

State of Wisconsin

DEPARTMENT OF EMPLOYMENT RELATIONS

- COMPENSATION AND LABOR RELATIONS BULLETIN -

**Date:** May 15, 2003

**Locator No:** CLR/PP-221; CLR/BLR-125

**Subject:** Information for Processing Negotiated Base Pay Adjustments and Lump Sum Payments for FY 2001-2002 and FY 2002-2003 for Employees in the Professional Patient Care Bargaining Unit

This information is provided to assist appointing authorities in determining and processing FY 2001-2002 and FY 2002-2003 base pay adjustments and lump sum wage payments to offset the effect of the delayed Agreement for current employees in the Professional Patient Care BU (Bargaining Unit) 11.

**Please Note:** Due to the extension of the 1999-2001 Agreement, all BU 11 employees whose base pay rate was above and below the 1999-2001, October 8, 2000 grid endpoint, as well as any employee who has reached the pay range maximum, should have received the 1<sup>st</sup> contract year anniversary adjustments for FY 2001-2002 on the date appropriate for the their anniversary adjustment during the period from July 1, 2001 through June 30, 2002. For FY 2002-2003 (2<sup>nd</sup> year of contract) the anniversary adjustments that were effective prior May 18, 2003, only those employees whose base pay rate was less than the October 8, 2000 grid endpoint were eligible for 2<sup>nd</sup> year anniversary adjustments under the extension. Any employee whose base pay rate was at or over the October 8, 2000 grid endpoint will have their 2<sup>nd</sup> FY 2002-2003 anniversary adjustment applied upon implementation of the 2001-2003 Agreement.

**SECTION I. MULTIPLE BASE PAY ADJUSTMENTS EFFECTIVE ON May 18, 2003, ORDER OF APPLICATION**

Pursuant to s. ER 29.04, Wis. Adm. Code, and the applicable provisions of the 2001-2003 Agreement with the Professional Patient Care bargaining unit, multiple pay adjustments that are effective on the same date will be applied in the following order:

**Use the FY 2000-2001 pay schedule 11 (Attachment 2) for adjustments 1. through 9b. 9.f. and 9g. from 7/14/02 through the day prior to the eff date of the Agreement;**

**Use FY 2001-2002 pay schedule 11 maximums (Attachment 3.I.) for adjustments 9c. and 9d.;**

**Use the FY 2002-2003 pay schedule 11 (Attachment 3.II.) for adjustments 9h. and 9m.**

**Use the pay schedule 11 (Attachment 3.III.) for Anniversary adjustments under 9f. and 9g. from 10/6/02 through 4/5/03;**

**Use the pay schedule 11 (Attachment 3.IV.) for anniversary adjustments under 9f. and 9g. from 4/6/03 through 6/30/03, and use this maximum for 9o. and 9p.**

1. Completion of the first 6 months of a probationary/trial period adjustment
2. Reallocation/regrade adjustment (**except as specified in 9.d., below**)
3. Reclassification/regrade adjustment
4. Promotion/upward movement adjustment
5. Demotion/downward movement adjustment

6. Transfer/lateral movement adjustment
7. Reinstatement
8. Restoration
- 9. Negotiated Base Pay Adjustments for both 2001-2002 and 2002-2003 Fiscal Years**
  - a. 1<sup>st</sup> year Anniversary Date Adjustments
  - b. 1<sup>st</sup> Anniversary Date Adjustments (for employees at or above the Attachment 1 grid endpoint)
  - c. Equity Adjustment effective day of contract
  - d. Grid Implementation – No change in grid from previous contract. Use existing 2000-2001 grid (Attachment 1) until Grid Implementation of Attachment 4).
  - e. Implementation of FY 2001-2002 Pay Schedule 11 (Attachment 3.I) (6/30/02)
  - f. 2<sup>nd</sup> year Anniversary Date Adjustments (use appropriate grid based on the effective date of anniversary adjustment)
  - g. 2<sup>nd</sup> year Anniversary Date Adjustments (for employees at or above the grid endpoint, use appropriate grid based on the anniversary effective date )
  - h. New Minimum Rate for Nurse Clinician Classifications (6/30/02)
  - i. Implementation of Pay Schedule 11 in Attachment 3.II
  - j. Grid Implementation (Attachment 4) (10/6/02)
  - k. New Minimum Rate for Nurse Clinician Classifications (eff. 10/6/02)
  - l. Nurse Clinician Market Equity Adjustment (eff. 10/6/02)
  - m. Non-Nurse Clinician Market Equity Adjustment (eff. 10/6/02)
  - n. Implementation of New Pay Schedule 11 (Attachment 3.III effective 10/6/02)
  - o. General Wage Adjustment of 2.5% (effective 4/6/03)
  - p. Grid Implementation (Attachment 5 effective 4/6/03)
  - q. Implementation of New Pay Schedule 11 (effective 4/6/03 Attachment 3.IV)
10. Establishment of a raised minimum rate (RMR)
11. Original appointment

## SECTION II. FY 2001-2002 WAGE ADJUSTMENTS

FY 2001-2002 wage adjustments will be provided to eligible employees effective on May 18, 2003, subject to the applicable pay range maximums. For adjustments effective on the same date, adjustments will be applied in the order specified below.

### A. Anniversary Date Adjustments and Annualized Anniversary Date Adjustment Payments

#### 1. Effective Date.

**NOTE:** For purposes of this bulletin, “anniversary date” means the day on which an employee attains another year of continuous service, as determined by the month and day of the employee’s adjusted continuous service date.

