

State of Wisconsin

## OFFICE OF STATE EMPLOYMENT RELATIONS

– COMPENSATION AND LABOR RELATIONS BULLETIN –

**Date:** November 17, 2009

**Locator No:** OSER-0259-CLR/LR/PP

**Subject:** Information for Processing 2008-2009 Fiscal Year Pay and Benefit Provisions for Employees in the Professional Employees in Research, Statistics & Analysis Bargaining Unit (Unit 8)

This information is provided to assist appointing authorities in determining fiscal year 2008-2009 general wage adjustments, market adjustments, and lump sum payments for employees in the Professional Research, Statistics & Analysis bargaining unit (bargaining unit 8). The wage increases are granted in accordance with the wage provisions (Article XI) of the 2007-2009 Agreement between the State of Wisconsin and the Professional Employees in Research, Statistics & Analysis (PERSA), and base pay increases must be applied in the order set forth in this bulletin.

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

Pursuant to Article XI, Section 4 of the 2007-2009 PERSA Agreement and s. ER 29.04, Wis. Adm. Code, multiple pay adjustments that are effective on the same date will be applied in the following order:

**Use the FY 2007-2008 pay schedule for adjustments effective November 8, 2009 (for June 24, 2007), under numbers 1. through 7 (see the 2007-2008 PERSA pay processing bulletin for the FY 2007-2008 pay schedule). Use the new pay schedules effective November 8, 2009 (for July 6, 2008), provided in Attachment 1, for adjustments under number 8., for July 6, 2008.**

**Use the new pay schedules effective November 8, 2009 (for October 12, 2008), provided in Attachment 2, for adjustments under number 8., for October 12, 2008.**

**Use the new pay schedules effective November 8, 2009 (for June 7, 2009), provided in Attachment 3, for adjustments under numbers 8., for June 7, 2009, for adjustments under number 9., effective November 8, 2009, and for all transactions after that date.**

1. Reallocation/regrade adjustment
2. Reclassification/regrade adjustment
3. Promotion/upward movement adjustment
4. Demotion/downward movement adjustment
5. Transfer/lateral movement adjustment
6. Reinstatement
7. Restoration
- 8. Negotiated Base Pay Adjustments**
9. Original appointment

## SECTION II. SEMI-AUTOMATIC PAY PROGRESSION ADJUSTMENTS

Progression adjustments for eligible employees continue to be provided in accordance with Appendix C of the Agreement.

## SECTION III. GENERAL WAGE ADJUSTMENT (GWA) [JULY 6, 2008]

- A. Effective Date.** The GWA is effective November 8, 2009.
- B. Eligibility.** All employees (employment types 01, 02, and 06) in pay status on November 8, 2009, and all employees who died, retired or were laid off from the bargaining unit from July 6, 2008 to November 8, 2009, are eligible for a GWA in the amount set forth in C., below.
- Ineligible.** Any employee whose pay rate upon appointment was set in recognition of a previously earned rate that included a GWA for FY 2008-2009 provided under the Compensation Plan or another 2007-2009 collective bargaining agreement.
- C. Amount.** Each eligible employee will receive a GWA of 1.0% of the employee's base pay rate, subject to the applicable pay range maximum indicated in Attachment 1. An employee who is not eligible to receive some or all of the GWA due solely to the pay range maximum limitation will be eligible to receive an Annualized GWA Payment under Section V., below.

## SECTION IV. IMPLEMENTATION OF PAY SCHEDULE

Effective November 8, 2009, the pay schedule provided in Attachment 1 will be implemented (for July 6, 2008). Any employee whose base pay rate falls below the applicable pay range minimum will receive an adjustment to the new pay range minimum.

## SECTION V. ANNUALIZED GWA PAYMENTS RELATED TO SECTION III.

- A. Granting Date.** Annualized GWA Payments will be granted as soon as administratively feasible after November 8, 2009.
- B. Eligibility.** Any employee who is otherwise eligible for a GWA under Section III., above, will receive an Annualized GWA Payment if either of the circumstances described under 1. or 2., below, apply:
1. The employee did not receive a GWA under Section III., above, due solely to the applicable pay range maximum limitation (i.e., the employee's base pay rate was at or above the pay range maximum).
  2. The employee received a GWA less than the full amount for which the employee would have been eligible, due solely to the pay range maximum limitation.
- C. Amount.** The amount of an annualized payment is calculated by multiplying by 2088 the value of the GWA provided under Section III., above, that exceeds the applicable pay range maximum. Any such payment will be prorated based on an employee's budgeted FTE status on July 6, 2008.

