

Semi-automatic progression adjustments will be effective on the first day of the pay period following the employee attaining the next progression interval. If the employee attains the next progression interval on the first day of a pay period, the semi-automatic progression adjustment will be effective on that date.

- (3) Amount.

Denial of a semi-automatic progression adjustment will not be arbitrary and capricious and will be supported by documentation as specified in (1) above.

Except as provided below, on the effective date of the semi-automatic progression adjustment, an employee's base pay rate will be increased to the pay rate which is closest to but greater than the employee's current base pay rate, in accordance with the applicable progression schedule provided in Section Z of this Plan.

If eligible, an employee whose semi-automatic progression adjustment was previously denied due to circumstances described in (1) above, will receive an increase to the pay rate which the employee would have attained if the employee would have had satisfactory performance.

2.05 Law Enforcement Dispatcher Progression

(1) Administration. Employees in positions allocated to the classification of Law Enforcement Dispatcher are eligible for a one-time \$1.00 per hour base pay progression adjustment, subject to the maximum of the pay range. Eligible employees will receive the adjustment on the first day of the pay period following a period of one year in the classification.

(2) Funding. All provisions of this progression will be agency funded.

2.06 Pay Range 05-31 and 05-32 Progressions

After completion of the months of adjusted continuous service designated below, employees in positions allocated to classifications in pay ranges 05-31 and 05-32 will be paid the greater of the employee’s current rate of pay or:

| | Pay Range 05-31 | Pay Range 05-32 |
|-----------|------------------------|------------------------|
| 6 months | \$15.69 per hour | Not Applicable |
| 12 months | \$16.19 per hour | Not Applicable |
| 18 months | \$16.68 per hour | Not Applicable |
| 24 months | \$17.17 per hour | \$18.89 per hour |

2.07 Schedule 14 and 15 Progressions

(1) Eligible: Except as noted below, permanent and project employees in positions allocated to entry level classifications assigned to pay ranges 14-14, 14-15 and 15-04 whose base pay rate is less than the applicable threshold (Point C for Construction Representative, Facility Designer, and Hydrogeologist, Point E for all others) are eligible for semi-automatic adjustments as specified in (3) below.

Ineligible: The following employees are not eligible for a semi-automatic progression adjustment:

- (a) Employees who have received an unsatisfactory performance evaluation prior to the employee attaining the next progression level and who have not received written notification that the unsatisfactory performance has been corrected. Employees must be notified of unsatisfactory performance in writing. The written notification must include:
 1. Details of each occurrence of unsatisfactory performance.
 2. Identification of goals and expectations stated in terms that are observable and measurable and which specify how expectations are to be accomplished.

Employees who have received an unsatisfactory performance evaluation will receive a new performance evaluation within six (6) months, or prior to the next scheduled progression adjustment, whichever is sooner.

Upon satisfactory completion of the goals and expectations, the supervisor will, prior to the next scheduled progression adjustment, provide the employee with written notice of satisfactory performance. The employee will receive the next scheduled adjustment in accordance with (3) below.

- (b) Employees who are serving the first six months of an original or promotional probationary period.
- (2) Effective Date.
- (a) Except as provided in (c), below, semi-automatic progression adjustments for eligible employees will be awarded at six (6) month intervals based on the employee's time in the classification series. Time in the classification series will be adjusted for absences from employment of more than one hundred and seventy four (174) work hours per six (6) month progression interval (excluding approved annual leave), approved leaves of absence, layoff, and resignation. Adjustment of time in the classification series for the aforementioned reasons may be waived at the sole discretion of the appointing authority.
 - (b) Semi-automatic progression adjustments will be effective on the first day of the pay period following the employee attaining the next progression interval. If the employee attains the next progression interval on the first day of a pay period, the semi-automatic progression adjustment will be effective on that date.
 - (c) Employees whose pay rate is below point A of the applicable progression schedule will receive their adjustment to point A after one year of service in the classification series. Subsequent progression adjustments will be in accordance with (a) and (b) above.
- (3) Amount.
- (a) Except as provided in (b) below, on the effective date of the semi-automatic progression adjustment, an employee's base pay rate will be increased to the pay rate which is closest to but greater than the current base pay rate, in accordance with the applicable progression schedule provided in Section Z of this Plan.
 - (b) If eligible, an employee whose semi-automatic progression adjustment has been previously denied due to circumstances described in (1)(a) above, and project employees formerly ineligible for an adjustment, will

receive an increase to the greater of the following rates on the effective date of the next scheduled semi-automatic progression increase: the pay rate that is closest to but greater than the employee's current base pay rate or the pay rate that corresponds to the employee's time in the classification series.

2.08 DMV Progression Adjustment

An employee who completes twelve (12) months in pay status as a DMV Customer Service Representative (including former classifications for the same duties) will receive a progression adjustment equal to \$1.40 per hour, subject to the maximum of the pay range. Pay will be effective the first day of the pay period following the date in which the twelve (12) months in pay status is attained. In counting time in paystatus, sixty (60) days will be waived per occurrence of time charged to a s. 230.36 claim or worker's compensation.

All employees in positions allocated to the DMV Customer Service Representative classification will be eligible for the base-building progression adjustment, except an employee who has previously received a \$1.40 per hour progression adjustment prior to the effective date of this Plan or an employee who has received an unsatisfactory performance evaluation prior to attaining twelve (12) months in pay status in the DMV Customer Service Representative classification.

Employees must be notified of the unsatisfactory performance in writing. The written notification will include details of each occurrence of unsatisfactory performance and must identify goals and expectations stated in terms that are measurable and which specify how expectations are to be accomplished including supervisory follow-up in intervals of not more than two (2) months. The two-month period may take absences into consideration.

An employee who has received an unsatisfactory performance evaluation will receive a new performance evaluation within six (6) months. Upon satisfactory completion of the goals and expectations, the supervisor will provide the employee with written notice of satisfactory performance. The employee will receive the progression adjustment effective the first day of the first pay period following the employee's receipt of the written satisfactory performance evaluation.

2.09 Schedule 04 Crafts Worker Pay

Crafts workers in pay schedule 04 will be paid in accordance with the adjusted rate schedule published on the DPM website, based on the vacation schedule selected for the calendar year.

2.10 Fire/Crash Rescue Specialist Progression Adjustment

- (1) Administration. Except as noted below, employees in positions allocated to the classification of Fire/Crash Rescue Specialist will receive a one-time progression adjustment of \$1.00 per hour upon successful completion of 18 months of employment in the classification, including time as a Fire/Crash Rescue Specialist 1 (the previous classification title), subject to a maximum pay rate of \$15.00 per hour. This maximum is based on the federally-funded pay rates allowed for the duties performed. If the maximum is increased prior to June 11, 2017, pay increases occurring after the effective date of the new maximum will be subject to the new maximum. Eligible employees will receive the adjustment on the first day of the pay period following completion of 18 months in the classification.
- (2) Initial Implementation. Except as noted below, employees in pay status whose position is allocated to the classification of Fire/Crash Rescue Specialist who have already successfully completed 18 months of employment as a Fire/Crash Rescue Specialist 1 and/or Fire/Crash Rescue Specialist will receive the \$1.00 per hour adjustment effective June 28, 2015, subject to the \$15.00 per hour maximum.

Employees who previously have held the classification title of Fire/Crash Rescue Specialist 2 or Fire/Crash Rescue Specialist 3 are **not** eligible for the \$1.00 per hour adjustment in (1) and (2) above.

2.11 Revenue Progression

- (1) Eligibility. All permanent and project employees in positions allocated to classifications in the table in (2) below, will be eligible for a base-building progression adjustment, except as follows:

An employee who has received an unsatisfactory performance evaluation within 12 month of the granting date will not be eligible. The denial of a progression adjustment based upon unsatisfactory performance is not grievable under s. 230.12(5)(c), Wis. Stats. Employees must be notified of the unsatisfactory performance in writing, and will receive a new performance evaluation within 12 months. The written notification(s) will include:

- (a) Details of each occurrence of unsatisfactory performance;
- (b) Identification of goals and expectations stated in terms that are measurable and which specify how expectations are to be accomplished;
and
- (c) Upon satisfactory completion of the goals and expectations, the supervisor will provide the employee with written notification of satisfactory performance.

Classification titles may be changed only upon the approval of the DPM Administrator.

- (2) Amount. On the granting date, an eligible employee will receive the amount that corresponds with the employee’s classification and years of adjusted continuous service.

| | 7 year | 10 years | 15 years | 20 years |
|---|---------------|-----------------|-----------------|-----------------|
| Revenue Auditor 3 Revenue Field Auditor 4 Tax Resolution Officer-Office Audit Objective/Senior | \$1.00/hr | | | |
| Revenue Auditor 4 Revenue Field Auditor 5, 6 Tax Resolution Officer – Field Audit Tax Resolution Officer – Corp Office Audit Revenue Tax Specialist 3 | \$1.00/hr | \$1.00/hr | | |
| Revenue Auditor 5, 6 Revenue Field Auditor 7, 8 Tax Resolution Officer – Large Case Revenue Tax Specialist 4, 5 | \$1.00/hr | \$1.00/hr | \$2.00/hr | \$2.00/hr |

- (3) Granting Date.

- (a) Progression adjustments for eligible employees will be awarded based on the employee’s adjusted continuous service date. The service date will be adjusted (for progression adjustment purposes only) for absences from employment of more than 174 work hours during the period between service dates, approved leaves of absences, layoff, and resignation. Adjustments for the aforementioned reasons may be waived at the discretion of the appointing authority.
- (b) Progression adjustments will be effective on the first day of the pay period following the employee’s service date. If that service date occurs on the first day of a pay period, the adjustment will be effective on that date.
- (c) An employee who is ineligible for the progression adjustment due to unsatisfactory performance will receive the adjustment effective the first day of the pay period following the employee’s receipt of the written satisfactory performance evaluation.

- (4) Initial Implementation. Employees who have already attained the required adjusted continuous service for one or more of the progression adjustments prior to implementation will not receive the adjustment(s).

2.12 Department of Corrections Security Pay System

Subject to the review and approval of DPM, the Department of Corrections (DOC) has requested and is authorized to develop a pay system for DOC positions currently classified as Correctional Officer, Correctional Sergeant, Youth Counselor, and Youth Counselor – Advanced. The goal of the system is to strengthen recruitment and retention of individuals in these classifications.

