

# **PAY TRANSACTION GUIDE**

## **FOR REPRESENTED AND NON-REPRESENTED**

### **PERMANENT AND PROJECT EMPLOYEES**

#### **SOURCE DOCUMENTS**

<b>Schedules 02, 03, 05, 06, 12</b>	<b>WSEU BARGAINING AGREEMENT</b> (Article 12, Section 9 – Pay Administration, Appendix 5 (BU 03) or Appendix 7 (Pay Structure))
<b>Schedules 07, 08, 13, 15</b>	<b>APPROPRIATE BARGAINING AGREEMENT</b> (with reference to ER-29 WI Admin. Code)
<b>Schedule 09</b>	<b>WSAA BARGAINING AGREEMENT</b> (Appendix C)
<b>Schedule 10</b>	<b>WPDA BARGAINING AGREEMENT</b> (Appendix F)
<b>Schedule 11</b>	<b>UPQHC BARGAINING AGREEMENT</b> (Appendix C)
<b>Schedules 14</b>	<b>WI ADMIN CODE CHAPTER ER – 29</b>
<b>Schedule 36</b>	<b>WLEA BARGAINING AGREEMENT</b> (Appendix E)
<b>Schedules 50, 56, 70, 71, 81 and Project Employees</b>	<b>COMPENSATION PLAN</b> ( Section E – Non-Broadband Projects & Section I – All Broadband)

**This document is to be used as a quick reference guide when determining pay transactions upon movement within state employment. Please refer to the source documents above for specific pay transaction language. Any conflicts in interpretation or omission of information must be resolved in favor of the bargaining unit agreements, State of WI Compensation Plan, WI Administrative Code, and WI Statutes.**

## PAY TRANSACTION GUIDE BY PAY SCHEDULE

Updated 09/14/06

ACTION	PROJECT EMPLOYEES IN NON-BROADBAND CLASSES	NON-REP SCHEDULES 50, 56, 70, 71 & 81 REP SCHEDULES 09, 10, 15-02 & 15-03 & PROJECTS IN ALL SCHEDULES ABOVE	Schedule 36
Original appt. (other than trainee)	Minimum unless RMR or HAM	Not less than minimum or more than appt max unless TAM	Minimum
Original Probation 6 month increase	None	None	None
Promotion	N/A	Not less than min of pay range or more than applicable appt max. OR Not less than minimum or more than 4 WRPS added to base, subject to range max. Increase can't be less than 8% of pay new range min (subject to the appt. max) BU 09 <u>only</u> not less than minimum or more than appt max.	Greater of seniority grid rate for the new class or current rate but not less than min. If over grid end point, employee receives the difference between the old & new grid end points
Promotional Probation-6 mo increase	None	None	None
Reclass to a higher pay range	Greater of 8% of new range minimum or the minimum of the new range, subject to new range max	Greater of 8% of new range minimum or the minimum of the new range, subject to pay range max. N/A to BU 09	Same as promotion
Reclass to a class assigned to a higher appt max or higher class series within the same pay range	N/A	8% of new range minimum, subject to new appt max N/A to BU 09	N/A
Reclass to same or lower range	Retain current rate	Greater of current rate or minimum	Greater of seniority grid rate or current rate
Reallocation to a higher class	Greater of 8% of new range minimum or the minimum of the new range, subject to new range max	Greater of 8% of new range minimum or the minimum of the new range, subject to new range max. (does not apply to those with reinstatement eligibility) N/A to BU 09	Same as promotion
Reallocation to a class assigned to a higher appt max or higher class series within the same pay range	N/A	8% of new range minimum, subject to new appt max N/A to BU 09	N/A
Reallocation to same or lower range	Retain current rate	Greater of current rate or minimum	<u>Lower:</u> Greater of seniority grid rate or current rate (if current rate, retain only for 2 years or movement to a higher rate or separation from bargaining unit) <u>Same:</u> Greater of seniority grid rate or current rate
Transfer ( if WLEA then transfer within the same Bargaining Unit)	N/A	Not less than min of pay range or more than applicable appt max OR not less than minimum or more than up to 4 WRPS added to current rate, subject to range max	Greater of seniority grid rate for new class or current rate