- D. Employees on Leave of Absence.** An employee who is on an unpaid leave of absence on November 8, 2009, and would otherwise qualify for an annualized payment will receive such payment if and when the employee returns to pay status in a position in the bargaining unit during the term of the Agreement.

## **SECTION VI. IMPLEMENTATION OF PAY SCHEDULE (NEW BROADBAND PAY SYSTEM)**

Effective November 8, 2009, the pay schedule provided in Attachment 2 will be implemented (for October 12, 2008).

## **SECTION VII. PAY RANGE REASSIGNMENTS**

Pay range reassignments will be implemented as indicated below (reflects Appendix F of the 2007-2009 Agreement). Pay on reallocation provisions will not apply, except that anyone whose current pay will be below the applicable minimum will be placed at the new minimum.

| <u>Current Title</u>                    | <u>Current Code</u> | <u>New Title</u>                        | <u>New Code</u> | <u>Current Pay Range</u> | <u>New Broad-band</u> |
|---|---------------------|---|-----------------|--------------------------|-----------------------|
| Economist                               | 54061               | Economist                               | 54071           | 08-06                    | 08-04                 |
| Economist 4                             | 54062               | Economist – Advanced                    | 54072           | 08-07                    | 08-03                 |
| Economist 5                             | 54063               | Economist – Advanced                    | 54072           | 08-08                    | 08-03                 |
| Economist 6                             | 54064               | Economist – Advanced                    | 54072           | 08-09                    | 08-03                 |
| Loan Analyst                            | 50160               | Loan Analyst                            | 50160 (same)    | 08-06                    | 08-04                 |
| Public Utility Rate Analyst             | 46661               | Public Utility Rate Analyst             | 46661 (same)    | 08-06                    | 08-04                 |
| Public Utility Rate Analyst – Senior    | 46662               | Public Utility Rate Analyst – Senior    | 46662 (same)    | 08-08                    | 08-03                 |
| Public Utility Rate Analyst – Principal | 46663               | Public Utility Rate Analyst – Principal | 46663 (same)    | 08-09                    | 08-03                 |
| Research Analyst                        | 46061               | Research Analyst                        | 46401           | 08-05                    | 08-04                 |
| Research Analyst 5                      | 46062               | Research Analyst                        | 46401           | 08-06                    | 08-04                 |
| Research Analyst 6                      | 46063               | Research Analyst – Senior               | 46402           | 08-07                    | 08-03                 |
| Research Analyst 7                      | 46064               | Research Analyst – Advanced             | 46403           | 08-08                    | 08-03                 |
| Research Analyst 8                      | 46065               | Research Analyst – Advanced             | 46403           | 08-09                    | 08-03                 |

## **SECTION VIII. MARKET ADJUSTMENTS [OCTOBER 12, 2008]**

- A. Effective Date.** Market Adjustments are effective November 8, 2009.
- B. Eligibility.** All employees (employment types 01, 02, and 06) in pay status on November 8, 2009, and employees who died, retired or were laid off from October 12, 2008 to November 8, 2009, in one of the eligible classifications listed in C., below, are eligible for a broadband placement stratification payment.

**Ineligible.** Any employee whose pay rate upon appointment was set in recognition of a previously earned rate that included a GWA for FY 2008-2009 provided under the Compensation Plan or another 2007-2009 collective bargaining agreement.

**C. Amount.**

1. **Broadband Placement Stratification Payment:** Each eligible employee, and employees who died, retired or were laid off from October 12, 2008 to November 8, 2009, whose position was reallocated in accordance with Appendix F of the 2007-09 Agreement will receive a base pay rate adjustment as follows, subject to the pay range maximum. Refer to 108% and 116% broadband placement threshold amounts provided in Attachment 2:
  - a. Each employee whose position was reallocated from a classification that had been assigned to pay ranges 08-05 or 08-08 before the reallocation will receive the greater of the employee's current base pay rate or a rate eight percent (8.0%) greater than the applicable broadband pay range minimum.
  - b. Each employee whose position was reallocated from a classification that had been assigned to pay ranges 08-06 or 08-09 before the reallocation will receive the greater of the employee's current base pay rate or a rate sixteen percent (16.0%) greater than the applicable broadband pay range minimum.
  - c. All other employees will receive their current base pay rates or the minimum of the applicable broadband, whichever is greater.
2. **Market/Equity Stratification Payment:** Each employee in pay status on November 8, 2009, is eligible for the adjustment below, subject to the applicable pay range maximum:

| <u>Full Years of State Service</u><br><u>As of June 30, 2008</u> | <u>Increase</u> |
|--|-----------------|
| 0 through 9 years  | \$0.650/hour    |
| 10 through 14 years  | \$0.760/hour    |
| 15 through 19 years  | \$0.910/hour    |
| 20 or more years   | \$1.01/hour     |

