

State of Wisconsin

DEPARTMENT OF EMPLOYMENT RELATIONS

- COMPENSATION AND LABOR RELATIONS BULLETIN -

- MERIT RECRUITMENT & SELECTION BULLETIN -

Date: February 21, 2000

Locator No: CLR/POL-51/
MRS-205

Subject: Administrative and Policy Guidance Relating to
Classifications Assigned to Broadbanding
Systems Effective March 12, 2000

I. INTRODUCTION

Significant changes to several classification and compensation systems will be implemented effective March 12, 2000. The Nonrepresented Patient Treatment-Related broadband (Schedule 50) will be effective March 12, 2000, and many professional nonrepresented classifications from Schedules 01, 31, 34, 51, and 54 will also be assigned to the Nonrepresented General broadbands (Schedule 81) on that date. New classification titles that conform to the broadband pay range concept and the respective pay provisions associated with those schedules will also be effective March 12, 2000.

Although agencies have prior experience on the basic operations of broadband systems, additional questions and administrative issues have been identified. This bulletin will provide policy guidance and interpretation in those areas and identify primary resource contacts within the Department of Employment Relations (DER). A comprehensive list of contacts for specific program areas follows at the end of this bulletin.

II. RECRUITMENT AND REGISTER ESTABLISHMENT ISSUES

A. Broadband PR 81-78

- (1) Announcements for vacancies in PR 81-78 posted after March 12, 2000, or used to staff vacancies to be filled after March 12 should include the pay and classification information based on the new systems.
- (2) Agencies wanting to promote the prospect of increased pay flexibility in PR 81-78 announcements to be **released prior to the March 12** effective date should direct a **HAM request** for the amount desired (up to the new pay band appointment maximum amount) to DER's DCLR and include **language similar to the following in the announcements:**

"It is anticipated that this position will be placed in a new pay broadband (PR 81-78) as of March 12, 2000; receive pay between (minimum of PR)

and (up to appointment maximum or whatever agency is willing to pay not to exceed the appointment maximum)."

- (3) DMRS recognizes that registers for titles in PR 81-78 based on recruitments that occurred before the classification and compensation structure changes on March 12, 2000, may exist for some time. **Reannouncement of the vacancies with corrected pay information is strongly recommended for positions being placed in the new broadband PR 81-78.** If reannouncement of the vacancy is not feasible for PR 81-78 vacancies, the pay guidelines outlined in this bulletin must be followed to ensure that individuals in like circumstances are treated consistently and to allow the effective use of registers that have already been established.
- (4) The reassignment of classifications to pay ranges in broadband schedules may result in different personnel transactions for individuals moving to new positions than would have been the case prior to March 12, 2000. In particular, appointing authorities and Agency Human Resources Offices should be aware that **movement between many classifications that would previously have been considered promotions or demotions are now considered transfers.**
- (5) Current employees serving a **probationary period** (standard 6 months or 1 year for supervisors) when their positions are placed in the new PR 81-78 broadband March 12, 2000, will serve only the remainder of the 6 month or 1 year probationary period as conditioned in the appointment letter.
- (6) **Transfers, demotions, and promotions** will continue to be handled in accordance with relevant Chapter 230, Wis. Stats., and ER-MRS Wis. Admin. Code, provisions governing such movements. Job offers made and accepted prior to March 12, 2000, should be honored.

B. Broadband PR 81-79

- (1) Announcements for vacancies in PR 81-79 posted after March 12, 2000, or used to staff vacancies to be filled after March 12 should include the pay and classification information based on the new systems.
- (2) Many of the titles placed in broadband PR 81-79 will be designated Career Executive titles for the first time. Agencies wanting to promote the prospect of increased pay flexibility, Career Executive status, and the required two year Career Executive trial period in PR 81-79 announcements to be **released prior to the March 12** effective date should direct a **HAM request** to DER's DCLR and **include language similar to the following in the announcement:**

It is anticipated that this position will be placed in the Career Executive program and new pay broadband (PR81-79) as of March 12, 2000; receive pay between (minimum of PR) and (up to appointment maximum or whatever agency is willing to pay not to exceed the appointment maximum); a two-year Career Executive trial period may be required.