- a. Subject to b., below, Anniversary Date Adjustments and Annualized Anniversary Date Adjustment Payments are effective the first day of the pay period following the employee’s anniversary date. If the employee’s anniversary date occurs on the first day of a pay period, the anniversary adjustment or payment will be effective on that date.
- b. Eligible employees with anniversary effective dates from July 1, 2001 through June 30, 2002:

- 1) **Any employee whose base pay rate was less than the grid endpoint for the Attachment 1 grid structure** should have received a FY 2001-2002 Anniversary Date Adjustment since the FY 2001-2002 anniversary date, *in accordance with the Anniversary Date Adjustment provisions contained in the FY 1999-2001 contract*. If an eligible employee has *not* received a FY 2001-2002 Anniversary Date Adjustment and her/his anniversary date is on or prior to the effective date of the contract, s/he must receive the Anniversary Date Adjustment, and a corresponding lump sum payment covering the period from what should have been the effective date of the adjustment to the effective date of the contract. Use the **Attachment 1 grid** to calculate these increases.
  - 2) **Any employee whose base pay rate was equal to or greater than the Attachment 1 grid endpoint and less than the applicable pay range maximum shown in Attachment 2** should already have received the FY 2001-2002 Anniversary Date Adjustment as provided under 3.a.2), below.
  - 3) **Any employee whose base pay rate was equal to or greater than the applicable pay range maximum in Attachment 2** should already have received a FY 2001-2002 Annualized Anniversary Date Adjustment Payment as provided under 3.b., below.
2. **Eligibility.** All permanent employees (**employment types 01, 02, and 06**) in pay status in the Professional Patient Care bargaining unit (**DP unit code 11**) on the effective date, whose base pay rate is at or above minimum of the applicable pay range, are eligible for an Anniversary Date Adjustment or Anniversary Date Adjustment Payment, as provided in 3., below.

3. **Amount.**

a.) Anniversary Date Adjustments:

Use **Attachment 1 grid** and *the Anniversary Date Adjustment provisions contained in the FY 1999-2001 contract* for employees with anniversary dates from July 1, 2001, June 30, 2002. For calculating the pay of an employee who did not receive their anniversary date adjustment use the applicable pay range maximum shown on **Attachment 2** as the limit for all adjustments provided under this paragraph.

- 1) Any employee whose base pay rate is at or above pay range minimum and less than the grid endpoint of the applicable pay range will receive a pay adjustment to the grid point in the pay range that is closest to but greater than the employee's current base pay rate.
- 2) Any employee whose base pay rate is at or above the grid endpoint but less than the range maximum will receive an increase of 1.5% of the employee's base pay rate, subject to the pay range maximum (*please see the Note in the box near the top of page one of this bulletin regarding 2<sup>nd</sup> year anniversary date adjustments for any employees whose base pay rate is at or over the October 8, 2000 grid endpoint*).

b. Annualized Anniversary Date Adjustment Payments:

- 1) Any employee who receives an Anniversary Date Adjustment under a.2), above, equal to less than one and one-half percent (1.5%) of his/her base pay rate, solely because of the pay range maximum limitation, will receive an Annualized Anniversary Date Adjustment Payment equal to the difference between the value of one and one-half percent (1.5%) of the employee's base pay rate prior to application of the Anniversary Date Adjustment and the amount the employee actually receives, multiplied by the number of work hours remaining in the fiscal year.

- 2) Any employee who does not receive an Anniversary Date Adjustment under a.2), above, solely because of the pay range maximum limitation, will receive an Annualized Anniversary Date Adjustment Payment equal to one and one-half percent (1.5%) of the employee’s base pay rate, times the number of work hours remaining in the fiscal year.
- 3) The Annualized Anniversary Date Adjustment Payments provided under 1) and 2), above, will be prorated based on the employee’s budgeted FTE on the employee’s anniversary date.
- 4) The Annualized Anniversary Date Adjustment Payments will be made as soon after the effective date of the payment as is administratively feasible.
- 5) Employees who are not in pay status on the effective date of the Annualized Anniversary Date Adjustment Payment and who return to a bargaining unit position from an approved leave of absence or layoff from a bargaining unit position during the term of the Agreement will receive any Annualized Anniversary Date Adjustment Payment for which they would otherwise have been eligible. (See Section VI., of this bulletin, regarding Reinstatement or Restoration.)

**B. Equity Adjustment**

Effective on the effective date of the contract, employees who were initially hired into state service in one of the following classifications on or after June 30, 1999, but prior to July 1, 2000, are eligible to receive a grid adjustment on the grid shown in **Attachment 1**, to the next but greater grid point in the applicable pay range.

<u>Classification Title</u>	<u>Class Code</u>
Physician Assistant	38000
Nursing Specialist	38260
Nursing Instructor 1	38271
Nursing Instructor 2	38272
Nurse Clinician 2	38302
Nurse Clinician 2 - Weekend	38862
Nurse Clinician 3	38303
Nurse Clinician 3 - Weekend	38863
Nurse Clinician 4	38304

**C. Grid Implementation.** No new grid is implemented for the FY 2001-2002 (continue to use the existing 2001-2002 grid in **Attachment 1**).

**D. Pay Schedule Implementation**

The FY 2001-2002 Professional Patient Care pay schedule provided in **Attachment 3.I** is implemented

**SECTION III. FY 2002-2003 WAGE ADJUSTMENTS**

FY 2002-2003 wage adjustments will be provided to eligible employees on the effective dates specified for each adjustment, subject to the applicable pay range maximum. For adjustments which are effective on the same date, adjustments will be applied in the order specified below.

**Note:** Employees assigned to a position classified as **Nurse Clinician 2, Nurse Clinician 3, Nurse Clinician 4, Nurse Clinician 2 Weekend, and Nurse Clinician 3 Weekend** who are employed by the following agency

secondary levels are provided with a \$1.00 per hour add-on adjustment for all hours worked in any of the classifications shown above at the facilities listed below, per Negotiating Note 8 of the Agreement. The effective date of the add-on is May 18, 2003. (6/30/02)

Wisconsin Veterans Home King (200), Racine Correctional Institution (329), Racine Youthful Offenders Correctional Facility (335), Mendota Mental Health Institution (201), Winnebago Mental Health Institution (202), Wisconsin Resource Center (205), Central Wisconsin Center (216)

#### **A. FY 2002-2003 Anniversary Date Adjustments and Annualized Anniversary Date Adjustment Payments**

**Please Note:** Under the contract extension in place for this bargaining unit all employees whose base pay rate was less than the grid endpoint were eligible to receive the 2002-2003 anniversary adjustments until the effective date of the 2001-2003 Agreement. .