In accordance with ss. 230.12(1)(b) and (5), Wis. Stats., the system will include pay ranges and pay administration features including within range adjustment provisions funded by the agency. The administration features will also include provisions required to effectively implement and administer the program, including but not limited to, establishing pay related to personnel transactions such as promotion, demotion, and transfer. The system will not include any type of General Wage Adjustment.

The pay system effective date will be established by DPM.

2.13 Crafts Worker Pay

- (1) Lead crafts workers will be paid in accordance with 2.09 above, plus they may be provided an additional fifty cents (\$0.50) per hour. Temporary lead crafts workers will be paid in accordance with 2.09 above, plus they may be provided an additional twenty cents (\$0.20) per hour.
- (2) Crafts Worker Supervisors will be paid one dollar (\$1.00) per hour more than the adjusted state rate for the highest paid Craft supervised, or one dollar (\$1.00) per hour more than the adjusted state rate for the craft in which they have journeyman status, whichever is greater.
- (3) Shop Supervisors will be paid one dollar and fifty cents (\$1.50) per hour more than the pay rate established in accordance with (2) above, for the highest paid Crafts Worker Supervisor supervised, or one dollar and fifty cents (\$1.50) per hour more than the adjusted state rate for the craft in which they have journeyman status, whichever is greater.

NOTE: The supervisory add-ons provided under 2.14 above, will always be based on the adjusted state rate for the 100 hours of annual leave. The applicable adjusted state rate is considered to be the base pay rate for pay administration purposes.

2.14 Discretionary Compensation

Discretionary Equity and Retention Adjustments (DERA) and Discretionary Merit Compensation (DMC) shall be granted in accordance with Sections I and J of this Plan, respectively.

3.00 Pay on Regrade

3.01 Individual Position Reallocation or Reclassification

Pursuant to s. 230.09(2)(f), Wis. Stats., the pay rate of an incumbent who is regraded as a result of position reallocation or reclassification will be adjusted as provided in this Section (Section A), and Sections E and I of this Plan. This supersedes s. ER 29.03(3), Wis. Adm. Code.

3.02 Classification and/or Compensation Surveys

The DPM Administrator may, without prior approval of the Joint Committee on Employment Relations (JCOER), establish provisions for determining the pay rate of a regraded employee whose position is reallocated as a result of a compensation survey and/or a classification survey under s. 230.09(2)(b), Wis. Stats., if such provisions are necessary to avoid the creation of pay anomalies. The DPM Administrator may also, for surveys, waive the increase for regrades due to reallocations provided in Sections E and I of this Plan. This authority is subject to the following:

- (1) The pay on regrade for survey reallocations as a result of position reallocation to the same, counterpart or higher pay range will not exceed 12.0% of the new pay range minimum, subject to the maximum of the new pay range.
- (2) The cost of any adjustments provided under (1) above, may be supplemented under s. 20.928, Wis. Stats., as appropriate, with respect to funding source.
- (3) The individual increase limit provided in s. 230.12(5)(d), Wis. Stats., does not apply to base pay adjustments granted pursuant to 3.02 of this Section (Section A).

3.03 Surveys with Different Implementation Dates

The provisions of 3.02 of this Section (Section A) will apply to situations where surveys of an occupational group are conducted in stages requiring different implementation dates. Any pay adjustments resulting from such application of the provisions of 3.02 shall be granted on the effective date of full survey implementation.

3.04 Intervening Adjustments

The intervening Compensation Plan adjustments pursuant to 3.02 of this Section (Section A) may be included in determining pay on reinstatement and pay on restoration.

4.00 Overtime, Supplemental, and Holiday Pay

4.01 Definitions

- (1) **Base pay rate.** The official hourly rate excludes any overtime or supplemental pay. Base pay rate is limited to the pay range maximum; base pay rate plus any supplemental pay received is not limited to the pay range maximum.
- (2) **Compensatory time.** Paid time off the job which is earned and accrued by an employee in lieu of immediate cash payment for overtime. See Chapter 520 of the Wisconsin Human Resources Handbook.
- (3) **Exempt.** Exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).
- (4) **Night hours.** Work hours between the hours of 6:00 p.m. and 6:00 a.m.
- (5) **Nonexempt.** Subject to the overtime provisions of the FLSA.
- (6) **Nonstandard work period.** A regularly recurring period of 336 hours in the form of 14 consecutive 24-hour periods which begins on a day of the week and time established by the appointing authority. Employees assigned a nonstandard work period are those employees who work a fixed schedule of more than 40 hours one week and less than 40 hours the next week.
- (7) **Overtime hours.** For employees assigned a standard workweek, work hours in excess of 40 in a standard workweek. For employees assigned a nonstandard work period except in the area of fire/crash rescue, work hours in excess of 80 hours in a nonstandard work period. Each position is considered separately in determining the number of work hours for employees occupying more than one position. (This definition applies only to employees who are exempt from the overtime provisions of the FLSA. Refer to Chapter 520 of the Wisconsin Human Resources Handbook for the definition of overtime as provided by the FLSA for nonexempt employees.)
- (8) **Premium rate.** The straight rate plus .5 times the regular rate paid the employee.
- (9) **Regular rate.** The average hourly rate actually paid the employee as straight time pay for all hours worked in the workweek or work period, including all remuneration for employment paid to, or on behalf of, the employee, except

any payments specifically excluded from the calculation of the regular rate under the FLSA and related federal regulations.

- (10) **Responsibility hours.** Work hours between the hours of 5:00 p.m. and 7:00 a.m.
- (11) **Standard workweek.** A regularly recurring period of 168 hours in the form of 7 consecutive 24-hour periods which begins on a day of the week and time established by the appointing authority.
- (12) **Supplemental pay.** Pay in addition to the base rate for circumstances not reflected in the base pay rate or pay range. Such circumstances are identified below under 4.05- 4.07, 4.08, 4.09 - 4.10, 4.12 - 4.19, and 4.21 – 5.51.
- (13) **Weekend hours.** Work hours on Saturday and Sunday.
- (14) **Work hours.** Work time as directed by the appointing authority during which an employee must be on duty and at a prescribed place of work. In determining overtime hours for nonexempt employees, work hours means hours worked as defined in Chapter 520 of the Wisconsin Human Resources Handbook.

4.02 General Policy

- (1) **Usage.** Overtime and supplemental pay is to be held to a minimum consistent with the needs of the service. It is the responsibility of each agency to utilize other available alternatives before assigning employees to work hours that will require such pay.
- (2) **Records.** All cash overtime and supplemental pay will be separately recorded on payroll and will cease to be payable when no longer applicable.
- (3) **Application for Absences, Termination, or Cashing Annual Leave.**

Overtime or supplemental pay that is a base-building amount which is not automatically provided for all hours in work status or that is a lump sum payment, will not be paid to an employee absent or on leave with pay (vacation, sick leave, military leave, etc.) during the period in which the employee would otherwise be scheduled to work, or be included in computing lump sum payments for leave credit balances upon termination. **No overtime or supplemental pay** will be included for computing cash payments for employees selecting the cash option for annual leave (reference s. ER 18.02(5)(b)3., Wis. Adm. Code).

- (4) **Salaried Employees.** Employees who meet the duty and discretion test for exemption from the overtime provisions of the FLSA as professional, administrative, or executive employees must be paid on a "salary basis" as defined in the federal regulations and explained in Chapter 520 of the

Wisconsin Human Resources Handbook. Exceptions to the requirement to be paid on a salary basis may be granted by the Director, Bureau of Compensation and Labor Relations.

NOTE: Refer to 4.20 of this Section (Section A) for overtime and supplemental pay for project employees; Section B, 3.07 of this Plan for overtime and supplemental pay for unclassified employees; and Section D, 4.00 of this Plan for overtime and supplemental pay provisions for limited term employees (LTEs).

4.03 Overtime for Permanent Employees

Employees are categorized as exempt or nonexempt in accordance with FLSA. Refer to the most current "Alphabetical Listing of Classifications" for the normal categorization of employees by "class title." Unless an exception applies, for purposes of this Section (Section A), employees in titles designated as exempt (E) will be treated as exempt and employees in titles designated as nonexempt (N) or mixed (M) will be treated as nonexempt. Refer to Chapter 520 of the Wisconsin Human Resources Handbook for an explanation of exempt and nonexempt status under the FLSA, and for information on exceptions to the normal FLSA categorization of employees by classification title.

- (1) **Overtime for Nonexempt Employees.** Overtime pay for employees who are nonexempt from the overtime provisions of the FLSA will be paid for work hours in accordance with those provisions and related federal regulations, except Fire/Crash Rescue Specialists will be paid overtime at the premium rate only after they exceed 106 hours of work hours in a biweekly pay period. Categorizing employees as exempt or nonexempt will be in accordance with the FLSA. In general, categorization is based on each employee's employment situation with an agency, regardless of the number of positions occupied by the employee in the agency. For employees functioning in an executive, administrative, or professional capacity, categorization cannot be based on the functions performed for the agency in any single workweek or work period. Temporary assignments of short duration will not normally affect the exempt or nonexempt status of employees. Refer to Chapter 520 of the Wisconsin Human Resources Handbook for specific information on the overtime provisions and record keeping requirements for nonexempt employees under the FLSA.
- (2) **Overtime for Exempt Employees.**
 - (a) The overtime pay status of permanent employees who are exempt from the overtime provisions of the FLSA will be determined in accordance with the following table. The table shows the overtime pay status of employee groups broken down by Data Processing (DP) Unit Code that may be paid up to 1-1/2 times the number of overtime hours in cash or compensatory time. For all other DP codes, overtime may be paid up to the straight rate in cash or compensatory hours.

| OVERTIME PAY STATUS TABLE FOR EXEMPT EMPLOYEES | | |
|---|---------------------|---|
| Employee Group or Unit | DP Unit Code | Overtime Pay Status |
| Confidential (Nonprofessional) | (97) | Up to the premium rate or up to time off at 1-1/2 times the # of overtime hours. (Permissive) See additional provisions for 'Limited Circumstances When Supervisors Must Receive Overtime Compensation,' 4.03(2)(b)2. of this Section (Section A). |
| Patient Care | (11) | |
| Supv./Conf. (Nonprofessional) | (96) | |
| Supervisory (Nonprofessional) | (16) | |
| Supv./Conf. (Professional) | (98) | |
| Supervisory (Professional) | (17) | |
| Forensic Scientist in the DOJ State Crime Lab | (15) | |

***NOTE: This table applies only to employees who are exempt from the overtime provisions of the FLSA.** See Chapter 520 of Wisconsin Human Resources Handbook for record keeping requirements pertaining to exempt employees under the FLSA.

