

State of Wisconsin

**DEPARTMENT OF EMPLOYMENT RELATIONS**

**- CLASSIFICATION & COMPENSATION BULLETIN -**

**- COLLECTIVE BARGAINING BULLETIN -**

<b>Date:</b> June 4, 1998	<b>Subject:</b> Information Necessary to Process FY 1998-99 General Wage and Cents-Per-Hour Adjustments, FY 1998-99 Annualized General Wage and Cents-Per-Hour Adjustment Payments, and One-Time Lump Sum Payments for Employees in the Professional Research, Statistics & Analysis Bargaining Unit
<b>Locator No:</b> CC/PP-127 CBB-70 (24.0445)	

This information is provided to assist appointing authorities in determining FY 1998-99 general wage and cents-per-hour adjustments, FY 1998-99 annualized general wage and cents-per-hour adjustment payments, and one-time lump sum payments for employees in the Professional Research, Statistics & Analysis (PERSA) bargaining unit. These adjustments are granted in accordance with the wage provisions (Article XI) of the 1997-99 Agreement between the State and the Professional Employees in Research, Statistics and Analysis. The general wage adjustments and cents-per-hour adjustments are effective July 5, 1998.

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

Pursuant to s. ER 29.04, Wis. Adm. Code, and the applicable provisions of the PERSA Agreement, multiple pay adjustments that are effective July 5, 1998, will be applied in the following order:

*Use FY 1997-98 pay schedule 08 for adjustments 1 through 8:*

1. Completion of the first 6 months of an original probationary 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

*Use the pay range maximums of FY 1998-99 pay schedule 08 for adjustment 9:*

- 9. FY 1998-99 Wage Adjustments effective July 5, 1998**
  - a. General Wage Adjustment**
  - b. Cents-Per-Hour Adjustment**

*Use FY 1998-99 pay schedule 08 for adjustments 10 through 12*

- 10. Implementation of the FY 1998-99 pay schedule 8 (Section II, C.. & Attachment)**
11. Establishment of a raised minimum rate

12. Original appointment
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**SECTION II. FY 1998-99 WAGE ADJUSTMENTS EFFECTIVE JULY 5, 1998**

**A. Effective Date.** The wage adjustments provided in this section are effective July 5, 1998, and will be applied in the order set forth below. Paychecks issued on July 30, 1998 will include the wage adjustments.

**B. Eligibility**

1. **Eligible.** Except as specified in 2., below, all permanent employes (employment types 01, 02 and 06) in pay status on July 5, 1998 in the PERSA bargaining unit (DP Unit Code 08) are eligible for an adjustment in the amount set forth in C., below.
2. **Ineligible.** Any employe who is serving the first six months of an original probationary period.

<p><b>Note:</b> According to s. ER-MRS 13.09, Wis. Adm. Code, permanent status in class is attained immediately upon completion of the last work period to which the employe was assigned to work during his or her probation, regardless of whether it falls on or before the last day of the probation. Any employe who completes his or her last assigned work period of a six-month original appointment probation prior to July 5, 1998, is eligible, even if the six-month probation does not end until on or after July 5, 1998.</p> <p>Any employe who may be eligible to receive a six-month increase on July 5, 1998 (i.e., the beginning of the pay period closest to the date of completion of the six month period) but who has not completed his or her last assigned work period of the six-month period prior to July 5, 1998, is not eligible.</p>
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**C. Amount.**

1. **General Wage Adjustment.** Each eligible employe will receive a general wage adjustment of three percent (3%) of the employe's base pay on July 5, 1998, subject to the new pay range maximum. An employe who is not eligible to receive some or all of the general wage adjustment due solely to the pay range maximum limitation will be eligible to receive an annualized general wage adjustment Payment under 3.a., below.
2. **Cents-Per-Hour Adjustment.** Each eligible employe with ten (10) or more full years of seniority as of July 1, 1998, (i.e., adjusted continuous service date is on or before July 1, 1988) will receive a cents-per-hour adjustment of ten cents (\$.10) per hour. An employe who is not eligible to receive some or all of the cents-per-hour adjustment due solely to the pay range maximum limitation will be eligible to receive an annualized cents-per-hour adjustment payment under 3.b., below.
3. **Annualized Wage Adjustments.**
  - a. **Annualized General Wage Adjustment Payment**
    - 1) Employes who receive a general wage adjustment, under C.1., above, of less than three percent (3.0%) of their base pay rate solely because of the pay range maximum limitation will receive an annualized general wage adjustment payment equal to the difference between the value of three percent (3.0%) of the employe's base pay rate prior to application of the general wage adjustment and the amount the employe actually received, times 2080, pro-rated by the employe's budgeted FTE status on July 5, 1998.