Employees whose base pay rate was at or over the October 8, 2000 grid endpoint are eligible to receive their 2002-2003 anniversary adjustment which would have been effective between July 14, 2002 through May 18, 2003 in the order set forth in Section I of this Bulletin (Multiple Base pay Adjustments effective on the May 18, 2003). Any employee receiving an anniversary adjustment effective between July 14, 2002 and the May 18, 2003 will receive a lump sum payment equal to the value of this adjustment from what should have been the effective date to May 18, 2003.

##### **1. Effective Date.**

- a. Subject to b., below, Anniversary Date Adjustments and Annualized Anniversary Date Adjustment Payments are effective the first day of the pay period following the employee's anniversary date. If the employee's anniversary date occurs on the first day of a pay period, the anniversary adjustment or payment will be effective on that date.
- b. Eligible employees with anniversary dates from July 1, 2002 through June 30, 2003:
  - 1) **Any employee whose base pay rate was within the Attachment 1 grid structure** should have received a FY 2002-2003 Anniversary Date Adjustment if the employee's anniversary date occurred between July 1, 2002 (the beginning of the fiscal year) through May 18, 2003, *in accordance with the Anniversary Date Adjustment provisions contained in the FY 1999-2001 Agreement*. If an eligible employee has **not** received a FY 2002-2003 Anniversary Date Adjustment and her/his anniversary date is on or prior to May 18, 2003 she/he must receive the Anniversary Date Adjustment, effective on May 18, 2003, and a corresponding lump sum payment covering the period from what should have been the effective date of the adjustment to May 18, 2003. Use the **Attachment 1 grid** to calculate these increases.
  - 2) **Any employee whose base pay rate was equal to or greater than the Attachment 1 grid endpoint and less than the applicable pay range maximum on Attachment 3.II.** is eligible to receive the FY 2002-2003 Anniversary Date Adjustment as provided under 3.a.2), below. This adjustment should not have been paid prior to the effective date of the Contract.
  - 3) **Any Employee whose base pay rate is equal to or greater than the applicable pay range maximum in Attachment 3.II** is eligible to receive a FY 2002-2003 Annualized Anniversary Date Adjustment Payment as provided under 3.b., below.

2. **Eligibility.** All permanent employees (**employment types 01, 02, and 06**) in pay status in the Professional Patient Care bargaining unit (**DP unit code 11**) on the effective date of the contract, whose

base pay rate is at or above minimum of the applicable pay range, are eligible for an Anniversary Date Adjustment or Anniversary Date Adjustment Payment, as provided in 3., below.

### 3. Amount.

#### a. Anniversary Date Adjustments:

Use **Attachment 1 grid** for employees with an anniversary date from July 1, 2002 through May 18, 2003. Use **Attachment 4 grid** for employees with anniversary dates the day after the effective date of the contract through April 6, 2003. Use **Attachment 5** for employees with anniversary dates from April 7, 2003 through June 30, 2003. For calculating pay for an employee who did not receive their anniversary date adjustment use the applicable pay range maximum shown in effect on the effective date of the anniversary adjustment as the limit for all adjustments provided under this paragraph.

- 1) Any employee whose base pay rate is at or above pay range minimum and less than the grid endpoint of the applicable pay range will receive a pay adjustment to the grid point in the pay range that is closest to but greater than the employee's current base pay rate.
- 2) Any employee whose base pay rate is at or above the grid endpoint but less than the range maximum effective on their anniversary adjustment date will receive an increase equal to 1.5% of the employee's base pay rate, subject to the pay range maximum.

#### b.) Annualized Anniversary Date Adjustment Payments:

- 1) Any employee who receives an Anniversary Date Adjustment under a.2), above, equal to less than one and one-half percent (1.5%) of his/her base pay rate, solely because of the pay range maximum limitation, will receive an Annualized Anniversary Date Adjustment Payment equal to the difference between the value of one and one-half percent (1.5%) of the employee's base pay rate prior to application of the Anniversary Date Adjustment and the amount the employee actually receives, multiplied by the number of work hours remaining in the fiscal year.
- 2) Any employee who does not receive an Anniversary Date Adjustment under a.2), above, solely because of the pay range maximum limitation, will receive an Annualized Anniversary Date Adjustment Payment equal to one and one-half percent (1.5%) of the employee's base pay rate, times the number of work hours remaining in the fiscal year.
- 3) The Annualized Anniversary Date Adjustment Payments provided under 1) and 2), above, will be prorated based on the employee's budgeted FTE on the employee's anniversary date.
- 4) The Annualized Anniversary Date Adjustment Payments will be made as soon after the effective date of the payment as is administratively feasible.
- 5) Employees who are not in pay status on the effective date of the Annualized Anniversary Date Adjustment Payment and who return to a bargaining unit position from an approved leave of absence or layoff from a bargaining unit position during the term of the Agreement will receive any Annualized Anniversary Date Adjustment Payment for which they would otherwise have been eligible. (See Section V., of this bulletin regarding Reinstatement or Restoration.)

### B. Adjustment for Nurse Clinician Classifications to a Minimum Grid Level Rate of Level D (6/30/02)

All employees in the following classifications whose base pay rate is less than grid level D using attachment 1 are moved to grid level D effective May 18, 2003.

<b>Eligible Classifications</b>	<b>Class Code</b>
Nurse Clinician 2	38302
Nurse Clinician 3	38303
Nurse Clinician 4	38304
Nurse Clinician 2 Weekend	38862
Nurse Clinician 3 Weekend	38863

**C. Implementation of the FY 2002-2003 Pay Schedule (Attachment 3.II. 6/30/02)**

1. **Effective Date.** The FY 2002-2003 Professional Patient Care pay schedule provided in **Attachment 3. II.** is implemented effective May 18, 2003.
2. **Eligibility.** All permanent employees (**employment types 01, 02, and 06**) in pay status in the Professional Patient Care bargaining unit (**DP unit code 11**) on May 18, 2003, are eligible for an adjustment in the amount specified under 3., below.
3. **Amount.** Any employee (except trainee) whose base pay rate falls below the new minimum of the applicable pay range will have his/her base pay rate increased to the new minimum.

**NOTE:** Any project employee (**employment type 05**) in a position assigned to a classification in the Professional Patient Care bargaining unit, to whom the circumstances described above apply, will also have his or her base pay rate adjusted to the new minimum of the applicable pay range.

