

Instructions for Payroll Personnel
Group B 2018 Pay Progression revised 10/4/2018
Effective PP 20, 2018

Contents

WHO IS ELIGIBLE FOR 2018 PAY PROGRESSION.....	1
WHAT IS A SALARY ANNIVERSARY DATE (SAD).....	2
REVIEW PERIOD FOR 2018 PAY PROGRESSION AND TIMING OF PAY PROGRESSION INCREASES.....	2
PAY PROGRESSION IMPORTANT FACTORS.....	2
SAD MAINTENANCE.....	3
HCM ENTRIES FOR SAD MAINTENANCE.....	4
PAY PROGRESSION PERFORMANCE APPRAISAL.....	4-5
TEMPORARY, EMERGENCY, OR PROVISIONAL (TEP) APPOINTMENTS.....	6
CALCULATING RATES FOR SALARY ADJUSTMENTS AND LUMP SUM PAYMENTS.....	7-9
PAY PROGRESSION APPROVAL PROCESS.....	10
HCM ENTRIES.....	10
PAYROLL ADJUSTMENTS.....	11
IS MY EMPLOYEE ELIGIBLE FOR PAY PROGRESSION? (CHART).....	12-14
QUESTIONS / WHO TO CONTACT.....	15

NOTE: REVISIONS TO DOCUMENT HAVE BEEN DESIGNATED USING ITALICIZED BOLD PURPLE FONT.

WHO IS ELIGIBLE FOR 2018 PAY PROGRESSION:

Per Common Council File #171293, eligible titles include both non-Career Ladder and Career Ladder employees (at the maximum of the Career Ladder range) for Group B. See pages 12-14 for additional clarifications. An eligible employee has passed probation in current title, completed the review period (26 pay periods), and achieved a favorable rating on their 2018 performance evaluation.

WHAT IS A SALARY ANNIVERSARY DATE (SAD)?

- **NON-Career Ladder employee's** and **Career Ladder employee's** salary anniversary date is established after meeting all of the following criteria:
 - ***Completion of 26 pay periods after appointment, or a full review period (SAD should be exactly 1 year to the day after appointment to current title), on payroll in the current job title.***
 - ***A new SAD is established upon promotion or demotion.***
 - ***A SAD shall be adjusted as necessary for unpaid time off (see page 3).***

Example of how to establish a SAD: Employee starts 1/5/2016. They pass probation, complete 26 pay periods on payroll in that title, and have no unpaid time. Their Salary Anniversary Date is set as 1/5/2017.

Instructions for Payroll Personnel
Group B 2018 Pay Progression revised 10/4/2018
Effective PP 20, 2018

Note: Probationary periods do not apply to employees appointed to a position that is exempt from the City Service Commission, State Statute, or Fire and Police Commission rules; therefore the SAD is established after the employee has completed a full review period on payroll in the position.

See Table on pages 12-14 of this document for additional SAD clarifications.

REVIEW PERIOD FOR 2018 PAY PROGRESSION AND TIMING OF PAY PROGRESSION INCREASES:

REVIEW PERIOD:

- For employees with an established SAD in 2018: 2018
 - If the SAD falls between pay periods (PP) 1-20 2018, the review period will be PP #21, 2017 through PP #20, 2018.
 - If the SAD falls between PP 21-26, 2018, the review period will be the 26 PP following the PP in which the SAD fell in 2017 (the 2018 review period will include the PP in which the employee's SAD falls).
- For employees who will have an established SAD after PP 20, 2018: The review period will be 26 PP prior to the SAD.

Please note, the review period should include actual service, and the SAD should be adjusted by time off from payroll as explained in SAD Maintenance (see page 3).

TIMING OF BIWEEKLY INCREASES:

- Employees whose SAD falls between PP 1-20 will receive their biweekly increase effective PP #20 2018.
- Employees whose SAD falls between PP 21-26 will receive their biweekly increase effective the PP in which their SAD falls in 2018.

LUMP SUM PAYMENTS:

- Eligible employees *establishing a SAD* by PP #20, 2018 will receive a Lump Sum payment based on PP 20-26, 2018.
- Eligible employees *establishing a SAD* in 2018 after PP 20, 2018, will receive a Lump Sum from the PP in which their SAD falls through PP 26, 2018.