Transfer (Between BU's and/or Counterpart schedules) other than invol transfer in lieu of layoff or at risk	N/A	N/A	Seniority grid rate. If seniority level is greater than grid endpoint, salary set at grid endpoint.
Voluntary Demotion (other than demotion in lieu of layoff)	N/A	Not greater than current rate, subject to new range maximum	Seniority grid rate. If seniority level is greater than or equal to grid endpoint, salary set at grid endpoint.
Demotion in lieu of layoff to the highest position available & Involuntary Demotion	N/A	Retain current rate of pay. If voluntary subject to the range max. If involuntary not subject to range max	Greater of seniority grid rate or current rate (if current rate, retain only for 2 years or movement to a higher rate or separation from bargaining unit)

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Reinstatement	N/A	Up to last rate received plus any intervening increases OR up to the appt max	Seniority grid rate. If seniority level is greater than grid endpoint, salary set at grid endpoint.
Restoration	N/A	Previous rate received plus intervening increases except if appt max is greater than last rate received plus any intervening increases salary may be set at a rate not to exceed the appt max	<u>Same range &amp; BU</u> : greater of grid point or last rate received plus intervening increases. <u>Same range &amp; different BU</u> : grid rate. If seniority level is greater than endpoint, salary set at grid endpoint. <u>Lower range</u> – see involuntary demotion.

## PAY TRANSACTION GUIDE BY PAY SCHEDULE

Updated 09/14/06

ACTION	SCHEDULE 03 Seniority Based Transaction Grids Seniority as of 6/30/06	PAY STRUCTURE 05-31 & 05-32, 05-40 & 05-41, 06-25 BU 06 Classifications: LPN's, NA's, & RCT's BU 12 Classifications: P&P Agents & Social Workers-Corrections	Schedules 02, 05, 06 & 12  <i>EXCLUDING PAY STRUCTURE</i>
Original appt. (other than trainee)	Minimum	Minimum of pay structure	Minimum
Original Probation 6 month increase	None	None	None
Promotion	Greater of seniority grid rate for new class or current rate but not less than min. If over grid end point, employee receives the difference between the old & new grid end points	Rate that corresponds to employee's year of adjusted continuous service (ACS) on pay structure <u>except</u> : 05-31 to 05-32-if ACS < 24 mo base at min of 05-32 then after 24 mo of ACS to next higher value on pay structure <u>or</u> RCT 1-if 24 mo or more at RCT 1 paid at RCT 2 rate based on year of ACS <u>or</u> BU 12-employees in class before 6/25/06 will get the greater of structure rate or current pay	Range adjustment amount (RA) of new range, if more than one pay range, receive RA amount for each range between old & new range
Promotional Probation-6 mo increase	None	None	None
Reclass to a higher pay range	Same as promotion	Same as promotion	Same as promotion except if employee has reinstatement eligibility to a higher range
Reclass to same or lower pay range	Greater of seniority grid rate or current rate	<u>Same range</u> : same as involuntary transfer <u>Lower range</u> : same as involuntary demotion	Retain current rate of pay. If over range max, TTR for 2 years. If on original probation, limited to range max
Reallocation to a higher class	Same as promotion	Same as promotion	Same as reclass to a higher range above
Reallocation to same or lower range	Greater of seniority grid rate or current rate	<u>Same range</u> : same as involuntary transfer <u>Lower range</u> : same as involuntary demotion	Retain current rate of pay. If over range max, TTR for 2 years. If on original probation, limited to range max
Transfer ( if WSEU then transfer within the same WSEU BU)	Greater of seniority grid rate for new class or current rate	Rate corresponding to year of ACS on pay structure <u>except</u> : 05-31 & 05-32-current rate <u>or</u> RCT 1 if 24 mo or more at RCT1 paid at RCT 2 rate based on years of ACS <u>or</u> BU 12 current pay for employees staying at the same lettered level.	Current rate subject to range max