**D. Grid Implementation (Attachment 4 effective May 18, 2003 (10/6/02))**

1. **Effective Date.** The grid provided in **Attachment 4** is implemented effective on May 18, 2003.
2. **Eligibility.** All permanent employees (**employment types 01,02, and 06**) in pay status in the Professional Patient Care bargaining unit (DP unit code 11), on May 18, 2003, whose base pay rate is below the Attachment 4 grid endpoint of the applicable pay range, are eligible for a Grid Implementation as provided in 3., below.
3. **Grid Implementation.** Provided as follows:
  - a. Eligible employees are placed on the grid in **Attachment 4**, at the grid level in the applicable range that corresponds to their current base pay. *Any employee whose base pay rate falls below the Attachment 4 grid level A will have their base pay rate increased to the Attachment 4 grid level A amount.*
  - b. *For purposes of grid implementation only*, employees whose current base pay rate falls *between* two levels, the grid level assigned on the **Attachment 4** grid will be the lower of the two (2) grid levels. *Note: Employees will not lose pay as a result of this grid placement but will retain their current base pay.*

**E. Adjustment for Nurse Clinician Classifications to a Minimum Grid Level Rate of Level C (10/6/02)**

1. **Effective Date and Amount.**
  - a. All employees in the following classifications whose base pay rate is less than grid level C using Attachment 4 are moved to the pay rate associated with grid level C effective on May 18, 2003.

<b>Eligible Classifications</b>	<b>Class Code</b>
Nurse Clinician 2	38302
Nurse Clinician 3	38303
Nurse Clinician 4	38304
Nurse Clinician 2 Weekend	38862
Nurse Clinician 3 Weekend	38863

**F. Nurse Clinician Classifications Market Adjustment (10/6/02)**

- 1. Effective Date.** A market adjustment for Nurse Clinician Classifications is effective May 18, 2003.
- 2. Eligibility.** All permanent employees (**employment types 01, 02, and 06**) in pay status in the Professional Patient Care bargaining unit (**DP unit code 11**) on May 18, 2003, who are assigned to a classification listed below, are eligible for a market adjustment in the amount specified under 3., below.

<b>Eligible Classifications</b>	<b>Class Code</b>
Nurse Clinician 2	38302
Nurse Clinician 3	38303
Nurse Clinician 4	38304
Nurse Clinician 2 Weekend	38862
Nurse Clinician 3 Weekend	38863

- 3. Amount.** Eligible employees in the classifications shown in 2. above, receive a market adjustment according to the table below, subject to the pay range maximum in Attachment 3.III.

<b>Full Years of State Service Seniority as of October 6, 2002</b>	<b>Eligible Grid Level Moves</b>	<b>Percent Increase if limited by the Attachment 4 Grid Endpoint</b>
Zero	0	0.00%
1 through 3	1	1.50%
4 through 5	2	3.00%
6 through 10	3	4.50%
11 or more	4	6.00%

**G. Non-Nurse Clinician Classifications Market Adjustment (10/6/02)**

- 1. Effective Date.** A market adjustment for Non-Nurse Clinician classifications is effective on May 18, 2003.
- 2. Eligibility.** All permanent employees (**employment types 01, 02, and 06**) in pay status in the Professional Patient Care bargaining unit (**DP unit code 11**) on May 18, 2003, are eligible for a market adjustment in the amount specified under 3., below.
- 3. Amount.** Eligible employees in Non-Nurse Clinician classifications receive a market adjustment equal to 1 grid level movement, or a 1.5% base pay adjustment if their current base pay rate is at or over the grid

endpoint, subject to the pay range maximum in Attachment 3.III.

#### H. Implementation of the FY 2002-2003 Pay Schedule (Attachment 3.III.) (10/6/02)

1. **Effective Date.** The FY 2002-2003 Professional Patient Care pay schedule provided in **Attachment 3.III** is implemented effective May 18, 2003.
2. **Eligibility.** All permanent employees (**employment types 01, 02, and 06**) in pay status in the Professional Patient Care bargaining unit (**DP unit code 11**) on May 18, 2003, are eligible for an adjustment as specified under 3., below.
3. **Amount.** Any employee (except trainee) whose base pay rate falls below the new minimum of the applicable pay range will have his/her base pay rate increased to the new minimum.

**NOTE:** Any project employee (**employment type 05**) in a position assigned to a classification in the Professional Patient Care bargaining unit, to whom the circumstances described above apply, will also have his or her base pay rate adjusted to the new minimum of the applicable pay range.

#### I. General Wage Adjustments (GWA) (4/6/03).

1. **Effective Date.** The GWA specified in 3. below, is effective May 18, 2003.
2. **Eligibility.** All employees permanent employees (**employment types 01, 02, and 06**) in pay status in the Professional Patient Care Bargaining Unit (DP code 11) on May 18, 2003, are eligible to receive the GWA provided in 3., below.
3. **Amount.** All eligible employees, whose base pay rate is equal to or greater than the grid endpoint specified in **Attachment 4, (please note the contract wage language has an incorrect reference to the grid used for this lookup, the intent of the Agreement is to look at the employees' pay relationship to the grid which ends 4/5/03, for application of the 4/6/03 GWA)** are eligible to receive a 2.5% base pay increase, subject to the pay range maximum in Attachment 3.IV. Any employee who is not eligible to receive all or part of the 2.5% GWA is eligible for an annualized GWA payment as follows:
  - a) Any employee who is eligible to receive a GWA under this subsection. (Subsection I.) who does not receive the full 2.5% GWA is eligible to receive the hourly amount exceeding the Attachment 3.IV, range maximum as an Annualized GWA Payment. The payment amount will equal to the difference between the value of two and one-half percent (2.5%) of the employee's base pay rate prior to application of the GWA and the amount the employee actually receives, multiplied by the number of work hours remaining in the fiscal year (480), prorated by the employees budgeted FTE on April 6, 2003.
  - b) Any employee who does not receive a GWA under this subsection (subsection I.), solely because of the pay range maximum limitation, will receive an Annualized GWA Payment equal to two and one-half percent (2.5%) of the employee's base pay rate, times the number of work hours remaining in the fiscal year, (480), prorated by the employees budgeted FTE on April 6, 2003.
  - c) The Annualized GWA payment will be made as soon after the effective date as is administratively feasible.