(b) Provisions for Permanent Salaried Employees.

1. General Policy Regarding Payment for Overtime Worked by Salaried Employees.

The salaries paid to employees included in the Overtime Pay Status Table are generally intended to compensate for the total responsibilities of the position regardless of the number of hours worked. However, circumstances may exist where time off or cash payment for overtime hours is appropriate. Time off or cash payment authorized may be granted to exempt employees at the discretion of the appointing authority except where additional compensation is required. (See Limited Circumstances When Supervisors Must Receive Overtime Compensation, 4.03(2)(b)2. of this Section.)

The following factors will be used by agencies as a basis to establish practices for additional compensation for overtime hours:

- a. The number of additional hours of scheduled work required by the employer on a frequent and recurring basis (i.e., if only a few overtime hours are worked on an occasional basis, additional compensation should not normally be granted).

- b. The standards or expectations of the occupational area (i.e., in some occupations it is customary to work overtime hours without additional payment).
 - c. The status of additional compensation for overtime hours paid to subordinates or comparable employees (i.e., the employee is supervising staff earning additional compensation for overtime hours, or the employee is working under similar conditions with employees comparable to employees in the category who are earning additional compensation for overtime hours).
2. Limited Circumstances When Supervisors Must Receive Overtime Compensation.

If **all** of the following conditions apply to a supervisor included in the 'Overtime Pay Status Table for Exempt Employees' (see previous page), the supervisor must be paid overtime compensation in accordance with 3. below:

- a. The supervisor's position is assigned to pay range 81-04 or a counterpart pay range in a different schedule or lower; or, the supervisor's position is allocated to one of the following classifications: Engineering Specialist Supervisor or Engineering Specialist-Transportation Supervisor;
 - b. The supervisor is directed to work hours in addition to his/her normal work hours and such additional work hours result in overtime hours;
 - c. The purpose of the additional work hours is to supervise employees who also are directed to work additional hours;
 - d. The additional work hours of the employees supervised generate overtime compensation for that workweek or work period; and
 - e. The additional work hours of both the supervisor and employees supervised are generated by the same cause or situation.
3. Calculating Overtime Compensation When Supervisors Must Receive Overtime Compensation Under the Limited Circumstances Set Forth in 2., above.
- a. Employees in professional supervisory (DP Unit Code 17) and professional confidential/supervisory (DP Unit Code 98) positions will be compensated on an hour-for-hour basis at no

less than their regular rate of compensation in cash or equivalent time off.

- b. Employees in nonprofessional supervisory (DP Unit Code 16) and nonprofessional confidential/supervisory (DP Unit Code 96) positions will be compensated at the premium rate or granted time off at the number of overtime hours multiplied by 1.5.

(3) General Administrative Provisions.

- (a) Appointing authorities will have discretion to approve scheduled use of time off earned in lieu of cash payment for overtime hours.
- (b) Time off earned in lieu of cash payment for overtime hours which cannot be scheduled by the appointing authority within 12 months after the end of the calendar year in which the time is earned will be paid in cash at the employee's current regular rate times the unused time off hours earned.
- (c) Payment of overtime will be in addition to the premium rate paid for holiday work incurred during the established workweek or work period.

4.04 Overtime During a Declared Emergency

During a declared emergency under ss. 20.922(2) and 20.901(1)(b), Wis. Stats., employees who are not required to respond to declared emergencies as part of their broader job responsibilities may be temporarily assigned to perform duties which are not normally performed or which are not described in the employee's position description. When such assignments result in overtime hours which are directly attributable to the declared emergency, the employee will receive the premium rate or will be credited with compensatory time off at the rate of 1.5 hours for each overtime hour worked. For more information, refer to Chapter 520 of the Wisconsin Human Resources Handbook.

4.05 Night Differential for Permanent Employees

- (1) Eligibility.

Subject to (2) below, all permanent classified employees are eligible except for employees who are eligible to receive pay under 4.07 of this Section (Section A) or are classified as Fire/Crash Rescue Specialist, Fire/Crash Rescue Specialist – Crew Chief, or Fire/Crash Rescue Supervisor.

NOTE: For provisions relating to supplementary pay for project employees see 4.20 of this Section (Section A).

- (2) General Administrative Provisions.
 - (a) The payment of Night Differential is mandatory for all qualifying work hours of employees who are FLSA nonexempt.
 - (b) The payment of Night Differential is at the discretion of the appointing authority for all qualifying work hours of employees who are FLSA exempt.
- (3) Rate.
 - (a) Forty-five cents (\$0.45) per hour for all night hours worked (i.e., work hours between the hours of 6:00 p.m. and 6:00 a.m.).
 - (b) Work hours are defined as work time as directed by the appointing authority during which an employee must be on duty and/or at a prescribed place of work. In determining overtime hours for nonexempt employees, work hours means hours as defined in Chapter 520 of the Wisconsin Human Resources Handbook.

4.06 Weekend Differential for Permanent Employees

- (1) Eligibility.

Subject to (2) below, all permanent classified employees are eligible, except those in schedule 04 or who receive pay under 4.42 of this Section (Section A) or are classified as Fire/Crash Rescue Specialist, Fire/Crash Rescue Specialist – Crew Chief, or Fire/Crash Rescue Supervisor.

| |
|---|
| <p>NOTE: For provisions related to supplementary pay for project employees see 4.20 of this Section (Section A).</p> |
|---|

- (2) General Administrative Provisions.
 - (a) The payment of Weekend Differential is mandatory for all qualifying work hours of employees who are FLSA nonexempt.
 - (b) The payment of Weekend Differential is at the discretion of the appointing authority for all qualifying work hours of employees who are FLSA exempt.
- (3) Rate.
 - (a) Sixty cents (\$0.60) per hour for all weekend work hours (i.e., work hours on Saturday and Sunday).

- (b) Work hours are defined as work time as directed by the appointing authority during which an employee must be on duty and/or at a prescribed place of work. In determining overtime hours for nonexempt employees, work hours means hours as defined in Chapter 520 of the Wisconsin Human Resources Handbook.

4.07 Responsibility Differentials for Permanent Positions in Certain Nursing Related Classifications

- (1) Eligibility. Subject to (3) below, all permanent classified employees providing professional nursing care when the availability of medical and professional support staff is reduced and who meet the criteria in (a) through (c), below:
 - (a) Are in positions allocated to classifications assigned to Schedule 11; or
 - (b) Are classified as Director of Nursing, Health Services Nursing Coordinator, Nursing Administrator, Nursing Practitioner-Management, or Nursing Supervisor; and
 - (c) Are not day shift employees.

NOTE: For provisions related to supplementary pay for project employees see 4.20 of this Section (Section A).

- (2) Definitions:
 - (a) “Work hours” are defined as work time as directed by the appointing authority during which an employee must be on duty and/or at a prescribed place of work.
 - (b) “Day shift” means a shift that starts at or after 6:00 a.m. and before 12:00 noon.
 - (c) “Permanent pm/night shift rotation” means a schedule that will include both pm and night shifts, as determined by the needs of the appointing authority.
- (3) General Administrative Provisions.
 - (a) Employees eligible to receive pay under this provision are not eligible for the Night Differential provided under 4.05 of this Section (Section A).
 - (b) The payment of Responsibility Differential is mandatory for:
 - 1. All qualifying work hours of employees who are FLSA nonexempt; and

2. Employees in positions allocated to classifications in Schedule 11.
 - (c) The payment of Responsibility Differential is at the discretion of the appointing authority for all other eligible employees in classifications listed in (1)(b), above.
- (4) Rate. The Responsibility Pay rate will be determined based on the work hours and, if applicable, the shift or assigned responsibility, as specified below:
 - (a) One dollar and forty cents (\$1.40) per hour for work hours between 5:00 p.m. and 7:00 a.m. for employees other than Nursing Consultants at the Department of Health Services. For Nursing Consultants at the Department of Health Services, the eligible work hours are between 7:00 p.m. and 7:00 a.m.
 - (b) An amount of two dollars and fifty cents (\$2.50) per hour in addition to (a) above, for hours worked between 5:00 p.m. and 7:00 a.m. for employees in positions identified by the employing unit as:
 1. Permanent p.m. or night shift; or
 2. Permanent p.m./night shift rotations; or
 3. Employees who commit to or are assigned to work p.m., nights or p.m./nights for a two (2) month period; and
 4. Weekend Nurses as defined in 4.42 of this Section (Section A), must commit to such shifts under 1 through 3 for a six (6) month period to be eligible.
 - (c) An employee in the Nurse Clinician, Nursing Specialist, or Therapist classification series who is assigned supervisory responsibilities during periods when the appointing authority determines that a supervisory employee should be readily available on the premises but is not, shall be paid an additional add-on of one dollar and fifteen cents (\$1.15) per hour. The payment shall be limited to one employee in each unit who shall be designated by the Employer.

4.08 Crafts Worker Spray Painting Add-on

The statewide pay rate add-on for spray painting shall be fifty cents (\$0.50) per hour.

4.09 Standby Pay

- (1) Except as noted in (2) below, when the appointing authority requires that an employee be available for work and be able to report to work in less than one hour, the appointing authority may grant standby pay for each hour in standby status at the rate of \$2.25 per hour. Standby pay is mandatory (if required by the appointing authority) for FLSA nonexempt employees.
- (2) Department of Revenue lottery drawing and security staff required to be on standby for a drawing may be granted standby pay of \$20 per standby assignment.

4.10 Call-Back/Call-In Pay

The appointing authority may guarantee a minimum of two hours pay when an emergency situation exists and an employee is called back for duty or called in on the employee's day off. The guaranteed minimum of two hours pay will be mandatory for:

- (1) Nonexempt employees; and
- (2) Supervisory employees when call-back/call-in work hours plus other work hours cause the employee to receive mandatory overtime pay under 4.03(2)(b)2 of this Section (Section A).

4.11 Holiday Premium

Compensatory time off or payment at the premium rate will be granted for holiday work hours as provided in s. 230.35 (4)(b), Wis. Stats., except as noted in Section C and K of this Plan.

