

OFFICE OF STATE EMPLOYMENT RELATIONS

- COMPENSATION & LABOR RELATIONS BULLETIN -

Date: June 25, 2004

Locator No: OSER-0042-CLR/LR/PP

Subject: Processing 2004-2005 Excise Tax Agent and Special Agent Semi-automatic Progression Adjustments, General Wage Adjustments and Lump Sum Payments for Employees in the Wisconsin Professional Employees Council Bargaining Unit.

This information is provided to assist appointing authorities in applying the 2004-2005 Excise Tax Agent/Special Agent Semi-Automatic Pay Progression, the General Wage Adjustments (GWAs), the annualized lump sum payments, and the \$250 GWA Payment; and implementing the pay range and pay progression schedules for the Professional Fiscal and Staff Services bargaining unit. These adjustments are granted in accordance with Article XI, Sections 1 through 6, of the 2003-2005 collective bargaining agreement between the State and the Wisconsin Professional Employees Council (WPEC).

SECTION I. ORDER OF PAY ADJUSTMENTS WITH THE SAME EFFECTIVE DATE

Pursuant to § ER 29.04, Wis. Adm. Code, and the applicable provisions of the WPEC Agreement, multiple pay adjustments with the same effective date will be applied in the order provided below.

1. Completion of the first 6 months of a probationary/trial period adjustment;
2. Reallocation/regrade adjustment;
3. Reclassification/regrade adjustment;
4. Promotion/upward movement adjustment;
5. Demotion/downward movement adjustment;
6. Transfer/lateral movement adjustment;
7. Reinstatement;
8. Restoration;
- 9. Contractual Adjustments in the order set forth in this bulletin;**
10. Establishment of a raised minimum rate (RMR);
11. Original Appointment

SECTION II. WAGE ADJUSTMENTS EFFECTIVE JUNE 27, 2004

A. Special Agent/Excise Tax Agent Pay Progression. Pay progression adjustments are provided to eligible employees in the Special Agent and Excise Tax Agent series in pay ranges 7-30 and 7-31, in accordance with the "Ongoing Administration" provisions in Appendix H, Section II., of the Agreement. Reference the pay progression amounts in Attachment 1.

B. 1.0% General Wage Adjustment (GWA)

1. Eligibility.

- a. Eligible.** All permanent employees (**employment types 01, 02 and 06**) who are in pay status on June 27, 2004 in the Professional Fiscal and Staff Services bargaining unit (**DP unit code 07**).

b. Ineligible.

- (1) Employees who have previously been considered for or received a FY 2004-2005 1.0% GWA provided under the Compensation Plan or analogous 1.0% wage adjustment in another collective bargaining agreement.
- (2) Employee's who separated from state service prior to June 27, 2004.

2. **Amount.** Effective June 27, 2004, each eligible employee will be granted a GWA of 1.0% of base pay, subject to the pay range maximum indicated in Attachment 1.

C. \$0.10 General Wage Adjustment (GWA)**1. Eligibility.**

- a. **Eligible.** All permanent employees (**employment types 01, 02 and 06**) who are in pay status on June 27, 2004, in the Professional Fiscal and Staff Services bargaining unit (**DP unit code 07**), subject to the pay range maximum indicated in Attachment 1.

b. Ineligible.

- (1) Employees who have previously been considered for or received a FY 2004-2005 \$0.10 GWA provided under the Compensation Plan or analogous \$0.10 wage adjustment in another collective bargaining agreement.
- (2) Employees who separated from state service prior to June 27, 2004.

D. Pay Schedule Implementation.

Effective June 27, 2004, the pay ranges and pay progression schedules found in Attachment 1 are implemented.

E. Annualized Wage Adjustment Payment. Eligible employees will be granted Annualized Wage Adjustment Payments as follows:

1. Employees who receive a wage adjustment under B., above, of less than 1.0% of their base pay rate solely because of the pay range maximum limitation will receive an Annualized Wage Adjustment Payment equal to the difference between the value of 1.0% of the employee's base pay rate prior to application of the wage adjustment, and the amount the employee actually received, multiplied by 2088.
2. Employees who receive no wage adjustment under B., above, solely because of the pay range maximum limitation will receive an Annualized Wage Adjustment Payment equal to 1.0% of the employee's base pay rate, multiplied by 2088.
3. Employees who receive a wage adjustment under C., above, of less than \$0.10 per hour solely because of the pay range maximum limitation will receive an Annualized Wage Adjustment Payment equal to the difference between the value of \$0.10 and the amount the employee actually received, multiplied by 2088.
4. Employees who receive no wage adjustment under C., above, solely because of the pay range maximum limitation will receive an Annualized Wage Adjustment Payment equal to \$0.10, multiplied by 2088.
5. The Annualized Wage Adjustment Payment provided under 1. through 4., above, will be prorated based on the employee's budgeted FTE on June 27, 2004.