- d) Employees who are not in pay status on the effective date of the GWA (May 18, 2003 under this subsection, (subsection I.) and who return to a bargaining unit position from an approved leave of absence or layoff from a bargaining unit position during the term of the Agreement will receive any Annualized GWA payment for which they would otherwise have been eligible. (See Section VI., of this bulletin, regarding Reinstatement or Restoration.)

**J. Grid Implementation (Attachment 5) (4/6/03)**

1. **Effective Date.** The grid provided in **Attachment 5** is implemented effective on May 18, 2003.
2. **Eligibility.** All permanent employees (**employment types 01,02, and 06**) in pay status in the Professional Patient Care BU on the May 18, 2003, whose base pay rate is less than the **Attachment 4** grid endpoint.
3. **Amount.** Grid Implementation Adjustments will be provided as follows:
  - a. Eligible employees are placed on the grid in **Attachment 5**, at the grid point in the applicable range that corresponds to their current base pay.
  - b. Eligible employees whose current base pay rate falls between two (2) grid levels, the grid level used for placement on the **Attachment 5** grid, will be the lower of the two (2) grid levels.

**K. Implementation of the FY 2002-2003 Pay Schedule (Attachment 3.IV.) (4/6/03)**

1. **Effective Date.** The FY 2002-2003 Professional Patient Care pay schedule provided in **Attachment 3. IV.** is implemented effective May 18, 2003.
2. **Eligibility.** All permanent employees (**employment types 01, 02, and 06**) in pay status in the Professional Patient Care bargaining unit (**DP unit code 11**) on May 18, 2003, are eligible for an adjustment in the amount specified under 3., below.
3. **Amount.** Any employee (except trainee) whose base pay rate falls below the new minimum of the applicable pay range will have his/her base pay rate increased to the new minimum.

**NOTE:** Any project employee (**employment type 05**) in a position assigned to a classification in the Professional Patient Care bargaining unit, to whom the circumstances described above apply, will also have his or her base pay rate adjusted to the new minimum of the applicable pay range.

**SECTION IV. LUMP SUM PAYMENTS**

**A. Lump Sum Payment for Delay in FY 2001-2002 & 2002-2003 FY Wage Adjustments**

1. **Granting Date.** The lump sum wage payment will be made as soon as administratively feasible after May 18, 2003.
2. **Eligibility.**
  - a. **Eligible.** Except as provided in b., below, the following employees are eligible to receive a lump sum

wage payment, as provided under 3., below:

- 1) Employees who were at all times in the bargaining unit during the period from July 1, 2001, through May 18, 2003.
- 2) Employees hired into the bargaining unit after July 1, 2001.
- 3) Employees who returned from layoff to the bargaining unit on or before May 18, 2003.
- 4) Employees who returned from a leave of absence during the period from July 1, 2001, through May 18, 2003.

**NOTE:** Employees who went on leave of absence from a position in the bargaining unit after July 1, 2001, and have not returned to pay status as of the May 18, 2003, will receive no payment until they return to pay status in the bargaining unit during the term of this Agreement.

**b. Ineligible.**

- 1) Any employee who began a leave of absence from a position in the bargaining unit on or after July 1, 2001, and who fails to return from leave during the term of this Agreement.
- 2) Any employee who left the bargaining unit prior to May 18, 2003.
- 3) Any former employee who has separated from state employment prior to May 18, 2003

**3. Amount.** Eligible employees shall receive a lump sum payment equal to the sum of the following:

- a. Lump sums as provided for in II.A.1.b) and III.A.1.b).
- b. The hourly amount received by an eligible employee under the **Equity Adjustment** provision in Section II., B., multiplied by the employee's hours in pay status in the bargaining unit between July 1, 2001 and the effective date of the contract.
- c. The hourly amount received by an eligible employee under the **Nurse Clinician Minimum Grid Level Rate D** adjustment provision in Section III. B., multiplied by the employee's hours in pay status between June 30, 2002 and May 18, 2003.
- d. The hourly amount received by an eligible Nurse Clinician under the **\$1.00 per hour add-on for Nurse Clinicians** provided in the box on page 4 of this bulletin, multiplied by the employee's hours worked in a Nurse Clinician classification within the listed secondary levels between June 30, 2002 and May 18, 2003.
- e. The hourly amount received by any employee under the **Grid Implementation** provision in Section, III. D. multiplied by the employee's hours in pay status between October 6, 2002 and May 18, 2003.
- f. The hourly amount received by an eligible employee under the **Nurse Clinician Minimum Grid Level Rate C** adjustment provision in Section III. E., multiplied by the employee's hours in pay status between October 6, 2002 and May 18, 2003.
- g. The hourly amount received by an eligible employee under the **Nurse Clinician Market Adjustment** provision in Section III. F., multiplied by the employee's hours in pay status between October 6, 2002

and May 18, 2003.

- h. The hourly amount received by an eligible employee under the **Non-Nurse Clinician Market Adjustment** provision in Section III. G. multiplied by the employee's hours in pay status between October 6, 2002 and May 18, 2003.
- i. Determining the "hours in pay status."
  - 1) "Hours in pay status" include the number of hours worked as a represented employee in the bargaining unit for cash payment plus the number of hours of paid leave time/compensatory time credits which were used during all pay periods mentioned in a. through f. above.
  - 2) Hours not counted:
    - a) "Hours in pay status" worked as a project employee (**employment type 05**) or as an LTE employee (**employment types 10 and 23**).
    - b) "Hours in pay status" worked as a non-represented employee in a permanent position.
    - c) "Hours in pay status" worked in any bargaining unit other than the Professional Patient Care bargaining unit.
    - d) Work hours for which holiday or compensatory time off credits were earned but not used.
- j. The lump sum payment for adjustments received under this Section (Section IV.) shall also reflect an increase in the premium rate portion of overtime wages earned.

#### **SECTION V. INFORMATION FOR PROCESSING ADJUSTMENTS AND LUMP SUM PAYMENTS FOR EMPLOYEES OCCUPYING MULTIPLE POSITIONS SIMULTANEOUSLY**

For an employee in pay status in multiple positions, each position occupied by an employee is considered separately when applying base pay adjustments or lump sum payments under Sections II., III., and IV. above.