Example: Employee's SAD is 11/1/2018 (job entry date 11/1/2017) or in PP #22, 2018, they will receive a Lump Sum PP 22-26, 2018.

PAY PROGRESSION IMPORTANT FACTORS:

- Employees must be employed, and on paid status for at least 1 day of the pay period of their SAD to be eligible for 2018 pay progression, *biweekly increases*.
- **Employees separating from service** who are eligible for a Lump Sum, must be employed and on paid status through the second Friday of PP #26, 2018 to be eligible for their Lump Sum Payment.
 - **The only exception to this is if** the employees last paid day is 12/28/18, and their separation date is 12/29/18 or the end of PP #26, 2018 – in this case they would be eligible for their Lump Sum payment.
- Career Ladder employees will always be Lump Sum increases, as they are at the max of their Career Ladder range.

Instructions for Payroll Personnel
Group B 2018 Pay Progression revised 10/4/2018
Effective PP 20, 2018

- *Employees must have an established SAD, and no longer be on probation to be eligible for a lump sum increase. If the period probation is extended the employee would not be eligible for a lump sum, or a biweekly increase until the 2019 review period.*
- Nonresidents do not have their own pay range; they may receive an increase up to the stated maximum of the pay range in the salary ordinance just as a resident would.

SAD MAINTENANCE:

Payroll Clerk's Responsibilities:

- Monitor and Track any time off payroll for each employee
 - Run public query in HCM
 - Y_DER_STEPDATE_REVIEW
 - This query provides a picture of job entry and step entry dates that are currently on the top row of job data in HCM.
 - Dates should have been updated during 2016 pay progression.
- The SAD must be adjusted by whole unpaid work days; *the count of days to move forward one pay period is based on the employee's individual average number of workdays they are scheduled in the biweekly pay period.*
 - **Work days** are defined as full days only – partial days off payroll are not counted (this is different than how we maintain the Benefits Service Date).
 - Examples:*
 - *A Library Circulation Assistant is regularly scheduled to work four days the first week of the pay period and three days the second week of the pay period. When this employee reaches seven whole days of unpaid time, their SAD must be moved forward one entire pay period or 14 calendar days.*
 - *A full time Human Resources Representative works an alternative work schedule and works four 10-hour days each week. When this employee reaches 8 whole days of unpaid time, their SAD must be moved forward one entire pay period or 14 calendar days.*
 - *A part time Program Assistant works Monday through Friday, 6 hours each day. When this employee reaches 10 whole days of unpaid time, their SAD must be moved forward one entire pay period or 14 calendar days.*
- An adjustment should be made to the salary anniversary date for employees who have had unpaid absences from work since their last salary anniversary date.
 - **Unpaid FMLA** is treated the same as any other unpaid absence and should be included when determining an adjusted salary anniversary date.
 - **Unpaid Holiday:** If the period of unpaid time includes a holiday and the employee is not paid for that holiday.
 - **Weekend hours:** If employee is regularly scheduled to work on the weekend day, the unpaid time should be included when determining adjustment to SAD.
 - **Suspensions** should **not** be counted in adjusting the Salary Anniversary Date.
 - **Injured Employees:** Time that injured employees are **off payroll** will be included when determining adjustment to SAD.
 - Include notes under the **General Comments** in HCM to provide an explanation of the reason(s) for any changes in the salary anniversary date.

Instructions for Payroll Personnel
Group B 2018 Pay Progression revised 10/4/2018
Effective PP 20, 2018

HCM ENTRIES FOR SAD MAINTENANCE:

- Enter the salary anniversary date into the employee's HCM record
 - Navigation
 - Main Menu > Workforce Administration > Job Information > Job Data
 - Salary Plan tab
 - Step Entry Date field
 - Entry
 - Effective Date = **First Sunday of the PP in which you are making this entry**
 - Action = Data Change
 - Reason = Data Correction–Step Code
 - General Comments
 - Navigation: Main Menu > Workforce Administration > Personal Information > Biographical > General Comments
 - Include notes under General Comments to provide explanation of changes to SAD.
 - **The General Comment must include the dates of unpaid time you are adjusting the SAD by and reason for adjusting it.**