- 6 Employees who are not in pay status on the effective date of the Annualized Wage Adjustment Payment, and who return from an approved leave of absence or layoff from a bargaining unit position during the term of the Agreement, will receive any Annualized Wage Adjustment Payment for which they would otherwise have been eligible.

F. \$250 GWA Payment

Any employee in pay status on June 27, 2004, who is eligible for a GWA or Annualized Wage Adjustment Wage Payment under B., C., or E., above, will receive a \$250 GWA lump sum payment, prorated based on the employee's budgeted FTE on June 27, 2004. Employees who are not in pay status on the effective date of the \$250 GWA lump sum payment, and who return from an approved leave of absence or layoff from a bargaining unit position during the term of the 2003-2005 Agreement, will receive the \$250 GWA lump sum payment, or prorated amount, for which they would otherwise have been eligible.

SECTION III. 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 referred to the Division of Compensation and Labor Relations: Doug Thayer (608) 266-2052 (phone); or douglas.thayer@oser.state.wi.us (email).

Employer questions regarding *all other contract provisions* of the WPEC Agreement should be referred to the Division of Compensation and Labor Relations: Mike Soehner (608) 267-9462 (phone); or mike.soehner@oser.state.wi.us (email), or Kathy Kopp (608) 266-0711 (phone); or kathy.kopp@oser.state.wi.us.

Employer questions concerning payroll processing or file maintenance procedures should be referred to the appropriate payroll center:

DOA Central Payroll: Shelley Schwartz (608) 264-9571

UW Processing Center-Payroll and Financial Services (608) 262-3558

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

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Attachment: Attachment 1

ATTACHMENT 1

June 27, 2004 – June 30, 2005 Pay Schedule 07 and Progression Schedules (1% and \$0.10)

<u>PAY SCHEDULE 07: FISCAL & STAFF SERVICES</u>										
<u>Effective June 27, 2004 through June 30, 2005</u>										
	<u>Official Hourly Rate</u>						<u>Annual Basis*</u>			
<u>Pay Range</u>	<u>Minimum</u>	<u>Appt. Max. 1</u>	<u>Appt. Max. 2</u>	<u>Maximum</u>	<u>Within Range Step</u>	<u>8% of Minimum</u>	<u>Minimum</u>	<u>Appt. Max. 1</u>	<u>Appt. Max. 2</u>	<u>Maximum</u>
07-02	23.043	36.869	42.166	50.695	0.692	1.844	48,114	76,982	88,043	105,851
07-03	19.701	30.537		41.373	0.592	1.577	41,136	63,761		86,387
07-04	15.117	24.188		33.258	0.454	1.210	31,564	50,504		69,443
07-05	12.005	19.509		27.012	0.361	0.961	25,066	40,734		56,401
07-30	19.991			23.879	0.600	1.600	41,741			49,859
07-31	25.069			29.429	0.753	2.006	52,344			61,448

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

<u>Semi-Automatic Pay Progression Structure</u>									
<u>January 24, 2004 through June 26, 2004</u>					<u>June 27, 2004 through June 30, 2005</u>				
<u>Special Agent and Excise Tax Agent</u>					<u>Special Agent and Excise Tax Agent</u>				
Range 07-30			Range 07-31		Range 07-30			Range 07-31	
Min	Max		Min	Max	Min	Max		Min	Max
19.694	23.543		24.721	29.038	19.991	23.879		25.069	29.429
Progression Points:			Progression Points:		Progression Points:			Progression Points:	
A	19.694		A	24.721	A	19.991		A	25.069
B	20.978		B	25.801	B	21.288		B	26.160
C	22.260		C	26.880	C	22.583		C	27.249
D	23.543		D	27.958	D	23.879		D	28.338
			E	29.038				E	29.429