- (3) Except where an accepted offer is in place prior to March 12, 2000, **existing registers for titles being placed into the Career Executive program for the first time must be re-announced. Registers established without the Career Executive designation and without following established Career Executive staffing procedures cannot be used to fill Career Executive vacancies.** Such registers must be retired and opportunities **must be reannounced** because Career Executive is a separate program with its own provisions with regard to candidate source, registers, certification, trial period, voluntary moves and reassignment options. If an agency has a plan it believes addresses compliance with Chapter ER-MRS 30, Wis. Admin. Code, including the requirement for proper public notification and compliance with the Career Executive program, DMRS is prepared to review the rare request for an exception to the re-announcement requirement for PR 81-79 Career Executive vacancies.
- (4) **Career Executive registers in place before March 12 do not have to be reannounced and re-done** when the covered title moves to the new PR 81-79 broadband and retains the Career Executive program status, unless the agency wishes to re-announce in order to avail itself of the new pay flexibility for non-state employes. Such Career Executive registers should continue to be managed following established procedures for staffing Career Executive vacancies. One implication is that some people who are current state employes and on an existing Career Executive register by virtue of a competitive examination score and rank may be given appointment consideration as a Career Executive incumbent once the person opts into the Career Executive program.
- (5) The reassignment of classifications to pay ranges in broadband schedules may result in different personnel transactions for individuals moving to new positions than would have been the case prior to March 12, 2000. In particular, appointing authorities should **be aware that movement between many classifications that would previously been considered promotions or demotions are now considered transfers or Career Executive movements.** Job offers made and accepted prior to March 12 should be honored.
- (6) Current non-Career Executive employes serving a **probationary period** (standard 6 months or 1 year for supervisors) and who have their positions placed into the new Career Executive PR 81-79 broadband March 12, 2000, will serve only the remainder of the 6 month or 1 year probationary period as conditioned in the appointment letter.
- (7) **Lateral, downward, and upward movements** within the Career Executive program will continue to be made in accordance with Chapter ER-MRS 30, Wis. Admin. Code. Such movements are only available to Career Executive incumbent employes or those persons who have chosen to opt into the Career Executive program once their respective position has been placed in the new Career Executive broadband PR 81-79. DER's DCLR will be providing information to agencies regarding specific positions being placed into the Career Executive program and the procedures to follow to obtain "opt in" or "opt out" decisions from broadband employes. **Until an individual position holder opts into the Career Executive program, however, the person cannot be treated as a Career Executive incumbent employe for job application and movement purposes.** Additional policy guidance for managing Career Executive hiring options and movements is contained in MRS Bulletin 139 issued July 24, 1992.

III. PAY ISSUES**A. Applicability of Pay on Appointment Flexibility to Current State Employees**

The special Pay on Appointment provisions for the broadband schedules contained in Section J of the 1999-2001 Compensation Plan may be applied to current classified state employees effective March 12, 2000, even though the announcement upon which the hire is being made did not indicate the appointment pay flexibility. ER 29, Wis. Admin. Code rules do not apply to positions in classifications assigned to any broadband schedule unless noted in Section J. Please contact the Compensation Administration Unit (numbers provided at end of bulletin) for assistance in determining the appropriate pay rate for an individual situation.

B. Prohibition of Pay Upon Appointment Flexibility for Original Appointments When HAM Was Not Previously Approved

Pay upon original appointment on or after March 12, 2000, to a position in a classification assigned to a broadband made from a register for which HAM authority was not approved at the time of recruitment may not be set above the pay rate which was in the announcement. Thus, if a position was announced without HAM and the minimum of the pay range was identified as the starting pay, the pay rate for an individual upon original appointment would be the minimum of the pay range.

C. Limitation on Pay Upon Appointment Flexibility for Original Appointments When HAM Was Previously Approved

Pay upon original appointment on or after March 12, 2000, to a position in a classification assigned to a broadband made from a register established from an announcement for which HAM authority was approved may be made up to the maximum HAM rate authorized. The pay rate must be established in accordance with the HAM criteria that were established for the position and may exceed the applicable appointment maximum, if the authorized HAM rate exceeds the appointment maximum.