PAY PROGRESSION PERFORMANCE APPRAISAL:

- Notify each employee's supervisor approximately eight weeks prior to the employee reaching the completion of the review period as described on page #1 that the Employee Performance Appraisal (Group B) is to be completed. The Employee Performance Appraisal should be completed one month prior to the pay progression due date.
- Monitor for completion of each Employee Performance Appraisal no later than the end of the third pay period before the SAD.
 - If supervisor does not comply, contact your HR manager, department head or designee, as per your department's protocol.
 - Supervisors who do not complete Employee Performance Appraisals for their employees will not be eligible to receive Pay Progression.

Instructions for Payroll Personnel
Group B 2018 Pay Progression revised 10/4/2018
Effective PP 20, 2018

- Upon receipt of the completed Employee Performance Appraisal :
 - Group B employees must reach the following to receive the applicable pay increase:

Overall Performance Rating	Average Rating Score	2018 Pay Progression Calculation (based on the midpoint of the pay range)
Exceptional	4.5 to 5.0	4%
Exceeds Expectations	3.5 to 4.4	3%
Successful	2.5 to 3.4	2%
Unsatisfactory	1.0 to 2.4	0%

- Payroll Clerks are responsible for verifying employee eligibility for 2018 pay progression:
 - Employees that received Discipline or a PIP during the review period must receive a performance evaluation, but are not eligible for 2018 Pay Progression.
 - For Pay Progression administration purposes, “discipline” is defined as having received a written warning, a suspension or being on a PIP during the review period (See table below).
 - For suspensions, the date of the suspension notice will be considered the effective date of the suspension for Pay Progression administration purposes.

Note:

- Written Warnings are considered disciplinary action for **Group B FLSA Exempt Only**.
- **If the disciplinary action is overturned as a result of a disciplinary grievance process**, the employee may be eligible provided that he or she is otherwise qualified.
- **If the disciplinary action is held in abeyance**, the employee is eligible for Pay Progression.

Type of Discipline	Pay Progression Group	Eligible for Pay Progression?	New SAD Established?
Written Warning	Group B (FLSA Exempt Only)	NO	NO
Suspension	Group B	NO	NO
PIP - Performance Improvement Plan	Group B	NO	NO

Instructions for Payroll Personnel
Group B 2018 Pay Progression revised 10/4/2018
Effective PP 20, 2018

TEMPORARY, EMERGENCY, OR PROVISIONAL (TEP) APPOINTMENTS:

- Regular employees serving TEP appointments retain the Salary Anniversary Date based on their Regular Certified title.
- If the employee is on a TEP at the time they are due pay progression, their TEP should be interrupted to give them pay progression on their primary job (certified title) if they are due a biweekly or hourly increase.
- **Note:** If the employee is due a lump sum, and they are on a TEP when their SAD arrives, the lump sum amount should be calculated using the certified title's rate of pay. In addition, the payment period for group B is based on the group B payment period.

HCM Process in Job Data:

1. Interrupt the TEP by restoring the primary job title:
 - Effective Date = 1st Sunday of PP SAD falls in.
 - PP #20 if falls in PP's 1-20, 2018.
 - Action = Position Change.
 - Reason = Restore Title.
 - Restore the following primary job info (certified title) including job code, job entry date, union code, bargaining unit, grade date, step date, and comp rate.
 - Change the Employee Class to Regular.
 - Save the entry.
2. Insert the biweekly Pay Progression Increase.
 - Effective Date = 1st Sunday of PP SAD falls in, one sequence row higher.
 - PP #20 if falls in pp's 1-20, 2018.
 - Action = Pay Rate Change.
 - Reason = Annual Merit Increase/Decrease.
 - Compensation Tab – Update Comp Rate with new rate of pay.
 - Save the entry.
3. Continue the TEP – these are new action/reasons to show we are continuing the TEP appointment, not giving a new one.
 - Effective Date = 1st Sunday of PP SAD falls in, one sequence row higher.
 - PP #20 if falls in PP's 1-20, 2018.
 - Action = Continue.
 - Reason = Choose based on TEP.
 - Continue Emergency Appt.
 - Continue Provisional Appt.
 - Continue Temporary Appt.
 - Restore the following TEP job info including position ID, position entry date, job code, job entry date, union code, bargaining unit, grade date, step date, and update the TEP comp rate based on the primary job rate of pay (review Salary Ordinance for rules).
 - Change the Employee Class to Temporary, Emergency, or Provisional.
 - Save the entry.