4.12 Supplemental Pay for Psychologists

- (1) Subject to the eligibility requirements of (3) below, an add-on may be provided to an employee whose position has been allocated to one of the following classifications:

Psychologist-Licensed
Psychologist-Licensed-Chapter 980
Chief Regional Psychologist
School Psychologist
School Psychologist – Senior
Psychological Associate
Psychologist Supervisor
Psychologist Supervisor – Chapter 980
Psychologist Supervisor Management
Psychologist Manager
Psychologist Chief

- (2) The appointing authority has the sole discretion to approve, modify or deny the add-on amount based on external market conditions affecting the recruitment and retention of employees with doctorates in the psychology subspecialty required by the position. Such amounts may differ by geographic area and by subspecialty. Differences in add-on amounts may **not** be based on differences in the level of managerial or supervisory functions performed. These differences are reflected in the base pay range assignment of the classification. Pursuant to s. 230.12(1)(c), Wis. Stats., supplemental pay may not be granted for circumstances reflected by the base pay rate or range.
- (3) In order to be eligible for the add-on, the employee must possess a recognized Doctorate in Psychology or a related field such as Behavioral Disabilities. Employees who possess an equivalent to a Doctorate, as evidenced by licensure by the Psychology Examining Board, will also be eligible.
- (4) The add-on will be an amount not to exceed \$6.89 per hour for Chapter 980 classifications and not to exceed \$5.26 per hour for all other classifications. The Psychologist add-on will be effective at the beginning of the first pay period following receipt by the appointing authority of proof of such Doctorate or licensure.

4.13 Supplemental Pay for Attorney Supervisory and Managerial Positions

- (1) This supplemental pay provision applies to Attorney positions allocated to Supervisory, Confidential/Supervisory or Management classifications who supervise one or more permanent Attorney positions.
- (2) The actual responsibility add-on amount paid to an employee may be any amount up to the maximum rate. The maximum rate allowable will not exceed **\$2.75 per hour**.
- (3) The appointing authority has the discretion to grant or adjust supplemental pay subject to the maximum allowable amounts based on their analysis of the organizational structure, internal and external relationships, size of staff supervised and any other reasonable criteria deemed appropriate. The agency will immediately discontinue the add-on when the Attorney is no longer employed in a position allocated to a supervisory or managerial classification. Failure to do so will result in a salary overpayment that must be recovered by the appointing authority.

4.14 Supplemental Pay for Teachers, Teacher Supervisors, Education Directors, and Juvenile Education Directors

- (1) An add-on amount may be paid to supplement the base pay of an employee whose position is allocated to the Teacher, Teacher Supervisor, Education Director, or Juvenile Education Director classifications, based on credits earned from an accredited technical college, college or university over and

above those needed for basic certification as a teacher or education director, including provisional licenses, as provided in the schedule below.

- (2) In order to be eligible for the add-on, the appointing authority must make a determination that the additional credits on which the add-on is based are relevant to the duties and responsibilities of the position. The appointing authority will have the discretion to determine the relevance of the credits.
- (3) When an eligible employee successfully completes one of the following, the employee shall be eligible for a Professional Development Step as provided in the table below:
 - (a) A job-required professional development plan, pursuant to chapter PI 34, Wis. Adm. Code;
 - (b) Six credits as part of the job-required professional development plan; or
 - (c) Six job-relevant credits excluding the first six of any professional development plan.
 - (d) An employee will not receive an additional step under (a) above, if credits involved were used to receive a step under (b) above.
- (4) If granted, the add-on will be effective at the beginning of the first pay period following receipt by the appointing authority of proof that the relevant credits were earned.
- (5) If the incumbent moves from the position for which an add-on amount has been determined to be appropriate to a position not allocated to one of these classifications, the add-on shall cease. If the incumbent moves to another position allocated to one of these classifications, the appointing authority shall re-evaluate the additional credits beyond those needed for basic certification, including provisional licenses, and establish which are relevant to the new position. It is on these credits that any add-on to be applied will be based.

| TEACHER, TEACHER SUPERVISOR, EDUCATION DIRECTOR AND JUVENILE EDUCATION DIRECTOR SUPPLEMENTAL PAY AMOUNTS | | | | | | | | | |
|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| HOURLY ADD-ON AMOUNTS | | | | | | | | | |
| | \$0.97 | \$1.22 | \$1.47 | \$1.72 | \$1.97 | \$2.22 | \$2.47 | \$2.72 | \$2.97 |
| NUMBER OF CREDITS BEYOND BACHELOR'S DEGREE | | | | | | | | | |
| Bachelor's Degree plus: | 6 | 12 | 18 | 24 | 30 | 36 | 42 | 48 | 54 |
| Professional Development Plan Steps: | A | B | C | D | E | F | G | H | I |

The above add-on amounts apply only to classifications eligible for the supplemental pay add-on.

4.15 Supplemental Pay for Dentists, Physicians, and Psychiatrists

Permanent and project employees whose positions require the possession of a license to practice medicine pursuant to s. 448.05, Wis. Stats., are covered by 4.15(1) of this Section (Section A). These positions are classified as Physician, Physician Supervisor, Physician Management, Psychiatrist, Psychiatrist Supervisor, or Psychiatrist Management. Permanent and project employees in positions classified as Dentist Supervisor, Dentist Management, Physician Supervisor, Physician Management, Psychiatrist Supervisor or Psychiatrist Management are covered by 4.15(2).

(1) Supplemental Pay for Board Certification and Board Certification Eligibility.

Subject to (a) through (e) below, the appointing authority has the authority to determine supplemental pay in accordance with the schedule of supplemental pay amounts provided under (f) below, for Board Certification eligibility or Board Certification.

- (a) Board Certification Eligibility. An employee in a position for which the appointing authority requires Board Certification and who has been certified by the appropriate Medical Specialty Board as having achieved the required Board Certification eligibility may be granted supplemental pay up to the amount shown in the table below, at the discretion of the appointing authority. No credit will be given for Board Certification eligibility in a specialty not directly related to the employee's position, as determined by the appointing authority.
- (b) Board Certification. An employee in a position for which the appointing authority requires Board Certification and who has been certified by the appropriate Medical Specialty Board for the required certification may be granted supplemental pay within the range provided in the table below. No credit will be given for Board Certification in a specialty not directly related to the employee's position, as determined by the appointing authority.
- (c) Supplemental pay may only be granted upon receipt of written evidence of Board Certification eligibility or Board Certification. All supplemental pay adjustments will be effective at the beginning of the pay period following the determination by the appointing authority that the employee has presented sufficient evidence of the Board Certification eligibility or Board Certification required for the position. Supplemental pay will be discontinued by the appointing authority whenever the Physician or Psychiatrist is no longer employed in a position for which the appointing authority requires the Board Certification.

- (d) Any employee who was already receiving supplemental pay for Board Certification on November 26, 1995, in an amount that was greater than fifteen percent (15%) of the minimum of the pay range that took effect on November 26, 1995, will retain at least that amount while in the position the employee occupied on that date.
- (e) Employees eligible for supplemental pay are limited to one supplemental pay amount to reflect either Board Certification Eligibility or Board Certification. There will be no pyramiding of supplemental pay provided in accordance with these provisions (Section A, 4.15(1) of this Plan).
- (f) Schedule of Supplemental Pay Amounts for Board Certification and Board Certification Eligibility.

| Schedule of Supplemental Pay Amounts for Board Certification And Board Certification Eligibility | | |
|---|------------------------------------|-------------------------|
| Classification | | |
| | Board Certification Eligibility | Board Certification |
| Physician Physician Supv. (Physician Mgt.) | NTE \$6.51/hr. | \$9.76/hr - \$19.50/hr |
| Psychiatrist Psychiatrist Supv. Psychiatrist Mgt. | NTE - \$7.10/hr | \$10.65/hr - \$21.27/hr |

- (2) Supervisory/Management Responsibility.
 - (a) Because of the variety of existing and potential future positions assigned supervisory or management responsibility, supplemental pay will be based upon such factors as organizational status, structure of the work environment, program scope and complexity, decision-making authority, policy-setting authority or any other reasonable factors. The added supplemental pay will relate to either of the two categories listed in the table below based on the designation (i.e., Supervisor or Management) in the employee’s classification title.

| Schedule of Supplemental Pay Amounts for Supervisory and Management Responsibility | | |
|---|------------------|-------------------|
| Pay Range (Classification) | | |
| | Supervisory | Management |
| Pay Range 50-50 (Dentist Supv.) (Dentist Mgt.) | NTE - \$5.28/hr. | NTE - \$15.65/hr. |
| Pay Range 50-51 (Physician Supv.) (Physician Mgt.) | NTE - \$6.46/hr. | NTE - \$19.32/hr. |
| Pay Range 50-52 (Psychiatrist Supv.) (Psychiatrist Mgt.) | NTE - \$7.03/hr. | NTE - \$21.06/hr. |

(b) Supplemental pay for supervisory/management responsibility may be granted, increased, or reduced based upon changes in assigned responsibilities. This type of change is not considered a promotion or demotion and, therefore, within range base pay increases will not be granted.

(c) Effective Dates.

All supplemental pay adjustments will be effective at the beginning of the pay period following the determination by the appointing authority that such adjustments are warranted in accordance with this Section (Section A). Supplemental pay will cease whenever the employee is not employed in a position requiring supervisory or management responsibility.

(3) Medical Officer of the Day Pay.

Physicians or Psychiatrists assigned as Medical Officer of the Day are responsible for all aspects of the institution's medical program on weekends and from 4:30 p.m. to 7:45 a.m. on weekdays. During these time frames, the Medical Officer of the Day is assigned both on-site responsibilities (e.g., doing rounds, making medical judgments on admissions, responding to general ward problems, etc.) and off-site responsibilities (e.g., discussing changed status of patients, prescribing treatment and medications, renewing medical orders, responding to general ward problems, etc.). Compensation for Medical Officer of the Day off-site or on-site standby duties may, upon approval of the DPM Administrator, be set at a rate not to exceed the usual and customary fee for such service as reflected by appropriate pay policies in the health treatment industry.