D. Application of Pay Upon Appointment Flexibility for All Types of Appointments When Announcement Included That Information

Announcements for appointments after March 12, 2000, should have included the pay and classification information based on the new systems. If so, the pay upon appointment provisions specified in Section J of the 1999-2001 Compensation Plan will be fully applicable to appointments of new and current state employees made from registers established from those announcements. If not, A., B., or C., above, apply.

E. Integration of Previous HAM Approval and Temporary Appointment Maximum Concept

Because of the appointment pay flexibility that is inherent in the broadband pay provisions, the concept of HAM is not applicable to classifications assigned to these pay schedules. However, a concept similar to HAM, i.e., Temporary Appointment Maximum (TAM), may be approved under very limited circumstances. Please consult Section J of

the 1999-2001 Compensation Plan, as applicable, for more information on the use of the TAM concept.

F. Six Month Increase Issues

Since the administrative rule provisions state that completion of the first six months of a probationary period or trial period for a Career Executive position occurs before regrading due to reallocation, **employees affected by the March 12, 2000, assignment of classifications to a broadband who will complete the first six months of a probationary period as noted above through March 18, 2000, should receive a six month increase effective March 12, 2000.** The amount of the increase should be determined using the schedule that was appropriate for the employee prior to assignment to the broadband. **Employees who completed or will complete the first six months of a promotional or original probationary period, or of a Career Executive trial period, on or after March 19, 2000, are not eligible for a six month increase.**

However, for employees who were appointed to positions prior to March 12, 2000, and as such would have received a six month increase under the original terms of their employment, appointing authorities may want to consider granting the equivalent of a six month increase in the form of a Discretionary Compensation Adjustment.

G. Requirement to File Discretionary Compensation Adjustment Criteria with Department of Employment Relations and Notification to All Affected Employees of an Agency's Discretionary Compensation Adjustment Criteria

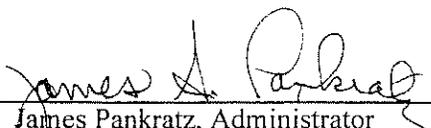
In accordance with the Compensation Plan provisions, appointing authorities are required to develop written criteria for the granting of Discretionary Compensation Adjustments and Annualized Discretionary Compensation Payments. The criteria must relate to the specific schedule to which it will be applied. **The written criteria must be filed with the DER, DCLR, before an agency may grant such increases or payments to employees. A copy of the criteria must be sent to DER, DCLR, 345 West Washington, Madison, WI, 53702, to the attention of Dana Denny.**

In addition, the appointing authority must provide a copy of the applicable criteria to all employees in positions assigned to the respective pay schedule. Random spot-checks may be made by DCLR staff to ensure that the criteria have been shared with affected employees.

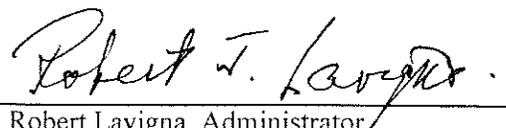
IV. REFERRAL OF QUESTIONS

The information in this bulletin covers the responsibilities of different divisions within DER. To assist appointing authorities in efficiently finding answers to questions, the chart below identifies appropriate primary contacts within the applicable division for a specific type of question or program area.

Type of Question	Responsible Division	Primary Division Contact	Phone Number
• Determining a personnel transaction	DMRS	Denny Huett	608-266-7296
• Job announcement information	DMRS	Designated DMRS staffing analyst	
• Register establishment	DMRS	Designated DMRS staffing analyst	
• Determining pay upon a personnel transaction	DCLR	Paul Ostrowski Lynn Maulbetsch	608-267-0343 608-267-5164
• HAM questions	DCLR	Assigned agency classification analyst	
• TAM questions	DCLR	Dana Denny	608-267-0342
• Discretionary Compensation Adjustment criteria	DCLR	Dana Denny	608-267-0342
• General classification questions	DCLR	Assigned agency classification analyst	
• General compensation administration questions	DCLR	Paul Ostrowski Lynn Maulbetsch	608-267-0343 608-267-5164
• General recruitment questions	DMRS	Designated DMRS staffing analyst	
• DMRS rules interpretation questions	DMRS	Denny Huett	608-266-7296



 James Pankratz, Administrator
 Division of Compensation & Labor
 Relations



 Robert Lavigna, Administrator
 Division of Merit Recruitment & Selection