**SECTION IX. ANNUALIZED MARKET ADJUSTMENT PAYMENTS RELATED TO SECTION VIII.**

- A. **Granting Date.** Annualized Market Adjustment Payments will be granted as soon as administratively feasible after November 8, 2009.
- B. **Eligibility.** Any employee who is otherwise eligible for a Market Adjustment under Section VI., above, will receive an Annualized Market Adjustment Payment if either of the circumstances described under 1. or 2., below, apply:
  1. The employee did not receive a Market Adjustment, due solely to the applicable pay range maximum limitation (i.e., the employee's base pay rate was at or above the pay range maximum).

2. The employee received a Market Adjustment less than the full amount for which the employee would have been eligible, due solely to the pay range maximum limitation.
- C. Amount.** The amount of an annualized payment is calculated by multiplying by 1520 the value of the Market Adjustment provided under Section VI., above, that exceeds the applicable pay range maximum. Any such payment will be prorated based on an employee's budgeted FTE status on November 8, 2009.
- D. Employees on Leave of Absence.** An employee who is on an unpaid leave of absence on November 8, 2009, and would otherwise qualify for an annualized payment will receive such payment if and when the employee returns to pay status in a position in the bargaining unit during the term of the Agreement.

#### **SECTION X. GENERAL WAGE ADJUSTMENT (GWA) [JUNE 7, 2009]**

- A. Effective Date.** The GWA is effective November 8, 2009.
- B. Eligibility.** All employees (employment types 01, 02, and 06) in pay status on November 8, 2009, and employees who died, retired or were laid off from June 7, 2009 to November 8, 2009, are eligible for a GWA in the amount set forth in C., below.

**Ineligible.** Any employee whose pay rate upon appointment was set in recognition of a previously earned rate that included a GWA for FY 2008-2009 provided under the Compensation Plan or another 2007-2009 collective bargaining agreement.

- C. Amount.** Each eligible employee will receive a GWA of 2% of the employee's base pay rate, subject to the applicable pay range maximum indicated in Attachment 3. An employee who is not eligible to receive some or all of the GWA due solely to the pay range maximum limitation will be eligible to receive an Annualized GWA Payment under Section X., below.

#### **SECTION XI. IMPLEMENTATION OF PAY SCHEDULE**

Effective November 8, 2009, the pay schedule provided in Attachment 3 (for June 7, 2009) will be implemented. Any employee whose base pay rate falls below the applicable pay range minimum will receive an adjustment to the new pay range minimum.

#### **SECTION XII. ANNUALIZED GWA PAYMENTS RELATED TO SECTION X.**

- A. Granting Date.** Annualized GWA Payments will be granted as soon as administratively feasible after November 8, 2009.
- B. Eligibility.** Any employee who is otherwise eligible for a GWA under Section VIII., above, will receive an Annualized GWA Payment if either of the circumstances described under 1. or 2., below, apply:
1. The employee did not receive a GWA under Section VIII., above, due solely to the applicable pay range maximum limitation (i.e., the employee's base pay rate was at or above the pay range maximum).

2. The employee received a GWA less than the full amount for which the employee would have been eligible, due solely to the pay range maximum limitation.
- C. Amount.** The amount of an annualized payment is calculated by multiplying by 160 the value of the GWA provided under Section VIII., above, that exceeds the applicable pay range maximum. Any such payment will be prorated based on an employee's budgeted FTE status on November 8, 2009.
- D. Employees on Leave of Absence.** An employee who is on an unpaid leave of absence on November 8, 2009, and would otherwise qualify for an annualized payment will receive such payment if and when the employee returns to pay status in a position in the bargaining unit during the term of the Agreement.