4.16 Supplemental Pay for Engineering Related Classifications

- (1) An add-on amount of \$0.30 per hour may be paid to supplement the base pay of an employee whose position is allocated to a classification in schedule 14 or one of the management or supervisory engineering and related classifications based upon the employee's possession of a license or registration as an Agricultural Engineering Practitioner, Professional Geologist, Professional Hydrologist, Professional Soil Scientist, Petroleum Operations Engineer, or Wisconsin Registered Interior Designer.
- (2) An add-on amount of \$0.30 per hour may be paid to supplement the base pay of an employee whose position is allocated to the Construction Coordinator Supervisor based on the employee's possession of an Asbestos Supervisor certification from the Wisconsin Department of Health Services.
- (3) An add-on of \$1.00 per hour may be paid to supplement the base pay of an employee whose position is allocated to a classification in schedule 14 or one of the management or supervisory engineering and related classifications based upon the employee's possession of a Designer of Engineering Systems permit, an Architect registration or for licenses as a Land Surveyor, Professional Engineer, and Landscape Architect.
- (4) The appointing authority will have the discretion to determine the relevance of the registration or permit to the position held and to authorize the hourly add-on. If granted, the add-on will be effective at the beginning of the first pay period following receipt by the appointing authority of proof that the registration or permit has been obtained and is currently held.
- (5) If the incumbent moves from the position for which an add-on has been approved by the appointing authority to a position not allocated to one of the authorized classifications, the add-on will cease. If the incumbent moves to another position allocated to one of the authorized classifications, the appointing authority of the new position has the discretion to determine whether the add-on will be continued in the new position. If an employee receiving an add-on ceases to hold a current registration or permit as the result of expiration or revocation, the add-on will cease effective at the beginning of the first pay period following the expiration or revocation date.

4.17 Certified Public Accountant (CPA) Add-On

- (1) CPA Add-On (Pre-Certification). An add-on amount of twenty-five cents (\$0.25) per hour may be paid to supplement the base pay of an eligible employee whose position is allocated to Accountant, Auditor, agency-specific professional fiscal (schedule 07) classifications, or one of the professional confidential, supervisory, or management fiscal classifications based upon the employee's successful completion of the Certified Public Accountant (CPA) examination and possession of the CPA "Notification of Grades." To be eligible for the add-on, all three of the following criteria must be met:

- (a) The employee must be in a position that is allocated to Accountant, Auditor, agency-specific professional fiscal (schedule 07) classifications, or one of the following professional confidential, supervisory, or management fiscal classifications: Accountant-Confidential, Auditor-Confidential, Financial Program Supervisor, Financial Officer, Financial Manager, Financial Management Supervisor, or agency-specific professional fiscal classification;
 - (b) The employee must successfully complete the CPA examination and possess the CPA "Notification of Grades" from the Department of Safety and Professional Services or another state; **and**
 - (c) The CPA-related knowledge must be relevant to the position's assigned duties and responsibilities.
- (2) CPA Add-On (Post-Certification). Upon earning the CPA certification, an additional add-on amount of twenty-five cents (\$0.25) per hour may be granted to an employee to bring the employee's total add-on amount up to fifty cents (\$0.50) per hour. To be eligible for this additional add-on amount, all three of the following criteria must be met:
- (a) Except as indicated in (3) below, the employee must be in a position that is allocated to Accountant, Auditor, agency-specific professional fiscal (schedule 07) classifications, or one of the following professional confidential, supervisory, or management fiscal classifications: Accountant, Auditor, Financial Program Supervisor, Financial Officer, Financial Manager, Financial Management Supervisor, or agency-specific professional fiscal classification;
 - (b) The employee must possess a current certificate from the Department of Safety and Professional Services or another state as a Certified Public Accountant; **and**,
 - (c) The CPA-related knowledge must be relevant to the position's assigned duties and responsibilities.
- (3) On a case-by-case basis, an appointing authority may request DPM's approval of CPA add-on eligibility for positions not allocated to the classifications identified in 4.17(2)(a).
- (4) The appointing authority will have the discretion to determine the relevance of the successful completion of the CPA examination or CPA certification to the position held and to authorize the hourly add-on.
- (5) If an add-on is granted, it will take effect at the beginning of the first pay period following the appointing authority's receipt of proof that the CPA examination has been successfully completed or proof that the CPA certification has been obtained and is currently held.

- (6) If the incumbent moves from the position for which an add-on has been approved by the appointing authority to a position not allocated to one of the authorized classifications, the add-on will cease. If the incumbent moves to another position allocated to one of the authorized classifications, the appointing authority of the new position has the discretion to determine whether the add-on will be continued in the new position, based on the criteria noted above. If an employee receiving an add-on ceases to hold a current certification as the result of expiration or revocation of such certification, the add-on will cease effective at the beginning of the first pay period following the expiration or revocation date.

4.18 Certified General Appraiser Add-On

An add-on amount of thirty cents (\$0.30) per hour may be paid to supplement the base pay of an eligible employee in a position of which the primary responsibility is property assessment or real estate appraisal, based on the employee's possession of a current certification as a Certified General Appraiser from the Department of Safety and Professional Services.

- (1) To be eligible for the add-on, the following conditions must be met:
 - (a) The employee must be in a position of which the primary responsibility is property assessment or real estate appraisal;
 - (b) The employee must possess a current certification as a Certified General Appraiser from the Department of Safety and Professional Services; and
 - (c) The General Appraiser Certification must be relevant to the position's assigned duties and responsibilities.
- (2) DPM will establish and maintain the list of classifications that qualify for the Certified General Appraiser Add-On.
- (3) The appointing authority will have the discretion to determine the relevance of the certification to the position held and to authorize the hourly add-on.
- (4) If an add-on is granted to an employee, it will take effect at the beginning of the first pay period following the appointing authority's receipt of proof that the certification has been obtained and is currently held.
- (5) If the incumbent moves from the position for which an add-on has been approved by the appointing authority to a position not allocated to one of the authorized classifications, the add-on will cease. If the incumbent moves to another position allocated to one of the authorized classifications, the appointing authority of the new position has the discretion to determine whether the add-on will be continued in the new position, based on the criteria noted above. If an employee receiving an add-on ceases to hold a current certification as the result of expiration or revocation of such certification, the add-on will cease effective at the beginning of the first pay period following the expiration or revocation date.

4.19 Supplemental Pay Program for Revenue Field Auditor and Related Classifications

- (1) The Department of Revenue (DOR) will implement a supplemental pay program for employees in positions allocated to the following classifications:

Revenue Field Auditor 1–5 (Audit Bureau, Excise Field Audit Section);
Revenue Field Auditor 3–6 (Audit Bureau, Field Audit Section-District);
Revenue Field Auditor 5–8 (Audit Bureau, Field Audit Section-Large Case);
Revenue Field Auditor 5–8 (Audit Bureau, Technical Services Section);
Revenue Field Auditor 5–8 (Utility and Special Taxes Bureau);
Revenue Tax Specialist 2–3 (Fraud Unit, Special Investigations Section);
Revenue Tax Specialist 1–5 (Administration, Technical Services Section);
Tax Conferee Field Audit/Large Case/Large Case-Senior (Office of Appeals);
Revenue Field Auditor 6 (Division of State & Local Finance);
Revenue Management Supervisor;
Revenue Administrative Manager;
Administrator, Division of Income, Sales and Excise Tax;
and other revenue field auditor-related supervisory or managerial classifications with responsibility for directing positions performing or reviewing revenue field audits.

Consideration of abolished or new classifications, or new organizational units, must be approved by the DPM Administrator.

- (2) The appointing authority will have the discretion to grant or adjust add-ons, subject to the maximum allowable amount, based on the following amounts and criteria developed by the appointing authority. Such criteria must be approved by the DPM Administrator prior to the granting of any add-ons under these provisions.

Supplemental Pay Amounts for Each Skill Level Attained:

| | |
|---------------|--------------|
| Skill Level 1 | \$ 1.00/hour |
| Skill Level 2 | \$ 1.00/hour |
| Skill Level 3 | \$ 1.00/hour |
| Skill Level 4 | \$ 1.00/hour |

- (3) Differences in add-on amounts may not be based on differences in the level of managerial or supervisory functions performed. These differences are reflected in the base pay range assignments of the classifications. Pursuant to s. 230.12(1)(c), Wis. Stats., supplemental pay may not be granted for circumstances reflected by the base pay rate or range.
- (4) Any add-on granted to an employee will take effect at the beginning of the first pay period following the appointing authority’s approval of the add-on.

- (5) Any add-on will be immediately discontinued when the employee is no longer employed in the position for which the add-on was approved.
- (6) An employee's covered classification anniversary date may be adjusted for absences from employment of more than one hundred seventy four (174) work hours per one year of experience (excluding approved annual leave), approved leaves of absence, layoff, and resignation at the sole discretion of the appointing authority.

Effective June 28, 2015, the above add-on will be terminated, and employees will no longer be eligible for the add-on. Also effective June 28, 2015, any eligible employee who was receiving an add-on under the above provisions will receive a base pay increase equal to the amount of add-on being received as of June 27, 2015.

4.20 Overtime Compensation and/or Supplemental Pay for Project Employees

Except as provided in 4.04 (Overtime During a Declared Emergency) of this Section (Section A), project employees must receive the same overtime compensation and/or supplemental pay as permanent employees in the same class. Each position is considered separately in determining the number of work hours for employees occupying more than one position unless the FLSA requires that the work hours be considered jointly.

NOTE: See Section E, 2.00 and Section I, 4.04 of this Plan for provisions relating to pay upon appointment to project positions.

4.21 Supplemental Pay Program for Certain Power Plant Classifications

- (1) This supplemental pay program applies to employees in positions allocated to the Power Plant Assistant, Power Plant Operator, Power Plant Operator – Senior, Power Plant Operator – In Charge, Power Plant Manager, and Power Plant Superintendent classifications, or to employees temporarily assigned for longer than four weeks, to power plant facilities listed below.
- (2) Eligible employees may receive an add-on as follows:

| | |
|--------------------------|-----------------|
| DOA Capitol Heat & Power | \$1.00 per hour |
|--------------------------|-----------------|
- (3) Any add-on granted to an employee will take effect at the beginning of the first pay period following the appointing authority's approval of the add-on.
- (4) The add-on will immediately cease when the employee is no longer employed in the position for which the add-on was approved.

4.22 Supplemental Pay for Firearms Requirement at the Department of Military Affairs

Employees in the Department of Military Affairs who are qualified and regularly required to carry a firearm during the performance of security duties shall receive an add-on of \$2.00 per hour. For purposes of this provision, a firearm is defined as a pistol and/or rifle. The add-on will immediately cease if the employee is no longer qualified or regularly required to carry a firearm, or leaves the Department of Military Affairs.

