State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

- COMPENSATION AND LABOR RELATIONS BULLETIN -

Date: July 09, 2013	**Subject:** Non-Pay Provisions of the 2013-2015 Compensation Plan
Locator No: OSER-0331-CLR	

The purpose of this bulletin is to provide information for appointing authorities regarding the administration of non-pay items covered by Sections F, G and K, of the 2013-2015 Compensation Plan. ***All of the information provided below is effective June 30, 2013, except travel related reimbursements which are effective July 1, 2013. Changes to reimbursement amounts in Section F apply to all employees; all other changes in this bulletin apply to employees covered by the Compensation Plan or the specific employees noted.***

SECTION I. LEAVE PROVISIONS

A. **Crafts Worker (Schedule 04) Annual Leave [Section K, 3.02].** Annual leave for Crafts Worker employees will no longer be based on whether or not the employee has completed 20 years of service. That is, Crafts Worker employees will receive at least 100 hours of annual leave each year (for full-time employment, for a full year), or can receive 140 hours or 180 hours by choosing a lower base pay rate. For the remainder of 2013, employees with less than 20 years of service will not be allowed to re-select their pay rate but will be provided a pro-rated increase in annual leave based on the new leave schedule.

These annual leave provisions will apply to **project** Crafts Worker employees as well. Like permanent Crafts Worker employees, project Crafts Worker employees will not be eligible to convert annual leave to sabbatical/termination leave.

B. **Weekend Nurse Annual Leave.** Section K, 3.04, was added to the 2013-2015 Compensation Plan to describe the Weekend Nurse annual leave provisions already in place but not included in the 2011-2013 Plan.

C. **Personal Holiday Proration.** Section K, 4.01, has been revised to clarify that when an employee is terminated **by the Employer** while serving the first six months of an original probationary period, personal holidays will be prorated only for the calendar year in which the termination occurs. This does not allow providing any cash payout if the probationary employee has used less than the prorated amount.

If the probationary employee resigns, all personal holidays paid will be recouped. However, if the probationary employee resigns in lieu of termination, the appointing authority may determine whether to prorate as indicated above or recoup all personal holidays paid.

D. Project Crafts Worker Personal Holidays [Section K, 4.02]. Like permanent Crafts Workers in Schedule 04, Project Crafts Workers are **not** eligible for personal holidays.

E. Weekend Nurses Personal Holidays [Section K, 4.03]. Weekend Nurses are **not** eligible for personal holidays.

F. Weekend Nurse Legal Holidays [Section K, 5.02]. Weekend Nurses are **not** eligible for paid legal holidays or for compensatory time due to working on a holiday.

G. Attorney Legal Holiday [Section K, 5.03]. Attorneys covered by Section C of the Compensation Plan who are required to work on a holiday will receive equivalent time off at a later date.

H. Military Leave. Section K, 6.00, is revised to clarify that only employees with permanent status who are on military leave without pay for duly authorized active or inactive duty will continue to earn vacation, sick leave, and legal holiday credits during the period of leave without pay covered by military orders.

SECTION II. TRAVEL REIMBURSEMENTS (Effective July 1, 2013)

A. Mileage Reimbursement [Section F, 3.01(3) and 3.05(3)(f)]. The language regarding use of a personal aircraft has been changed so that it always reflects the rate for a personal vehicle. Also, the language for use of specially equipped vans has been changed so that it is 17.5 cents greater than the rate for a personal vehicle.

B. Meals. Meal reimbursement amounts for in-state travel have been increased to $10.00 for lunch and $20.00 for dinner. Meal reimbursement amounts for out-of-state travel have been increased to $15.00 for lunch and $25.00 for dinner. Breakfast amounts ($8.00 in-state and $10.00 out-of-state) did not change. [Section F, 4.02]

There is also a slight change regarding the timeframe for being eligible for reimbursement for dinner. The timeframe now requires returning home or to the headquarter city, *whichever is earlier*, after 7:00 p.m. The reason for this change is to avoid a situation where two employees arrive back at the headquarters city at the same time and one employee is eligible for dinner when the other is not simply because one employee has a longer drive from headquarters city to home. [Section F, 4.04(3)]

C. Personal Calls [Section F, 7.02(3)]. The Compensation Plan now provides reimbursement up to $10 per day for personal calls when an employee is on a state business related trip to a foreign country. However, no reimbursement can be provided for calls that are not from a foreign country.

SECTION III. OTHER REIMBURSEMENTS

A. **Protective Shoes.** Section G, 4.02, is revised to indicate that the $30.00 protective shoe reimbursement will be provided the first pay period of January or July of each year, and that employees hired after July 1 will not be provided the reimbursement in the year of hire.

B. **Commercial Motor Vehicle Driver's License and School Bus Endorsements [Section G, 6.00].** Reimbursement for commercial motor vehicle driver's license and school bus endorsements has been expanded to include the fees and road tests involved in obtaining them.

SECTION IV. OTHER PROVISIONS

Supervisory Probation. Section K, 12.00 was created to allow a supervisory probation for an employee moving to a supervisory position in the same employing unit if the employee has never completed a supervisory probation.

SECTION V. REFERRAL OF QUESTIONS

Employee Questions: Individual employees with questions regarding the information provided in this bulletin should contact their agency Human Resources Office or Payroll Office directly.

Employer Questions: Employer questions regarding the information provided in this bulletin may be directed to one of the following:

Paul Ostrowski at Paul.Ostrowski@Wisconsin.gov or by phone at (608) 267-0343;
Lynn Maulbetsch at Lynn.Maulbetsch@Wisconsin.gov or by phone at (608) 267-5164; or
John Wiesman at John.Wiesman@Wisconsin.gov or by phone at (608) 266-1418.

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