### **SECTION XIII. LUMP SUM PAYMENT FOR THE DELAY IN IMPLEMENTATION OF THE 2007-2009 AGREEMENT**

- A. Granting Date.** The lump sum payment provided under C., below, will be provided as soon after November 8, 2009, as administratively feasible.
- B. Eligibility.**
1. **Eligible.** The following employees will be eligible to receive a lump sum payment for the delay in implementation of the 2007-2009 Agreement:
    - a. Employees who were at all times in the bargaining unit between July 6, 2008 and November 8, 2009.
    - b. Employees who were laid off from the bargaining unit or returned from layoff to the bargaining unit after July 6, 2008 and before November 8, 2009.
    - c. New state employees hired into the bargaining unit between July 6, 2008 and November 8, 2009.
    - d. Employees hired into the bargaining unit from another certified state bargaining unit between July 6, 2008 and November 8, 2009, and prior to the effective date of a corresponding wage adjustment in the employee's former bargaining unit.
    - e. Former employees of the bargaining unit who retired from state service or died between July 6, 2008 and November 8, 2009.
    - f. Employees in the bargaining unit who are on or returned from a leave of absence between July 6, 2008 and November 8, 2009. Employees who went on a leave of absence from a position in the bargaining unit after July 6, 2008, and have not returned to pay status will receive no payment until they return to pay status in the bargaining unit during the term of the Agreement.

2. **Ineligible.**

- a. Any employee who has previous state employment as a permanent classified employee, either represented or nonrepresented, and was considered for or received a FY 2008-09 GWA prior to his or her appointment to a position in the Research, Statistics & Analysis bargaining unit.
- b. Any employee who is on a leave of absence on November 8, 2009, and fails to return from such leave prior to termination of the Agreement.

**C. Amount.** Eligible employees will receive a lump sum payment equal to the sum of the following (retirees and the estates of deceased former employees receive this lump sum for base pay increases they would have received if there had been no delay in implementation of the Agreement):

1. The hourly amount received as a base pay increase under Section III., above, multiplied by the number of hours in pay status in the bargaining unit from July 6, 2008 through November 7, 2009.
2. The hourly amount received as a base pay increase under Section VIII., above, multiplied by the number of hours in pay status in the bargaining unit from October 12, 2008 through November 7, 2009.
3. The hourly amount received as a base pay increase under Section X., above, multiplied by the number of hours in pay status in the bargaining unit from June 7, 2009 through November 7, 2009.
4. The lump sum wage payment will also reflect an increase in the premium rate portion of overtime wages earned during the applicable period stated in 1. through 3., above.
5. For any employee who receives a lump sum payment under 1. through 3., above, the lump sum payment will be equal to the sum of the amounts calculated under 1. through 3., above, minus the cumulative difference between the state health insurance premiums owed by the employee under the provisions of Article XII, Section 1 of the Agreement, and the health insurance premiums already paid by the employee. In the event that the lump sum wage payment is not large enough to pay the health insurance premiums owed, the State shall recover the remainder of the health insurance premiums owed in a reasonable manner.

**D. Determining the "Hours in Pay Status"**

1. Determine the sum of all "hours in pay status" as a represented employee in the Research, Statistics & Analysis bargaining unit. "Hours in pay status" include the number of hours worked for cash payment plus the number of hours of paid leave time/compensatory time credits that were used during the applicable period stated in C. 1. or 2., above.
2. Hours excluded from hours in pay status:
  - a. Hours as a project employee (employment type 05) or as an LTE employee (employment types 10 and 23);
  - b. Hours as a nonrepresented employee;

- c. Hours in any bargaining unit other than the Research, Statistics & Analysis bargaining unit (except as provided under Section XIV below);
  - d. Hours in the Research, Statistics & Analysis bargaining unit after the employee was a permanent classified employee who was considered for or received a FY 2008-09 corresponding GWA under the 2007-2009 Compensation Plan or any other collective bargaining agreement;
  - e. Work hours for which holiday or compensatory time-off credits were earned but not used;
  - f. Any leave without pay hours.
3. For purposes of calculating employee benefits, any lump sum wage payment received under this section for the delay in implementation of the Agreement will be considered as salary or wages earned during the applicable period from July 6, 2008, through November 8, 2009.

#### **SECTION XIV. FY 2008-2009 GWA AND ANNUALIZED GWA PAYMENTS ELIGIBILITY WHEN APPOINTED TO A PERSA POSITION**

An employee appointed to a position within the PERSA bargaining unit from bargaining units not yet having a 2007-2009 collective bargaining agreement may be eligible to receive the GWAs described in this bulletin under Sections III and X after the effective date of the GWA, per Sections 11/3/2 through 11/3/4 of the PERSA Agreement. If eligible, the employee will receive the GWA and lump sum in a manner similar to that described in the Agreement, except that lump sum payments will be for hours in pay status from the dates specified under Section XIII, Paragraph C, of this bulletin to the appointment date.