#### **SECTION VI. REINSTATEMENT OR RESTORATION**

- A. FY 2001-2002 Base Pay Adjustments:** Except as provided in B., below, the base pay adjustments provided in Sections II. and III., above, **must be included per Appendix F of the 2001-2003 Agreement** in determining pay on *reinstatement or restoration* of an employee whose eligibility is derived from a position represented by the Professional Patient Care bargaining unit, subject to the pay range maximums applicable for each adjustment. Any adjustment applied upon reinstatement or restoration will be that of the appropriate pay schedule and classification from which the reinstatement eligibility or restoration rights are derived.
- B. Annualized Anniversary Date Adjustment Payments:** Annualized Anniversary Date Adjustment Payments provided under Sections II and III. above, for which the employee would otherwise have been eligible, will be granted to employees upon *restoration* to a Professional Patient Care bargaining unit position after the effective date of the Agreement through June 30, 2003. Employees who *reinstate* to a bargaining unit position after the effective date of the contract are not eligible for this payment.

**SECTION VII. PERSONNEL TRANSACTION PAY ADJUSTMENT PROVISIONS**

All personnel transaction pay adjustments for employees of the Professional Patient Care bargaining unit will be determined in accordance with the provisions set forth in Appendix F of the 2001-2003 Professional Patient Care collective bargaining agreement.

**SECTION VIII. REFERRAL OF QUESTIONS****Employee Questions:**

**Individual employees with questions regarding their pay rates or pay adjustments indicated in this bulletin should contact their Agency Human Resources or Payroll Office directly.**

**Employer Questions :**

Employer questions regarding the *pay provisions* contained in this bulletin should be directed to Lynn Maulbetsch by phone at (608) 267-5164, by e-mail at [lynn.maulbetsch@der.state.wi.us](mailto:lynn.maulbetsch@der.state.wi.us), or Paul Ostrowski by phone at (608) 267-0343, by e-mail at [paul.ostrowski@der.state.wi.us](mailto:paul.ostrowski@der.state.wi.us).

Employer questions regarding *all other contract provisions* should be directed to Kathy Kopp by phone at (608) 266-0711, or e-mail at [kathy.kopp@der.state.wi.us](mailto:kathy.kopp@der.state.wi.us)..

Employer questions regarding *payroll processing or file maintenance* should be directed to the appropriate payroll center:

**DOA Central Payroll:**

**Shelley Schwartz at (608) 264-9571**

**UW-Processing Center:**

**Enrollment and Membership (608) 262-5031**

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James A. Pankratz, Administrator  
Division of Compensation and Labor Relations

JAP:LDM

**Attachments:**

Attachment 1: Pay Grid Schedule 11 Eff. July 1, 2001 through October 5, 2002

Attachment 2: Pay Schedule 11 October 8, 2000 through June 30, 2001

Attachment 3: Pay Schedule 11 with various effective dates in the biennium

Attachment 4: Pay Grid Schedule 11 October 6, 2002 through April 5, 2003

Attachment 5: Pay Grid Schedule 11 April 6, 2003 through June 30, 2003

**Attachment 1**  
**Pay Schedule 11 Grid - Professional Patient Care**  
**Effective: July 1, 2001 through October 5, 2002**

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<u>Grid Level</u>	<u>11-05</u>	<u>11-06</u>	<u>11-07</u>	<u>11-08</u>	<u>11-09</u>	<u>11-10</u>	<u>11-11</u>	<u>11-12</u>	<u>11-22</u>
<b>A</b>	14.960	15.933	16.969	18.073	19.248	20.500	21.833	23.253	26.846
<b>B</b>	15.185	16.172	17.224	18.345	19.537	20.808	22.161	23.602	27.249
<b>C</b>	15.413	16.415	17.483	18.621	19.831	21.121	22.494	23.957	27.658
<b>D</b>	15.645	16.662	17.746	18.901	20.129	21.438	22.832	24.317	28.073
<b>E</b>	15.880	16.912	18.013	19.185	20.431	21.760	23.175	24.682	28.495
<b>F</b>	16.119	17.166	18.284	19.473	20.738	22.087	23.523	25.053	28.923
<b>G</b>	16.361	17.424	18.559	19.766	21.050	22.419	23.876	25.429	29.357
<b>H</b>	16.607	17.686	18.838	20.063	21.366	22.756	24.235	25.811	29.798
<b>I</b>	16.857	17.952	19.121	20.364	21.687	23.098	24.599	26.199	30.245
<b>J</b>	17.110	18.222	19.408	20.670	22.013	23.445	24.968	26.592	30.699
<b>K</b>	17.367	18.496	19.700	20.981	22.344	23.797	25.343	26.991	31.160
<b>L</b>	17.628	18.774	19.996	21.296	22.680	24.154	25.724	27.396	31.628
<b>M</b>	17.893	19.056	20.296	21.616	23.021	24.517	26.110	27.807	32.103
<b>N</b>	18.162	19.342	20.601	21.941	23.367	24.885	26.502	28.225	32.585
<b>O</b>	18.435	19.633	20.911	22.271	23.718	25.259	26.900	28.649	33.074
<b>P</b>	18.712	19.928	21.225	22.606	24.074	25.638	27.304	29.079	33.571
<b>Q</b>	18.993	20.227	21.544	22.946	24.436	26.023	27.714	29.516	34.075
<b>R</b>	19.278	20.531	21.868	23.291	24.803	26.414	28.130	29.959	34.587
<b>S</b>	19.568	20.839	22.197	23.641	25.176	26.811	28.552	30.409	35.106
<b>T</b>	19.862	21.152	22.530	23.996	25.554	27.214	28.981	30.866	35.633
<b>U</b>	20.160	21.470	22.868	24.356	25.938	27.623	29.416	31.329	36.168