4.23 Supplemental Pay for Accredited and Certified Insurance Examiner Designations

Employees at the Office of the Commissioner of Insurance who are in positions allocated to the Insurance Examiner classification series, the Insurance Financial Examiner classification series and classifications of Insurance Examiner Chief or Insurance Financial Examiner Chief shall receive an add-on of \$0.25 per hour based on the employee's designation of Accredited Insurance Examiner or Accredited Financial Examiner, respectively, after successfully meeting the requirements of an accredited program. Upon earning a Certified Insurance Examiner or Certified Financial Examiner designation appropriate for the employee's classification, an additional \$0.25 per hour will be added, bringing the total add-on amount to \$0.50 per hour. The add-on shall be effective the first day of the pay period following receipt of proof of such accreditation or certification. The employee shall no longer receive the add-on if the employee is no longer in a position allocated to one of the specified classifications or if the employee no longer meets the continuing education requirements of the designation.

4.24 Supplemental Pay for Specific Department of Natural Resources Assignments

Employees at the Department of Natural Resources who are in positions allocated to the classifications of Conservation Warden, Administrative Warden, NR Law Enforcement Supervisor, NR Manager, and NR Program Manager may be provided a \$1.50 per hour add-on for performing the following duties:

- (1) Field Training Officer (FTO), including time spent completing Daily Observation Reports, field training performance evaluations and other documents directly related to assessing recruit performance during the FTO assignment;
- (2) Background Investigator; or
- (3) 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 will be provided only for hours performing the above duties, and only if they are duties considered outside of the employee’s normal job responsibilities. Eligible hours will not include any training sessions, or travel time to or from training sessions.

4.25 Supplemental Pay for Financial Examiner Skills and Education

- (1) For the positions listed below, the Department of Financial Institutions and the Office of Credit Unions will implement a supplemental pay program for Financial Examiner Skills and Education:

Consumer Act Director
Consumer Credit Examiner and Consumer Credit Examiner – Journey, Senior and Advanced
Deputy Administrator - Banking
Deputy Administrator - Credit Unions
Financial Examiner and Financial Examiner – Journey, Senior and Advanced
Financial Examiner Supervisor
Licensed Financial Services Director
Securities Examiner and Securities Examiner – Journey, Senior and Advanced
Securities Registration and Compliance Director

On a case-by-case basis, the appointing authority may request DPM’s approval of add-on eligibility for other positions.

- (2) The appointing authority may grant or adjust the add-on based on the following amounts and criteria developed by the appointing authority. Such criteria must be approved by the DPM Administrator prior to the granting of any add-on under these provisions:

Amounts for Each Skill and Education Level Attained:

| | |
|-----------------------------|-------------|
| Skill and Education Level 1 | \$1.50/hour |
| Skill and Education Level 2 | \$1.50/hour |
| Skill and Education Level 3 | \$1.50/hour |
| Skill and Education Level 4 | \$1.50/hour |

- (3) Any add-on will 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 an otherwise covered position.
- (4) Differences in add-on amounts may not be based on differences in the level of managerial or supervisory functions performed. These differences are reflected in the base pay range assignments of the classifications. Pursuant to s. 230.12(1)(c), Wis. Stats., supplemental pay may not be granted for circumstances reflected by the base pay rate or range.

- (5) Any add-on granted to an employee will take effect at the beginning of the first pay period following the appointing authority's approval of the add-on. The maximum add-on for an individual is \$6.00 per hour.

4.26 Supplemental Pay for Bilingual Skills

The appointing authority will have the sole discretion to provide an add-on not to exceed \$1.00 per hour to any employee whose position description requires the employee to speak or translate a language other than English, or to use American Sign Language. The amount granted will be based on the employer's assessment of the need for bilingual skills including but not limited to anticipated percentage of time devoted to this activity, estimates of the size to the client/customer base served that require bilingual services and the number of languages utilized. This add-on will immediately cease when the employee leaves the position or if the requirement is removed from the employee's position description.

4.27 Flight Pay

Any employee required to pilot an aircraft as a portion of his/her assigned duties shall receive as additional pay five dollars (\$5.00) for each hour of aircraft log time during which this duty is performed unless:

- (1) His/her current classification and job specification already includes this duty as a regularly assigned duty of the job; or
- (2) The time spent in flying the air craft is a casual occurrence solely for the purpose of arriving at a destination and not a part of a regular duty assignment.

No additional compensation shall be granted for any ground duty or preparation time even though such duties may be directly connected with the actual flying assignment. The Aircraft Pilot classification is exempt from this provision.

4.28 Aircraft Mechanics

DOA aircraft mechanics required to pilot an aircraft as a portion of his/her assigned duties shall receive additional add-on pay of five dollars (\$5.00) for each hour from the time the plane takes off (engine start) from its originating location until it returns and lands at the same location (engine stop) including wait time. If the flight involves an overnight stay, the add-on pay is only applied until engine stop at the overnight stay location and will begin the next day at engine start for the return flight back to the home base. The mechanic will also be eligible for the add-on pay if they are a passenger on a flight for the purpose of acting as a pilot flying an aircraft to a remote location to park the aircraft or flying to a remote location to pickup a parked aircraft. This eligibility will be from engine start at the home base location until engine stop on the return flight.

An add-on of fifty cents (\$0.50) per hour shall be paid to supplement the base pay of an employee whose position has been allocated to the Aircraft Mechanic classification, based upon the employee’s possession of a current Repairman’s Certification under FAR part 65.103 (Specialized Services & Instrument). If an employee receiving this supplemental add-on ceases to hold a current certification or a position allocated to the Aircraft Mechanic classification, the add-on will cease effective the first day of the pay period following termination of the current certification or from the position allocated to the Aircraft Mechanic classification.

4.29 Fire/Crash Rescue Relief Lead Worker

When a Fire/Crash Rescue Specialist – Crew Chief is not available to lead a shift, the Employer may designate an employee classified as a Fire/Crash Rescue Specialist as a relief lead worker for that shift. The employee will receive a differential of ninety cents (\$0.90) per hour for each hour assigned as relief lead worker. The differential will cease when the employee is no longer assigned as a relief lead worker.

4.30 Fire/Crash Rescue Skills Add-on

Employees in the Department of Military Affairs classified as Fire/Crash Rescue Specialist 1, 2, and 3 and Fire/Crash Rescue Supervisor are eligible for a skill-based add-on on the following bases:

| Skill Category | Add-on |
|---|---------------|
| State of Wisconsin Certified EMT: Certification must be valid for county in which job is located. Employee must maintain required continuing education and certification to maintain eligibility for add-on. | \$.30/hr |
| DOD Fire Officer Minimum Certification: To be eligible for this add-on, the employee must have Department of Defense Certifications of Fire Officer I, and Fire Instructor I and HAZMAT Incident Command. | \$.20/hr |
| Red Cross or American Heart Association Certified CPR Instructor: Certification must be valid for county in which job is located. The Base Fire Chief will determine how many instructors are needed at the base. | \$.20/hr |
| Department of Defense Certified Specialized Rescue Technician | \$.20/hr |
| Department of Defense Certified Hazardous Materials Technician | \$.20/hr |
| Associate Degree in Fire Science: Must be from an accredited school of higher learning within the United States of America. | \$.20/hr |

The effective date of the add-on shall be the beginning of the pay period following receipt by the Fire Chief of proof of eligibility. Any applicable add-on will end immediately if the employee leaves a covered classification or if the employee loses eligibility by failure to maintain certification or obtain required re-certification.

Attainment of eligibility for Skill Categories other than the Associate Degree in Fire Science shall be without loss of pay and at the employer’s expense, including travel time.

Effective June 28, 2015, the above add-on will be terminated, and employees will no longer be eligible for the add-on. Also effective June 28, 2015, any eligible employee who was receiving an add-on under the above provisions will receive a base pay increase equal to the amount of add-on being received as of June 27, 2015.

4.31 Plumbing Specialty Add-on

Employees who have a valid Master Plumber's license or are credentialed as a Designer of Engineering Systems with a Plumbing Specialty and who are also classified as a Plumbing Consultant or Plumbing Plan Reviewer, or employees classified as a Plumbing Plan Reviewer – Water Attraction/Swimming Pool Plan Reviewer, will receive an add-on of \$3.50 per hour. The add-on will terminate on the date such employee leaves a covered classification. An employee may only receive one add on.

4.32 DNR Fire Duty Readiness Add-on

Department of Natural Resources employees in the Conservation Biologist, Forester, Forestry Specialist, Forestry Technician, Wildlife Biologist, and Wildlife Technician classification series who are assigned fire suppression duties, and employees who provide direct supervision of fire suppression duties, will receive one (1) hour of pay at the straight time rate as a supplemental payment for each eight (8) hour period, or portion thereof, during their non-work time on scheduled days of the week when required to be able to be reached by two-way radio, telephone, cell phone, or pager and report for fire suppression duty in less than 30 minutes.

Department of Natural Resources employees in the Conservation Biologist, Forester, Forestry Specialist, Forestry Technician, Wildlife Biologist, and Wildlife Technician classification series who are assigned fire suppression duties, and employees who provide direct supervision of fire suppression duties, will receive two (2) hours of pay at the straight time rate as a supplemental payment for each eight (8) hour period, or portion thereof, on a non-scheduled day of the week when required to be able to be reached by two-way radio, telephone, cell phone, or pager and report for fire suppression duty in less than 30 minutes.

The Employer will restore earned legal holiday leave credits used up to a maximum of eight (8) hours to employees placed on fire duty readiness status on a legal holiday. Any restored legal holiday leave must be used within the same calendar year.

Standby and On Call provisions in this Plan do not apply to employees covered by these provisions.

4.33 AODA Treatment Programs Add-on

Department of Corrections, Department of Veterans Affairs, and Department of Health Services employees who are classified as Social Services Supervisor, Social Worker – Corrections, Social Worker – Corrections - Senior, Social Worker-Clinical, Social Worker – Senior or Treatment Specialist 1 or 2, and who hold positions identified as those assigned to AODA treatment programs with the majority of each employee’s duties being social work related may be provided an add-on corresponding to their AODA certification:

| | |
|---|---------------|
| Substance Abuse Counselor – in – Training (SACIT) | \$1.00 / hour |
| Substance Abuse Counselor (SAC) | \$1.50 / hour |
| Clinical Substance Abuse Counselor (CSAC) | \$2.00 / hour |

Employees in positions allocated to classifications other than those listed above may receive an add-on only upon approval of the DPM Bureau of Compensation and Labor Relations, or by the appointing authority if delegation for approval is delegated by the bureau.

Certification must be issued by the State of Wisconsin Department of Safety and Professional Services and determined to be valid by the applicable agency.