#### **SECTION XV. REFERRAL OF QUESTIONS**

**Employee questions** regarding the provisions contained in this bulletin should be referred to the agency Human Resources Office or Payroll Office.

**Agency questions** regarding the *pay provisions* contained in this bulletin should be referred to Erin Fath of the Bureau of Compensation at: Phone: (608) 266-0364 or E-mail: [erin.fath@wisconsin.gov](mailto:erin.fath@wisconsin.gov)

Questions regarding *all other contract provisions* should be referred to Doug Thayer of the Bureau of Labor Relations at: Phone: (608) 266-2052 or E-mail: [doug.thayer@wisconsin.gov](mailto:doug.thayer@wisconsin.gov)

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

**DOA Central Payroll:**

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

**UW-Processing Center:**

**Payroll and Financial Services (608) 262-3558**



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Joe Wineke, Administrator  
Division of Compensation & Labor Relations

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**Attachments:**

- Attachment 1 – Pay Schedule 08 effective November 8, 2009 (for July 6, 2008)
- Attachment 2 – Pay Schedule 08 effective November 8, 2009 (for October 12, 2008)
- Attachment 3 – Pay Schedule 08 effective November 8, 2009 (for June 7, 2009)

**Attachment 1**

**PAY SCHEDULE 08**

**PROFESSIONAL EMPLOYEES IN RESEARCH, STATISTICS & ANALYSIS**

*Effective November 8, 2009  
(for July 6, 2008 transactions)*

| <u>Pay Range</u> | <u>Minimum</u> | <u>Maximum</u> | <u>Within Range Step</u> | <u>8% of Minimum</u> |
|------------------|----------------|----------------|--------------------------|----------------------|
| 8-01             | 12.859         | 18.909         | 0.386                    | 1.029                |
| 8-02             | 13.907         | 20.559         | 0.418                    | 1.113                |
| 8-03             | 15.046         | 22.347         | 0.452                    | 1.204                |
| 8-04             | 16.286         | 24.297         | 0.489                    | 1.303                |
| 8-05             | 17.619         | 26.443         | 0.529                    | 1.410                |
| 8-06             | 19.067         | 28.780         | 0.573                    | 1.526                |
| 8-07             | 20.634         | 31.334         | 0.620                    | 1.651                |
| 8-08             | 22.327         | 34.108         | 0.670                    | 1.787                |
| 8-09             | 24.149         | 37.139         | 0.725                    | 1.932                |

**Attachment 2**

**PAY SCHEDULE 08**

**PROFESSIONAL EMPLOYEES IN RESEARCH, STATISTICS & ANALYSIS**

*Effective November 8, 2009  
(for October 12, 2008 transactions)*

| <b><u>Broadband</u></b> | <b><u>Minimum</u></b> | <b><u>Appt.<br/>Maximum</u></b> | <b><u>Maximum</u></b> | <b><u>Within<br/>Range<br/>Step</u></b> | <b><u>8% of<br/>Minimum</u></b> |
|-------------------------|-----------------------|---------------------------------|-----------------------|---|---------------------------------|
| 08-03                   | 21.594                | 35.631                          | 49.667                | 0.648                                   | 1.728                           |
| 08-04                   | 16.570                | 27.341                          | 38.111                | 0.498                                   | 1.326                           |

Reference for Broadband Stratification Payment (guaranteed minimum):

| <b><u>Broadband</u></b> | <b><u>8% of Minimum</u></b> | <b><u>16% of Minimum</u></b> |
|-------------------------|-----------------------------|------------------------------|
| 08-03                   | 23.322                      | 25.050                       |
| 08-04                   | 17.896                      | 19.222                       |

**Attachment 3**

**PAY SCHEDULE 08**

**PROFESSIONAL EMPLOYEES IN RESEARCH, STATISTICS & ANALYSIS**

*Effective November , 2009  
(for June 7, 2009 transactions and those after November 8, 2009)*

| <u>Broadband</u> | <u>Minimum</u> | <u>Appt.<br/>Maximum</u> | <u>Maximum</u> | <u>Within<br/>Range<br/>Step</u> | <u>8% of<br/>Minimum</u> |
|------------------|----------------|--------------------------|----------------|----------------------------------|--------------------------|
| 08-03            | 22.026         | 36.343                   | 50.660         | 0.661                            | 1.763                    |
| 08-04            | 16.902         | 27.889                   | 38.875         | 0.508                            | 1.353                    |