**Attachment 2**

**Pay Schedule 11 Professional Patient Care**

**I. Effective: October 8, 2000 –through the Effective date of the Agreement**

<b><u>Pay Range</u></b>	<b><u>Official Hourly Basis</u></b>			<b><u>Monthly Basis*</u></b>		<b><u>Annual Basis*</u></b>	
	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>	<b><u>Within Range Step</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
<u>11-05</u>	<u>14.960</u>	<u>22.515</u>	<u>0.449</u>	<u>2,603.04</u>	<u>3,917.61</u>	<u>31,236.48</u>	<u>47,011.32</u>
<u>11-06</u>	<u>15.933</u>	<u>23.980</u>	<u>0.478</u>	<u>2,772.35</u>	<u>4,172.52</u>	<u>33,268.11</u>	<u>50,070.24</u>
<u>11-07</u>	<u>16.969</u>	<u>25.539</u>	<u>0.510</u>	<u>2,952.61</u>	<u>4,443.78</u>	<u>35,431.28</u>	<u>53,325.43</u>
<u>11-08</u>	<u>18.073</u>	<u>27.200</u>	<u>0.543</u>	<u>3,144.71</u>	<u>4,732.80</u>	<u>37,736.43</u>	<u>56,793.60</u>
<u>11-09</u>	<u>19.248</u>	<u>28.969</u>	<u>0.578</u>	<u>3,349.16</u>	<u>5,040.61</u>	<u>40,189.83</u>	<u>60,487.27</u>
<u>11-10</u>	<u>20.500</u>	<u>30.853</u>	<u>0.615</u>	<u>3,567.00</u>	<u>5,368.42</u>	<u>42,804.00</u>	<u>64,421.06</u>
<u>11-11</u>	<u>21.833</u>	<u>32.859</u>	<u>0.655</u>	<u>3,798.95</u>	<u>5,717.47</u>	<u>45,587.31</u>	<u>68,609.60</u>
<u>11-12</u>	<u>23.253</u>	<u>34.996</u>	<u>0.698</u>	<u>4,046.03</u>	<u>6,089.31</u>	<u>48,552.27</u>	<u>73,071.65</u>
<u>11-22</u>	<u>26.846</u>	<u>40.404</u>	<u>0.806</u>	<u>4,671.21</u>	<u>7,030.30</u>	<u>56,054.45</u>	<u>87,363.55</u>

**\*For informational purposes only. The Official Hourly Rate is used for payroll purposes.**

**Attachment 3**

**Pay Schedule 11 Professional Patient Care**

**I. Effective: The first day of the pay period following the effective date of the Agreement (July 1, 2001 – June 30, 2002)**

	<u>Official Hourly Basis</u>			<u>Monthly Basis*</u>		<u>Annual Basis*</u>	
<u>Pay Range</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Within Range Step</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
<u>11-05</u>	<u>14.960</u>	<u>22.853</u>	<u>0.449</u>	<u>2,603.04</u>	<u>3,976.42</u>	<u>31,236.48</u>	<u>47,717.06</u>
<u>11-06</u>	<u>15.933</u>	<u>24.340</u>	<u>0.478</u>	<u>2,772.35</u>	<u>4,235.16</u>	<u>33,268.11</u>	<u>50,821.92</u>
<u>11-07</u>	<u>16.969</u>	<u>25.923</u>	<u>0.510</u>	<u>2,952.61</u>	<u>4,510.60</u>	<u>35,431.28</u>	<u>54,127.22</u>
<u>11-08</u>	<u>18.073</u>	<u>27.608</u>	<u>0.543</u>	<u>3,144.71</u>	<u>4,803.79</u>	<u>37,736.43</u>	<u>57,645.50</u>
<u>11-09</u>	<u>19.248</u>	<u>29.404</u>	<u>0.578</u>	<u>3,349.16</u>	<u>5,116.30</u>	<u>40,189.83</u>	<u>61,395.55</u>
<u>11-10</u>	<u>20.500</u>	<u>31.316</u>	<u>0.615</u>	<u>3,567.00</u>	<u>5,448.98</u>	<u>42,804.00</u>	<u>65,387.81</u>
<u>11-11</u>	<u>21.833</u>	<u>33.352</u>	<u>0.655</u>	<u>3,798.95</u>	<u>5,803.25</u>	<u>45,587.31</u>	<u>69,638.98</u>
<u>11-12</u>	<u>23.253</u>	<u>35.521</u>	<u>0.698</u>	<u>4,046.03</u>	<u>6,180.65</u>	<u>48,552.27</u>	<u>74,167.85</u>
<u>11-22</u>	<u>26.846</u>	<u>41.011</u>	<u>0.806</u>	<u>4,671.21</u>	<u>7,135.91</u>	<u>56,054.45</u>	<u>85,630.97</u>

**\*For informational purposes only. The Official Hourly Rate is used for payroll purposes.**

**II. Effective: The first day of the pay period following the effective date of the Agreement through October 5, 2002 (June 30, 2002 – October 5, 2002)**

	<u>Official Hourly Basis</u>			<u>Monthly Basis*</u>		<u>Annual Basis*</u>	
<u>Pay Range</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Within Range Step</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
<u>11-05</u>	<u>14.960</u>	<u>23.196</u>	<u>0.449</u>	<u>2,603.04</u>	<u>4,036.10</u>	<u>31,236.48</u>	<u>48,433.25</u>
<u>11-06</u>	<u>15.933</u>	<u>24.706</u>	<u>0.478</u>	<u>2,772.35</u>	<u>4,298.84</u>	<u>33,268.10</u>	<u>51,586.13</u>
<u>11-07</u>	<u>16.969</u>	<u>26.312</u>	<u>0.510</u>	<u>2,952.61</u>	<u>4,578.29</u>	<u>35,431.27</u>	<u>54,939.46</u>
<u>11-08</u>	<u>18.073</u>	<u>28.023</u>	<u>0.543</u>	<u>3,144.71</u>	<u>4,876.00</u>	<u>37,736.42</u>	<u>58,512.02</u>
<u>11-09</u>	<u>19.248</u>	<u>29.846</u>	<u>0.578</u>	<u>3,349.16</u>	<u>5,193.20</u>	<u>40,189.82</u>	<u>62,318.45</u>
<u>11-10</u>	<u>20.500</u>	<u>31.786</u>	<u>0.615</u>	<u>3,567.00</u>	<u>5,530.76</u>	<u>42,804.00</u>	<u>66,369.17</u>
<u>11-11</u>	<u>21.833</u>	<u>33.853</u>	<u>0.655</u>	<u>3,798.95</u>	<u>5,890.42</u>	<u>45,587.30</u>	<u>70,685.06</u>
<u>11-12</u>	<u>23.253</u>	<u>36.054</u>	<u>0.698</u>	<u>4,046.03</u>	<u>6,273.40</u>	<u>48,552.26</u>	<u>75,280.75</u>
<u>11-22</u>	<u>26.846</u>	<u>41.627</u>	<u>0.806</u>	<u>4,671.21</u>	<u>7,243.10</u>	<u>56,054.45</u>	<u>86,917.18</u>