Transfer (Between WSEU BU's and/or Counterpart schedules) other than invol transfer in lieu of layoff or At Risk	<b>Seniority grid rate. If seniority level is greater than grid endpoint, salary set at grid endpoint</b>	<b>Rate corresponding to year of ACS on pay structure <u>except</u>: RCT 1-if 24 mo or more at RCT 1 paid at RCT 2 rate based on year of ACS</b>	<b>Current rate subject to range max</b>
Involuntary transfer, in lieu of layoff, or At Risk under WSEU (between BU's and or Counterpart schedules)	<b>Greater of seniority grid rate or current rate (if current rate, retain only for 2 years or separation from state service)</b>	<b>Greater of rate corresponding to year of ACS on pay structure or 2 year TTR <u>except</u>: RCT 1 if 24 mo or more at RCT 1 paid at RCT 2 rate based on year of ACS or TTR</b>	<b>Retain current rate. If rate over range max, then TTR for 2 years and the lesser of TTR or range max after 2 years</b>

## PAY TRANSACTION GUIDE BY PAY SCHEDULE

Updated 09/14/06

ACTION	<p style="text-align: center;">SCHEDULE 03 Seniority Based Transaction Grids Seniority as of 6/30/06</p>	<p style="text-align: center;">PAY STRUCTURE 05-31 &amp; 05-32, 05-40 &amp; 05-41, 06-25 BU 06 Classifications: LPN's, NA's, &amp; RCT's BU 12 Classifications: P&amp;P Agents &amp; Social Workers-Corrections</p>	<p style="text-align: center;">Schedules 02, 05, 06 &amp; 12  <i>EXCLUDING PAY STRUCTURE</i></p>
Voluntary Demotion (other than demotion in lieu of layoff)	Seniority grid rate. If grid seniority level is greater than or equal to grid endpoint, salary set at <u>greater</u> of grid endpoint or current rate decreased by \$1.00 for each pay range the employee is demoting	Rate that corresponds to employee's year of ACS on pay structure <u>except</u> :05-32 to 05-31-if ACS < 24 mo base at min of 05-31 then after 24 mo of ACS to next higher value on pay structure <u>or</u> RCT 1-if 24 mo or more paid at RCT 2 rate based on years of ACS	Decrease by RA from old range, if more than one range, decrease equal to RAs for each pay range between old & new ranges, max of 3 RAs. If old range does not have RA, use new range starting with counterpart of old range or next higher range if not counterpart.
Demotion in lieu of layoff/At Risk or Involuntary Demotion	Greater of seniority grid rate or current rate (if current rate, retain only for 2 years or separation from state service)	Greater of rate corresponding to year of ACS on pay structure or 2 year TTR <u>except</u> : RCT 1-if 24 mo or more at RCT 1 paid at RCT 2 rate based on year of ACS or TTR	Retain current rate. If rate over range max, then TTR for 2 years and the lesser of TTR or range max after 2 years.
Reinstatement	Seniority grid rate. If seniority level is greater than grid endpoint, salary set at grid endpoint.	Rate that corresponds to employee's year of ACS on pay structure <u>except</u> :RCT 1 with 24 mo or more at RCT 1 paid at RCT 2 rate based on year of ACS	<u>Returning to State Service</u> : Last rate received from which reinstatement eligibility is derived <u>Current Employee</u> : To higher class, greater of last rate received from which reinstatement eligibility is derived or current pay except no more than amount eligible for on promotion if not eligible for reinstatement
Restoration upon non-completion of prom probation within agcy between BU's	Seniority grid rate, but not more than grid endpoint.	N/A	N/A
Restoration	<u>Same range &amp; BU</u> – greater of grid point or last rate received plus intervening increases. <u>Same range &amp; different BU</u> – grid rate. If seniority level is greater than endpoint, salary set at grid endpoint. <u>Lower range</u> – see involuntary demotion.	Rate that corresponds to employee's year of ACS on pay structure <u>except</u> restoration from LOA - <u>Greater</u> of current rate including intervening increases or rate corresponding to employee's year of ACS on pay structure	Last rate received from which restoration rights are derived plus any intervening adjustments