Each eligible employee holding certification shall be eligible to receive only one add-on for verified AODA certification. Employees holding multiple certifications (of those listed above) will be eligible to receive the add-on for the highest level of certification. If an employee obtains a higher level of AODA certification (of those listed above), the employee will be eligible for the corresponding add-on. The effective date of the new add-on shall be the beginning of the pay period following receipt by the appointing authority of proof of certification.

Any applicable add-on will end immediately if the employee leaves a covered position or if the employee loses eligibility by failure to maintain certification or obtain required re-certification.

4.34 Oral Surgery Add-on

The Department of Corrections (DOC) may choose to assign regional responsibility for more advanced oral surgery procedures not considered to be part of a routine practice. Employees with assigned regional responsibility will also be expected to perform those procedures at their base location. Additional regional responsibilities include the regular performance of a specific set of oral surgery procedures, traveling to assigned institutions and working with dental staff at that location, and treating offenders from other institutions solely for their oral surgery needs. DOC will determine the number and composition of the regions, if any, and to assign regional responsibilities and make changes as needed for operational purposes. DOC will also determine selection and ongoing eligibility, based on the recommendations of the DOC Dental Director.

An hourly add-on amount not to exceed (NTE) \$5.00 per hour may be granted to those employees for whom regional oral surgery responsibilities are assigned and comprise at least 25% of the duties and responsibilities as reflected on the employee’s position description.

4.35 Motorcycle Pay

Police Officers and Police Detectives required to operate motorcycles in the performance of their assigned duties shall receive additional pay of \$25.00 per month when required to operate motorcycles during the months of May through October each year.

4.36 DPI Special Activities

Listed below are the flat rates by experience to be provided for specific activities to be 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).

The following activities will qualify for lump sum payment at the following rates:

| | Years of Experience In Activity | | |
|---|--|---------------------------------------|----------------------|
| | 0 but less Less than 3 | At least 3 but Less than 7 | 7 or More |
| Athletic Director WCBVI | 3419 | 3838 | 4263 |
| Basketball Head Coach WESPDHH (2) | 3419 | 3838 | 4263 |
| Basketball Ass't Coach - WESPDHH (4) | 2424 | 2743 | 3061 |
| Cheerleading Coach WESPDHH (2) | 2207 | 2525 | 2839 |
| Cheerleading Coach WCBVI (2) | 3419 | 3838 | 4263 |
| Football Head Coach WESPDHH High School | 3859 | 4283 | 4697 |
| Football Head Coach WESPDHH Middle School | 2420 | 2743 | 3061 |
| Football Ass't Coach WESPDHH (2) | 2869 | 3182 | 3495 |
| *Middle School Head Coach WESPDHH (4), WCBVI (2) | 2420 | 2743 | 3061 |
| Middle School Assistant Coach WESPDHH (7) | 1101 | 1313 | 1531 |
| Special Olympics Coach WESPDHH (6) | 2207 | 2525 | 2839 |
| Special Olympics Agency Representative WESPDHH | 1874 | 2298 | 2727 |
| Swimming Coach WCBVI (2) | 3419 | 3838 | 4263 |

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| | | | |
|---|------|------|------|
| Track & Field Head Coach WESPDHH (2) | 3308 | 3732 | 4152 |
| Track & Field Ass't Coach WESPDHH (2) | 2420 | 2743 | 3061 |
| Track & Field Coach WCBVI (2) | 3419 | 3838 | 4263 |
| Volleyball Head Coach High School WESPDHH | 3419 | 3838 | 4263 |
| Volleyball Head Coach Middle School WESPDHH | 2420 | 2743 | 3061 |
| Volleyball Ass't Coach WESPDHH | 2420 | 2743 | 3061 |
| Wrestling Coach WCBVI (2) | 3419 | 3838 | 4263 |
| Goal Ball Coach WCBVI (2) | 3419 | 3838 | 4263 |
| Archives WESPDHH | 1546 | 1869 | 2182 |
| Art Activities Displays WESPDHH (2) | 1101 | 1313 | 1531 |
| ASL Club Sponsor WESPDHH (3) | 1324 | 1758 | 2182 |
| Band WCBVI | 1943 | 2336 | 2727 |
| Janesville Elementary/Middle School Co-op Program Liaison WCBVI | 2647 | 3071 | 3495 |
| College & Career Readiness Higher Education Co-op Program Liaison WCBVI | 2647 | 3071 | 3495 |
| | | | |
| Janesville High School Co- op Program Liaison WCBVI | 2647 | 3071 | 3495 |
| Co-Curricular Director WCBVI | 3419 | 3838 | 4263 |
| Drama Club Sponsor WCBVI (2) | 1546 | 1975 | 2404 |
| Drama Club Sponsor WESPDHH (2) | 2207 | 2525 | 2839 |
| Drama Club Costume Designer WESPDHH (2) | 2207 | 2525 | 2839 |
| Drama Club Construction Designer WESPDHH (2) | 884 | 1096 | 1313 |
| Drama Club Assistant WESPDHH (2) | 1101 | 1313 | 1531 |
| Elementary Pep Club Sponsor WESPDHH (2) | 1324 | 1758 | 2182 |
| Elementary Rhythm Club Sponsor WESPDHH (2) | 1273 | 1697 | 2121 |
| Academic Bowl Advisor WESPDHH | 2207 | 2525 | 2839 |
| Forensics WCBVI (2) | 3419 | 3838 | 4263 |
| Graduate Survey Coordinator WCBVI | 1324 | 1536 | 1748 |
| | | | |
| Student Trip Coordinator WCBVI (2) | 551 | 768 | 985 |

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| | | | |
|---|------|------|------|
| Student Club Coordinator WCBVI (2) | 551 | 768 | 985 |
| ACE WESPDHH (2) | 662 | 879 | 1091 |
| Jr. NAD Advisor WESPDHH | 2207 | 2525 | 2839 |
| Junior/Senior Class Advisor WESPDHH (4) | 2207 | 2525 | 2839 |
| National Honor Society WESPDHH | 551 | 768 | 985 |
| Student Body Advisor – High School WESPDHH | 2207 | 2525 | 2839 |
| Student Body Advisor – Middle School WESPDHH | 1101 | 1313 | 1531 |
| Senior Class Advisor WCBVI | 773 | 935 | 1091 |
| Senior Yearbook Advisor WESPDHH | 884 | 1096 | 1313 |
| Yearbook Coordinator WCBVI (2) | 2096 | 2525 | 2950 |
| Yearbook Photographer WCBVI | 884 | 1096 | 1313 |
| Sign Song Dancers Coach WESPDHH | 2207 | 2525 | 2839 |
| | | | |
| Student Council Coordinator WCBVI (2) | 2207 | 2525 | 2839 |
| **Family ASL Instructor WESPDHH (4) | 1101 | 1313 | 1531 |
| Teacher Mentor WESPDHH (4) | 1101 | 1313 | 1531 |
| Teacher Mentor Coordinator WESPDHH | 2207 | 2525 | 2839 |
| Wisconsin Times Co-Editor WESPDHH (2) | 2207 | 2525 | 2839 |
| Campus Photographer WESPDHH | 1324 | 1758 | 2182 |
| Wisconsin Times Sports Editor WESPDHH | 1212 | 1647 | 2076 |
| Wisconsin Times Reporter WESPDHH | 551 | 768 | 985 |
| Times/Yearbook Proofreader WESPDHH | 662 | 879 | 1091 |
| | | | |
| Braille Olympics Coordinator WCBVI (2) | 1324 | 1536 | 1748 |
| AV Coodinator WCBVI | 1546 | 1975 | 2404 |
| Wisconsin Times Circulation WESPDHH | 1101 | 1313 | 1531 |
| ***Curriculum Development | 783 | | |
| ECA Coordinator WESPDHH | 551 | 768 | 985 |
| | | | |
| | | | |

Timers/Scorers:

570 hours available @ \$17.68/hr WESPDHH
 220 hours available @ \$17.68/hr WCBVI

Employees performing activities above which occur entirely within a single semester will receive payment of the applicable corresponding lump sum amount as soon after the conclusion of the season associated with the activity as is administratively feasible.

Employees performing activities above which occur within both semesters will receive one-half of the applicable corresponding lump sum amount as soon after the completion of each of the two school-year semesters as is administratively feasible.

Compensation for employees who begin performing activities but do not complete them will be prorated based on the number of weeks the employee has actually performed associated duties.

*Unspecified coaching positions at WESPDHH and WCBVI will be used for other sports, depending on student interest.

**Instructors will teach ASL to family members of WESPDHH students. Four classes are anticipated (beginning level for adults, second year for adults, ASL for older siblings and ASL for younger siblings.) Instructors must be fluent in ASL and have taken course work in teaching ASL.

***Up to ten (10) full time or twenty (20) half time positions are authorized at WCBVI.

4.37 EEN/SPED Certification

Department of Corrections (DOC) may provide the following disbursements to Teachers for whom EEN/SPED certification is a condition of employment:

| Level | Number of Credits | Disbursement |
|-------|-----------------------------|--------------|
| 1 | 0-11 | --- |
| 2 | 12-23 | \$ 350 |
| 3 | 24 or more | \$ 500 |
| 4 | Completion of Certification | \$1,000 |

Teachers will be placed at the level corresponding to the number of credits earned toward their EEN/SPED certification as of the date they commence their employment as a Teacher. To determine initial placement on this schedule, the employee shall provide a transcript to the Education Director, within sixty (60) days of appointment, identifying relevant EEN/SPED credits.

Initial placement on this schedule will not entitle teachers to any disbursement at the time of placement.

Upon completing the number of credits needed to move to the next higher level, teachers may be entitled to a disbursement equal to the amount corresponding to the new higher level. When an employee has completed the number of credits needed to move to the next level, it shall be the responsibility of the employee to provide to the Education Director a transcript, grade report or certificate of completion, within sixty (60) days, identifying the relevant EEN/SPED credits. Failure to provide the necessary documents to the Education Director within sixty (60) days of earning the credits will result in forfeiture of consideration for disbursement. Approved disbursement for relevant EEN/SPED credits will be made within sixty (60) days following the Education Director's receipt of the documents. DOC will be responsible for tracking and verifying relevant credits.

4.38 Bureau of Milwaukee Child Welfare (DCF Only) On Call

- (1) A Department of Children and Families Initial Assessment Specialist, Initial Assessment Specialist-Senior, Initial Assessment Specialist-Advanced, and Initial Assessment Supervisor in the Bureau of Milwaukee Child Welfare required to be on call during off-duty hours, shall be provided the following supplemental pay:
 - (a) A payment equal to \$125 for each regularly scheduled block shift of the work week that the employee is required to be on call to respond during off-duty hours.
 - (b) A payment equal to \$150 for each block shift that the employee is required to be on call to respond on a weekend or holiday.