**Attachment 4**  
**Pay Schedule 11 Grid - Professional Patient Care**  
**Effective: October 6, 2002 through April 5, 2003**

<b><u>Grid Level</u></b>	<b><u>11-05</u></b>	<b><u>11-06</u></b>	<b><u>11-07</u></b>	<b><u>11-08</u></b>	<b><u>11-09</u></b>	<b><u>11-10</u></b>	<b><u>11-11</u></b>	<b><u>11-12</u></b>	<b><u>11-22</u></b>
<b>A</b>	15.185	16.172	17.224	18.345	19.537	20.808	22.161	23.602	28.073
<b>B</b>	15.413	16.415	17.483	18.621	19.831	21.121	22.494	23.957	28.495
<b>C</b>	15.645	16.662	17.746	18.901	20.129	21.438	22.832	24.317	28.923
<b>D</b>	15.880	16.912	18.013	19.185	20.431	21.760	23.175	24.682	29.357
<b>E</b>	16.119	17.166	18.284	19.473	20.738	22.087	23.523	25.053	29.798
<b>F</b>	16.361	17.424	18.559	19.766	21.050	22.419	23.876	25.429	30.245
<b>G</b>	16.607	17.686	18.838	20.063	21.366	22.756	24.235	25.811	30.699
<b>H</b>	16.857	17.952	19.121	20.364	21.687	23.098	24.599	26.199	31.160
<b>I</b>	17.110	18.222	19.408	20.670	22.013	23.445	24.968	26.592	31.628
<b>J</b>	17.367	18.496	19.700	20.981	22.344	23.797	25.343	26.991	32.103
<b>K</b>	17.628	18.774	19.996	21.296	22.680	24.154	25.724	27.396	32.585
<b>L</b>	17.893	19.056	20.296	21.616	23.021	24.517	26.110	27.807	33.074
<b>M</b>	18.162	19.342	20.601	21.941	23.367	24.885	26.502	28.225	33.571
<b>N</b>	18.435	19.633	20.911	22.271	23.718	25.259	26.900	28.649	34.075
<b>O</b>	18.712	19.928	21.225	22.606	24.074	25.638	27.304	29.079	34.587
<b>P</b>	18.993	20.227	21.544	22.946	24.436	26.023	27.714	29.516	35.106
<b>Q</b>	19.278	20.531	21.868	23.291	24.803	26.414	28.130	29.959	35.633
<b>R</b>	19.568	20.839	22.197	23.641	25.176	26.811	28.552	30.409	36.168
<b>S</b>	19.862	21.152	22.530	23.996	25.554	27.214	28.981	30.866	36.711
<b>T</b>	20.160	21.470	22.868	24.356	25.938	27.623	29.416	31.329	37.262
<b>U</b>	20.463	21.793	23.212	24.722	26.328	28.038	29.858	31.799	37.821

**Attachment 5**  
**Pay Schedule 11 Grid - Professional Patient Care**  
**Effective April 6, 2003 through June 30, 2003**

<b><u>Grid Level</u></b>	<b><u>11-05</u></b>	<b><u>11-06</u></b>	<b><u>11-07</u></b>	<b><u>11-08</u></b>	<b><u>11-09</u></b>	<b><u>11-10</u></b>	<b><u>11-11</u></b>	<b><u>11-12</u></b>	<b><u>11-22</u></b>
<b>A</b>	15.565	16.577	17.655	18.804	20.026	21.329	22.716	24.193	28.775
<b>B</b>	15.799	16.826	17.921	19.087	20.327	21.650	23.057	24.556	29.208
<b>C</b>	16.037	17.079	18.190	19.374	20.633	21.974	23.403	24.925	29.647
<b>D</b>	16.277	17.335	18.464	19.665	20.942	22.304	23.755	25.300	30.091
<b>E</b>	16.522	17.596	18.742	19.960	21.257	22.640	24.112	25.680	30.543
<b>F</b>	16.771	17.860	19.023	20.261	21.577	22.980	24.473	26.065	31.002
<b>G</b>	17.023	18.129	19.309	20.565	21.901	23.325	24.841	26.457	31.467
<b>H</b>	17.279	18.401	19.600	20.874	22.230	23.676	25.214	26.854	31.939
<b>I</b>	17.538	18.678	19.894	21.187	22.564	24.032	25.593	27.257	32.419
<b>J</b>	17.802	18.959	20.193	21.506	22.903	24.392	25.977	27.666	32.906
<b>K</b>	18.069	19.244	20.496	21.829	23.247	24.758	26.368	28.081	33.400
<b>L</b>	18.341	19.533	20.804	22.157	23.597	25.130	26.763	28.503	33.901
<b>M</b>	18.617	19.826	21.117	22.490	23.952	25.508	27.165	28.931	34.411
<b>N</b>	18.896	20.124	21.434	22.828	24.311	25.891	27.573	29.366	34.927
<b>O</b>	19.180	20.427	21.756	23.172	24.676	26.279	27.987	29.806	35.452
<b>P</b>	19.468	20.733	22.083	23.520	25.047	26.674	28.407	30.254	35.984
<b>Q</b>	19.760	21.045	22.415	23.874	25.424	27.075	28.834	30.708	36.524
<b>R</b>	20.058	21.360	22.752	24.233	25.806	27.482	29.266	31.170	37.073
<b>S</b>	20.359	21.681	23.094	24.596	26.193	27.895	29.706	31.638	37.629
<b>T</b>	20.664	22.007	23.440	24.965	26.587	28.314	30.152	32.113	38.194
<b>U</b>	20.975	22.338	23.793	25.341	26.987	28.739	30.605	32.594	38.767