## PAY TRANSACTION GUIDE BY PAY SCHEDULE

Updated 09/14/06

ACTION	SCHEDULE 07 RANGE'S 30 & 31	<b>Schedule 07</b> RANGE'S 02, 03, 04 & 05 <b>BROADBAND PROVISIONS</b>	SCHEDULE 08
Original appointment	Minimum unless HAM or RMR	Not less than min of pay range or more than applicable appt max	Minimum unless RMR or HAM rates in effect
Original probation – 6 mo increase	None	None	None
Promotion	Greater of 8% of pay range minimum or minimum of the new pay range, subject to max.	Not less than min of pay range or more than applicable appt max OR Not less than minimum plus up to 4 WRPS added to base, subject to pay range max. Increase can't be less than 8% of pay new range min (subject to the appt max)	Greater of 8% of pay range minimum or minimum of the new range, subject to max
Promotional Probation - 6 mo increase	None	None	None
Reclass or Reallocation to a higher pay range (Does <u>not</u> apply to employees with reinstatement eligibility)	Greater of 8% of new range minimum or the minimum of the new range, subject to max	Greater of 8% of new range minimum or the minimum of the new range, subject to max	Greater of 8% of new range minimum or the minimum of the new range, subject to max
Reclass or Reallocation to a class assigned to a higher appointment max or higher class series level within the same pay range	N/A	Greater of 8% of pay range minimum or minimum of new range, subject to new pay range max.	N/A
Reallocation or Reclass to same or lower pay range	Greater of current rate or minimum	Greater of current rate or minimum	Greater of current rate or minimum
Voluntary Transfer	Can be anywhere from minimum up to the current rate. (subject to the range max)	Min of pay range through applicable appt max OR Min of range plus up to 4 WRPS, subject to range max. If to a higher appt max or higher class series level within <u>same</u> range, <u>must</u> receive at least 8% of pay range min. (subject to new pay range max).	Can be anywhere from minimum up to the current rate (subject to the range max)
Transfer in lieu of layoff and Involuntary Transfer and Transfer for At Risk BU 07 Broadband only	If other than disciplinary action, retain current pay, <u>not</u> subject to range max. If disciplinary can be anywhere from minimum up to the current rate (subject to the range max)	May use pay on voluntary transfer subject to following limitations but must be paid at least current rate: Does not apply if due to disciplinary action. If over new range max, rate is red-circled; If to a higher appt max or higher class series level within <u>same</u> range, <u>must</u> be at least 8% of pay range min, subject to pay range max	If other than disciplinary, retain current pay (not subject to range max) If disciplinary can be from range minimum up to current rate (subject to the range max)
Voluntary demotion (other than demotion in lieu of layoff or At Risk)	Can be anywhere from minimum up to the current rate (subject to the range max)	Can be anywhere from minimum up to the current rate (subject to the range max)	Can be anywhere from minimum up to the current rate (subject to the range max)

Demotion in lieu of layoff or At Risk to highest level position	Retain current rate of pay and <u>not</u> subject to the range max.	May use pay on voluntary transfer but must be paid as least current rate. If current rate exceeds new range max, rate shall be red-circled	Retain current rate of pay and not subject to the range max
Reinstatement	Up to last rate received plus any intervening increases. Reference ER 29.03(6)	Up to last rate received plus any intervening increases OR up to the appt max	Up to last rate received plus any intervening increases. Reference ER 29.03(6)
Restoration	Last rate received plus any intervening increases. Reference ER29.03(7)	Last rate received plus any intervening increases. If appt max is greater than last rate received plus any intervening increases salary may be set at a rate not to exceed the appt max	Previous rate received plus intervening increases. Reference ER 29.03 (7)