- (2) A Department of Children and Families Initial Assessment Program Manager in the Bureau of Milwaukee Child Welfare required to be on call during off-duty hours, shall be provided the following supplemental pay:
 - (a) A payment equal to \$75 for each regularly scheduled block shift of the work week that the employee is required to be on call to respond during off-duty hours.
 - (b) A payment equal to \$75 for each block shift that the employee is required to be on call to respond on a weekend or holiday.

This payment shall not increase an employee's hours for the purpose of overtime calculation.

4.39 Clinical Service Staff (DOC Only) On Call

A Clinical Service employee at the Department of Corrections required to be on call during off-duty hours shall be provided the following supplemental pay:

- (1) A fee equal to one (1) hour of pay at the employee's current hourly rate of pay for each regularly scheduled day of the work week that the employee is required to be on call during off-duty hours with a maximum of five (5) hours of pay per work week. **Only one (1) hour of pay will be granted if an unbroken period in which an employee is required to respond extends into a second calendar day.** This payment, or fee, shall not increase the employee's hours for the purpose of the calculation of overtime.
- (2) \$3.00 per hour for each hour during regularly scheduled days off that the employee is required to be on call, subject to a maximum of \$144.00 per calendar week.

4.40 Teacher Education Program Supplemental Pay

Mentoring: To assist initial educators in acclimating to their new assignment and progressing toward licensure as a professional educator under PI 34, Rules of the Department of Public Instruction (DPI), the Employer shall provide qualified mentors to assist newly hired initial educators for a two-year period. The number and length of mentoring and observation sessions with initial educators will be determined by the Employer. Mentors may be paid up to \$2000 per year of mentoring, which may be paid in quarterly installments. If for any reason the mentor cannot complete the responsibilities for a full year, the mentor payment shall be prorated.

Professional Development Plan (PDP) Team Members: A professional development team is responsible for review and approval of initial and professional educators' professional development goals. Teachers and administrators selected to serve on a PDP team will attend a one-day training conducted by DPI. Teachers and administrators participating in PDP training will do so without loss of pay. Cost of the training will be paid by the Employer. Teachers and administrators serving on a professional development team will receive their current hourly rate of pay including add-ons. The number and length of meetings with initial and professional educators will be determined by the Employer.

Master Educators: The master educator license is an optional ten year renewable license. Teachers who have been granted a master educator license by the DPI or by the National Board of Professional Teaching Standards may receive an add-on in the amount of one dollar and fifty cents (\$1.50) per hour while the license is in effect.

4.41 Nurse Clinician Add-on

An add-on amount of one dollar (\$1.00) per hour shall be paid, for hours worked only, to supplement the base pay of employees meeting the following criteria:

- (1) The employee is in a position which is allocated to the Nurse Clinician classification series and is providing direct patient care.
- (2) The employee is employed by one of the following: Racine Correctional Institution, Racine Youthful Offender Correctional Facility, Mendota Mental Health Institute, Winnebago Mental Health Institute, Wisconsin Resource Center, Central Wisconsin Center, and Veteran’s Home-King. Other units may provide the add-on at the sole discretion of the appointing authority.

At the sole discretion of the appointing authority, employing units other than those listed in (2) above, may provide an add-on amount of one dollar (\$1.00) per hour to supplement the base pay of employees, subject to the following:

- (1) The employee is in a position which is allocated to the Nurse Clinician classification series and is providing direct patient care.
- (2) The employee is in a position which is allocated to a classification other than Nurse Clinician and is providing direct patient care when filling-in for a Nurse Clinician as described under (1) above.
- (3) In addition to the one dollar (\$1.00) per hour add-on, Nurse Clinicians providing direct patient care at Fox Lake Correctional Institution - Hemodialysis, the Dodge Correctional Institution – Infirmary, the Dodge Correctional Institution – Hemodialysis or the Milwaukee Secure Detention Facility may be paid up to an additional three dollars (\$3.00) per hour add-on.

The applicable add-on is paid for all qualifying hours worked under (1) through (3) above.

4.42 Weekend Nurse Program

Employing units may establish Weekend Nursing Programs designed to recruit and retain qualified nursing personnel. Nurse Clinician 2 & 3 positions will be assigned to the Weekend Nursing Programs and will be subtitled “Weekend Nurse.” Weekend Nurses will receive a weekend add-on of \$10.00 per hour for all hours worked during qualifying periods to be determined by the employing units, but those qualifying periods are not to exceed the hours between 6:00 a.m. Friday and 11:30 p.m. Monday.

4.43 Nurse Clinician Sign-on Bonus

At the sole discretion of the appointing authority in the Departments of Corrections, Health Services, and Veterans Affairs, a sign-on bonus in an amount up to one thousand (\$1,000) dollars may be paid under the following conditions:

- (1) The sign-on bonus was included in the recruitment notice;
- (2) The employee must be new to state service;
- (3) The appointment must be to a Nurse Clinician 2 or 3 position; and
- (4) The employee must sign an agreement, as drafted by the agency, agreeing to remain in that position for at least one year from the date of hire. If the employee leaves the position prior to that time for any reason, the employee must reimburse the agency for the entire amount of the sign-on bonus, unless the Employer agrees otherwise.

4.44 Special Agent in Charge Supplemental Pay

Employees in the Department of Justice whose positions are allocated to the classification of Special Agent in Charge will be provided with an add-on of \$2.25 per hour. The add-on will immediately cease when the employee is no longer employed in the Special Agent in Charge classification.

4.45 Supplemental Pay for Science Related Certifications, Licenses, and Registrations

The appointing authority will have the sole discretion to provide an add-on not to exceed \$0.30 per hour to an employee whose position is in Schedule 15 and holds:

- (1) A Department of Safety and Professional Services certification, license or registration as a Professional Geologist, Professional Hydrologist, Sanitarian, Nutrient Management Planner or Professional Soil Scientist; or
- (2) A certification from the National Credentialing Agency or the American Society for Clinical Pathology.

An employee will be eligible for only one add-on regardless of how many licenses/registrations the employee holds. The add-on will immediately cease if the employee leaves the position.

4.46 Supplemental Pay for On-Call Physicians at DOC

The appointing authority will have the sole discretion to provide an add-on not to exceed \$14.00 per hour to on-call physicians at the Department of Corrections.

4.47 Supplemental Pay for Certain Enterprise Classifications

- (1) The appointing authority will grant an add-on to certain employees of the **Department of Administration** based on the following list and criteria developed by the appointing authority. Such criteria must be approved by the DPM Administrator prior to the granting of any add-on under these provisions:

| | |
|---|-----------|
| Executive Policy and Budget Analyst-Entry | \$1.00/hr |
| Executive Policy and Budget Analyst-Journey | \$2.00/hr |
| Executive Policy and Budget Analyst-Senior | \$3.00/hr |
| Deputy Admr, Div. of Executive Budget & Finance | \$4.00/hr |
| Executive Policy and Budget Analyst-Advanced | \$4.00/hr |
| Executive Policy and Budget Manager | \$4.00/hr |
| Procurement Specialist | \$1.00/hr |
| Procurement Specialist – Objective | \$2.00/hr |
| Procurement Specialist – Senior | \$3.00/hr |
| Procurement Specialist – Advanced | \$4.00/hr |
| Procurement Supervisor | \$4.00/hr |

Other related supervisory or managerial positions with responsibility for directing positions in the above classifications may be included upon approval of the DPM Administrator.

- (2) Any add-on will 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 an otherwise covered position.
- (3) Differences in add-on amounts may not be based on differences in the level of managerial or supervisory functions performed. These differences are reflected in the base pay range assignments of the classifications. Pursuant to s. 230.12(1)(c), Wis. Stats., supplemental pay may not be granted for circumstances reflected by the base pay rate or range.
- (4) Any add-on granted to an employee will take effect at the beginning of the first pay period following the appointing authority's approval of the add-on.

4.48 Supplemental Pay for PCT Trainers

The appointing authority may grant a trainer add-on of \$1.00 per hour to Psychiatric Care Technicians and Psychiatric Care Technicians – Advanced at the Department of Health Services. The add-on may be received only for time the employee is providing training, or for the time the employee is being trained to perform as a trainer.

4.49 Supplemental Pay for the DOT Dignitary Protection Unit

Department of Transportation employees in the classifications of State Patrol Captain, State Patrol Lieutenant, or State Patrol Sergeant who are permanently assigned to the Governor’s Dignitary Protection Unit (DPU) may be granted an add-on of \$4.00 per hour. The add-on will be effective the first day of the pay period following permanent assignment to the DPU, and will end immediately upon leaving or being removed from the permanent assignment. Employees in the same classifications but not permanently assigned to the DPU are not eligible for the add-on.

4.50 Revenue Sign-on Bonus

At the sole discretion of the Department of Revenue appointing authority, a sign-on bonus in an amount up to \$3,000 may be paid under the following conditions:

- (1) The sign-on bonus was included in the recruitment notice;
- (2) The employee must be new to state service;
- (3) The sign-on bonus must be related to a certain level of experience in a required area/field or a specific job location; and
- (4) The employee must sign an agreement to remain in that position for at least three years from the date of hire. If the employee leaves the position prior to that time for any reason, the employee must reimburse the agency for the entire amount of the sign-on bonus, unless the agency agrees otherwise.
- (5) The position being filled must be in one of the following classifications. Classification titles may be changed only upon the approval of the DPM Administrator.

Revenue Administrative Manager
Revenue Audit Supervisor
Revenue Auditor and Revenue Auditor 3 -5
Revenue Field Auditor and Revenue Field Auditor 4 - 8
Revenue Management Supervisor
Revenue Tax Specialist and Revenue Tax Specialist 1 – 5
Tax Resolution Management Supervisor
Tax Resolution Officer Corporate Office, Audit, Field Audit, Large Case, and Office Audit Objective and Senior

4.51 Pilot Supplemental Pay Provisions

The DPM Administrator shall have the sole discretion to create pilot add-ons for specific classifications or locations when severe recruitment, retention, or other issues necessitate implementation of such an add-on before a meeting of the Joint Committee on Employment Relations (JCOER) can be convened. Any pilot add-on will be recommended to JCOER if it is determined that the add-on should be made permanent.