- 2) Employees who received no general wage adjustment, under C.1., above, solely because of the pay range maximum limitation will receive an annualized general wage adjustment payment equal to three percent (3.0%) of their base pay rate, times 2080, pro-rated by the employee's budgeted FTE status on July 5, 1998.

**b. Annualized Cents-Per-Hour Adjustment Payment**

- 1) Employees who receive a cents-per-hour adjustment, under C.2., above, of less than ten cents (\$0.10) solely because of the pay range maximum limitation will receive an annualized cents-per-hour adjustment payment equal to the difference between ten cents (\$0.10) and the amount the employe actually received, times 2080, pro-rated by the employe's budgeted FTE status on July 5, 1998.
- 2) Employees who received no cents-per-hour adjustment, under C.2., above, solely because of the pay range maximum limitation will receive an annualized cents-per-hour adjustment payment equal to ten cents (\$0.10), times 2080, pro-rated by the employe's budgeted FTE status on July 5, 1998.

**c. Employes On Leave of Absence or Layoff.** Any employe who is on an unpaid leave of absence or layoff on July 5, 1998, and who qualifies for an annualized general wage adjustment payment and/or annualized cents-per-hour adjustment payment will receive such payment subject to the following:

- 1) The employe must return from the leave to pay status in a position in the bargaining unit during the term of the Agreement.
- 2) The employe will not receive an annualized general wage adjustment payment and/or annualized cents-per-hour adjustment payment until he/she returns to pay status in a position in the bargaining unit.

**SECTION III. ONE-TIME LUMP SUM PAYMENT**

- A. Effective Date.** The one-time lump sum payment provided in this section is effective July 5, 1998, and will be paid on July 30, 1998.
- B. Eligibility.** All permanent employes (employment types 01, 02 and 06) in pay status on July 5, 1998 in the PERSA bargaining unit (DP Unit Code 08) are eligible for the one-time lump sum payment.
- C. Amount.** Each eligible employe will receive a one-time lump sum payment as specified below, prorated by the employe's budgeted FTE status on July 5, 1998.

<u>Full Yrs. of Seniority as of July 1, 1998</u>	<u>Adjusted Continuous Service Date</u>	<u>Amount</u>
1 through 9 years	July 2, 1988 - July 1, 1997	\$150

10 or more years	On or Before July 1, 1988	\$200
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**SECTION IV. IMPLEMENTATION OF THE FY 1998-99 PAY SCHEDULE**

After application of the general wage increase described in Section II., above, the pay ranges on the attached pay schedule for the PERSA bargaining unit will be implemented. **(FY 1998-99 pay schedule 08 is provided as an attachment to this bulletin.)** Any employe (except a trainee) serving the first six months of any type of probationary period whose base pay falls below the new minimum of the applicable pay range will have his or her base pay rate adjusted to the new minimum. All other employes whose base pay rates falls below the new PSICMs of the applicable pay ranges will have their base pay rates increased to the new PSICMs.

**Note:** Any project employe (employment type 05) in a position assigned to a classification in the PERSA bargaining unit, to whom the circumstances described above apply, will also have his or her base pay adjusted to the new minimum or PSICM of the applicable pay range.

**SECTION V. REFERRAL OF QUESTIONS**

- A. Questions regarding the pay provisions contained in this bulletin should be referred to the Division of Classification and Compensation: Mary Hanaway (608) 267-5169 or Paul Ostrowski (608) 267-0343.
- B. Questions regarding other provisions of the Professional Research, Statistics and Analysis collective bargaining agreement should be referred to the Division of Collective Bargaining: Donna Biddle (608) 266-1418 or Kathy Kopp (608) 266-0711.
- C. Questions regarding payroll processing or file maintenance procedures should be referred to the appropriate payroll center:

DOA Central Payroll

Lynn Maulbetsch (608) 264-9571

UW-Processing Center-Payroll Services:

Julie Syvrud (608) 263-4388

Karon Hamilton (608) 262-2002

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James A. Pankratz, Administrator  
 Division of Classification and Compensation

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Joseph P. Pellitteri, Deputy Secretary  
 and Acting Administrator, Division of  
 Collective Bargaining

Attachment: FY 1998-99 Pay Schedule 08