### PAY TRANSACTION GUIDE BY PAY SCHEDULE

Updated 09/14/06

ACTION	<b>ScheduleS 13</b>	SCHEDULES 14	SCHEDULE 15 (except 15-02 & 15-03)
Original appt. (other than trainee)	Minimum unless RMR or HAM rates in effect	Minimum unless RMR or HAM rates in effect	Minimum unless RMR or HAM rates in effect
Original Probation -6 mo Increase	None	1 WRPS or PSICM whichever is greater	None
Promotion	Greater of 8% of pay range minimum or minimum of the new range, subject to max	Greater of 3 WRPS or minimum of the new range, subject to max	Greater of 8% of pay range minimum or minimum of the new range, subject to max
Promotional Probation 6 Mo. Increase	1 WRPS, subject to max, effective 5/18/03	Greater of PSICM or 1 WRPS, subject to max.	None
Reclass to a higher class ( <u>Does not apply to employees with reinstatement eligibility</u> )	Greater of 8% of pay range minimum or minimum of the new range, subject to max	Greater of PSICM or 1 WRPS, subject to max	Greater of 8% of new range minimum or the minimum of the new range, subject to max
<b>Reallocation to a higher class</b>	Greater of 8% of pay range minimum or minimum of the new range, subject to max (does not apply to employees with reinstatement eligibility)	Greater of current rate or minimum if on 1 <sup>st</sup> 6 months of probation else greater of current rate or PSICM if not on 1 <sup>st</sup> 6 months of probation	Greater of 8% of new range minimum or the minimum of the new range, subject to max (does not apply to employees with reinstatement eligibility)
Reallocation or Reclass to same or lower class	Retain current rate. If on original probation, subject to range max. If have permanent status & over max, then red-circled	Retain current rate. If on original probation, subject to range max. If have permanent status & over max, then red-circled	Retain current rate. If on original probation, subject to range max. If have permanent status & over max, then red-circled
Voluntary Transfer	Up to current rate, but not less than minimum, subject to max	Up to current rate, subject to max. At least minimum if on probation, at least PSICM if not on probation	Up to current rate, but not less than minimum, subject to max

Involuntary Transfer	If other than disciplinary, retain current pay (not subject to range max) If disciplinary can be from range minimum up to current rate (subject to range max)	If other than disciplinary, retain current pay (not subject to range max) If disciplinary can be from range minimum up to current rate (subject to range max)	If other than disciplinary, retain current pay (not subject to range max) If disciplinary can be from range minimum up to current rate (subject to range max)
Voluntary demotion (other than demotion in lieu of layoff)	Up to current rate, but not less than minimum, subject to max	Up to current rate, subject to max. At least minimum if on probation, at least PSICM if not on probation	Up to current rate, but not less than minimum, subject to max
Demotion in lieu of layoff to the highest position available	Current rate, not limited by max. See section 8/8/1 in contract	Current rate, not limited by max	Current rate, not limited by max
Reinstatement	Up to last rate received plus any intervening increases.	Up to last rate received plus any intervening increases.	Up to last rate received plus any intervening increases.
Restoration upon non-completion of prom. Prob. Within agency between BU's	Last rate received in restored class, plus intervening increases.	Last rate received in restored class, plus intervening increases.	Last rate received, plus intervening increases.
Restoration	Last rate received in restored class, plus intervening increases.	Last rate received in restored class, plus intervening increases.	Last rate received in restored class, plus intervening increases.

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**PAYTRANS 091406**

## BU 11 Patient Care PAY TRANSACTION GUIDE

Anniversary Adjustment: (All employees eligible) See wage language in Article V of the Union Contract

**Eligibility for an adjustment is based on the employee's continuous service adjusted seniority date.**

**Transaction Effective Date:** If anniversary date occurs on 1st day of pay period, the effective date is that date; if any other date during the pay period, the effective date is the first of the next pay period.

**Pay adjustment:** To grid point closest to but greater than employee's current base pay. Anniversary adjustments for those employees who are at or over the grid-end point will receive 1.5% of base pay rate, subject to max of range.

