State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

– COMPENSATION & LABOR RELATIONS BULLETIN –

Date: October 7, 2013

Locator No: OSER-0342-CLR/PP

Subject: Information Regarding Responsibility Differentials for Certain Nursing Related Classifications as Provided in the 2013-2015 Compensation Plan

The information in this bulletin is provided for clarification in determining eligibility when granting Responsibility Differentials to eligible employees in certain nursing related classifications.

SECTION I. ELIGIBILITY

As provided in Section A, 4.07, of the 2013-2015 Compensation Plan, when specific criteria are met, certain nursing related classifications in pay schedule 11 are eligible for Responsibility Differentials when the availability of medical and professional support staff is reduced. Project employees must receive the same supplemental pay as permanent employees in the same classification, pursuant to Section A, 4.20 of the Compensation Plan. Limited term employees (LTEs) may receive supplemental pay under certain circumstances, in accordance with Section D, 4.04, of the Compensation Plan, and as noted in Section II., below.

Section A, 4.07(1) and (2), of the Compensation Plan, specify the following:

1. All permanent classified employees in pay schedule 11 classifications are eligible *except* the Licensed Practical Nurse classification. This classification is *temporarily* assigned to pay schedule 11 but is not eligible for Responsibility Differentials. Director of Nursing, Health Services Nursing Coordinator, Nursing Administrator, Nursing Practitioner-Management, and Nursing Supervisor are classifications in other pay schedules that are also eligible.

2. Day shift employees who begin their work shift at or after 6:00 a.m. are *not* eligible for Responsibility Differentials. This provision is interpreted as follows:

    a. If the employee's shift starts *before 6:00 a.m.,* s/he is eligible for all qualifying hours either prior to 7:00 a.m., or after 5:00 p.m. or 7:00 p.m. (depending on the differential).
    b. If the employee's shift starts *at or after 6:00 a.m. and before 12:00 p.m.*, s/he is **not** eligible for Responsibility Differential pay even if s/he works past 5:00 p.m. or 7:00 p.m. (depending on the differential).
    c. If the employee's shift starts *at or after 12:00 p.m.,* s/he is eligible for all hours after 5:00 p.m. or 7:00 p.m. (depending on the differential).

3. Payment of Responsibility Differential is mandatory for employees in positions allocated to classifications in pay schedule 11, and at the discretion of the appointing authority for all other eligible employees (i.e., those employees in the non-schedule 11 classifications listed in 1, above).

SECTION II. RESPONSIBILITY DIFFERENTIAL RATES AND QUALIFYING HOURS

Section A, 4.07(3), of the Compensation Plan provides the following Responsibility Differentials:

1. Section A, 4.07(3)(a): $1.40 per hour for qualifying hours. Qualifying hours are defined as hours worked between 5:00 p.m. and 7:00 a.m., except that eligible hours for Nursing Consultants working at the Department of Health Services are between 7:00 p.m. and 7:00 a.m. [Note: LTEs *may* be granted this differential at the discretion of the appointing authority pursuant to Section D, 4.04, of the Compensation Plan.]

2. Section A, 4.07(3)(b): $2.50 per hour for qualifying hours, in addition to the rate provided in 1., above. Qualifying hours are defined as hours worked between 5:00 p.m. and 7:00 a.m. This differential applies only to employees in positions identified by the employing unit as permanent p.m. or night shift or permanent p.m./night shift rotation, and employees who commit to or are assigned to work p.m., nights, or p.m./nights for a two month period. Weekend Nurses as defined in Section A, 4.44, of the Compensation Plan, must commit to such shifts for a six month period to be eligible. [Note: LTEs are *not* eligible for this differential.]

3. Section A, 4.07(c): $1.15 per hour for employees in qualifying classifications when assigned supervisory responsibilities during periods when a supervisory employee should be readily available on the premises but is not. Qualifying classifications are in the Nurse Clinician, Nursing Specialist, and Therapist classification series. This payment is limited to one employee in each unit and the Employer shall designate the employee to receive the pay. [Note: LTEs are *not* eligible for this differential.]

4. Section A, 4.07(d): "Work hours" are defined as work time as directed by the appointing authority during which an employee must be on duty and/or at a prescribed place of work.

SECTION III. REFERRAL OF QUESTIONS

Employee Questions: Employees with questions regarding their pay rates or Responsibility Differentials included 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 directed to:

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

Employer questions regarding *payroll processing or file maintenance* for non-UW employees should be directed to **DOA Central Payroll:** Sandy Karnovsky at (608) 264-9571.

Employer questions regarding *payroll processing or file maintenance* for UW Employees should be directed to **UW-Processing Center–Payroll and Financial Services** (608) 262-3558

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