**Prior Occupational Professional Experience (POPE):** effective 6/27/04 a new hiring rate structure was implemented for original hires. This structure is based on prior experience in the same designated discipline. A complete explanation of POPE is contained in 5/3/3 and Appendix B of the 2005-2007 agreement.

Pay upon completion of first 6 months of original probation:

None

**Pay upon Promotion:** \*Within Class Series: Pay is set at the greater of the grid rate in the new pay range that corresponds to the employee's current grid level (if the employee's current base rate falls between two levels, the lower level should be used), or the employee's current rate. Out of Class Series: Pay is 3 WRPS (Within Range Pay Steps) or minimum of the new range (whichever is greater) Please refer to Chapter ER 29, WI Admin Code. No probationary increase.

**Pay upon Reclass to a Higher Class:** \*Within Class Series: Pay is set at the greater of the grid rate in the new range that corresponds to the employee's current grid level (for employees whose base is between two levels, use the lower of the two), or employee's current base.

Out of class series: Receive 1 WRPS of new range or minimum whichever is greater (subject to the range max).

**Pay upon Reallocation to a Higher Class:** \*Within Class Series: Pay is set at the greater of the grid rate in the new range that corresponds to employee's current grid level (for employees whose base is between two levels, use the lower of the two) or the employee's current base pay. Out of Class Series: Pay must be set at the greater of employee's current base rate or minimum of the new class.

**Pay upon Voluntary Demotion:** \*Within Class Series or Between Class Series: Employee retains current base pay (subject to range max).

**Pay upon Involuntary Demotion:** Pay is set at the lesser of the employee's current base pay minus up to four (4) WRPS of the new pay range at the sole discretion of the appointing authority, or the grid rate in the new range corresponding to the employee's seniority

**Pay upon Lateral Movement:** Employee retains current base pay.

**Pay on Restoration and Reinstatement (all):**

Pay is set at the employee's last rate of pay received in the position from which the employee's eligibility is derived, plus any intervening adjustments, subject to the range maximum.

**Pay upon Accretion:**

Employee retains the rate from the accreted position (subject to the range maximum).

**\*Class Series are defined on the following page**

**BU 11 CLASS SERIES LISTING (To be used for Promotion, Reclass and Reallocation to a higher class)  
09/14/06**

**CLASS SERIES I**

**Dev. Disabilities Coordinator  
Dev. Disabilities Specialist  
Minimum Data Set Coordinator  
(To any Classification in the bargaining unit for which an employee has a license(s) and/or meets the qualifications.)**

**CLASS SERIES II**

**Dietitian – Clinical  
Dietitian – Administrative**

**CLASS SERIES III**

**Epidemiologist  
Epidemiologist – Advanced  
Public Health Educator  
Public Health Educator – Senior  
Public Health Educator – Advanced  
Public Health Nutritionist 1  
Public Health Nutritionist 2  
Public Health Nutritionist 3**

**CLASS SERIES IV**

**Nurse Clinician 2  
Nurse Clinician 2 WKD  
Nurse Clinician 3  
Nurse Clinician 3 WKD  
Nurse Clinician 4  
Nurse Practitioner  
Nursing Consultant 1  
Nursing Consultant 2  
Nursing Instructor 1  
Nursing Instructor 2  
Nursing Specialist  
Public Health Nurse 1  
Public Health Nurse 2  
Public Health Nurse 3**

**CLASS SERIES V**

**Physician Assistant**

**CLASS SERIES VI**

**Occupational Therapist  
Occupational Therapist – Senior  
  
Therapies Consultant**

**CLASS SERIES VII**

**Physical Therapist  
Physical Therapist – Senior  
Therapies Consultant**

**CLASS SERIES VIII**

**Speech Language Pathologist  
Speech Language Pathologist – Senior  
Audiologist  
Therapies Consultant**

**CLASS SERIES IX**

**Therapist  
Therapist – Senior  
  
Therapies Consultant**