Instructions for Payroll Personnel
Group B 2018 Pay Progression revised 10/4/2018
Effective PP 20, 2018

Calculating Rates for Salary Adjustments and Lump-Sum Payments

The amount of salary adjustment for each employee is to be calculated by the payroll clerk, using the formulas on pages 8-9.

- Pay Progression for eligible employees will be applied in the form of a base-building, pensionable Biweekly Increase, a non-base building, non-pensionable Lump Sum, or a combination of the two.
- **Pay Progression calculations should be completed based on the biweekly midpoint of the pay range and added to the employees base comp rate of the employee's Primary Job (Regularly Appointed Certified Title) excluding Emergency, Provisional, and Temporary appointments.**
- Payroll clerks should verify with DER if they find discrepancies. **When in doubt, ask.**

See highlighted **Comp Rate** field below for where you will find the biweekly base rate of pay. The Rate Code field should say COMBIW or COMHR.

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Employee [REDACTED] Empl ID [REDACTED]
Empl Record 0

Compensation ? Find First 1 of 41 Last
Go To Row

Effective Date 11/20/2016
Effective Sequence 0 Action Earnings Distribution Change
HR Status Active Reason CHANGE TO EXCEPTION HOURLY PAY
Payroll Status Active Job Indicator Primary Job Current

Compensation Rate 3,216.615920 *Frequency B Biweekly

Comparative Information ?
Pay Rates ?

Default Pay Components

Pay Components ? Personalize | Find | [Grid] First 1-2 of 2 Last

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 COMBIW	8	3,069.290000	USD	B	
2 FOTPCT	0	147.325920	USD	B	4.800

Calculate Compensation

Job Data Employment Data Earnings Distribution Benefits Program Participation

Instructions for Payroll Personnel
Group B 2018 Pay Progression revised 10/4/2018
Effective PP 20, 2018

The formulas for calculating the actual amount of salary adjustments are as shown below. All Group B calculations are based on the **biweekly midpoint of the pay range**; recruitment rates should **not** be used.

- Nonresidents **do not** have their own pay range. They may receive an increase up to the stated maximum of the pay range in the salary ordinance just as a resident would.
- **Biweekly Midpoint:** $\text{Minimum of the Pay Range} + \text{Maximum of the Pay Range} = X,XXX.XX / 2 = \text{Biweekly Midpoint of Pay Range}$
 - Ex. Pay Range 2DN
 - Minimum = 1,634.62
 - Maximum = 2,288.38
 - Calculation: $1,634.62 + 2,288.38 = 3,923.00 / 2 = \$1,961.50$ Midpoint.
 - **Note:** Only use the pay range true minimum and maximum, do not include footnotes.
- **Rounding:** Carry your midpoint rate calculation out to 6 decimal places and then round off to two decimals. Add the rounded midpoint rate to the biweekly base or use as Lump Sum amount for further calculations.
- **Pay Progression Midpoint Salary Adjustment Amount:**
 - Pay Range Midpoint X .02
 - Pay Range Midpoint X .03
 - Pay Range Midpoint X .04
 - Ex. $\$1,961.50$ Midpoint X .03 (3% eligibility) = $58.845000 = \$58.85$ (midpoint salary adjustment).

BIWEEKLY INCREASE

If the new rate after the salary adjustment is calculated results in a rate that falls within the current pay range, enter the new rate in HCM. **Increases are effective the pay period in which the SAD falls.**

Example: Employee's SAD is 11/1/13,

– Eligible for Pay Progression in pp 22, 2018.

Librarian I, PG 2DN: Minimum of \$1,634.62, Maximum of \$2,288.38

Employee is eligible for a 2% increase

Midpoint calculation: $1,634.62 + 2,288.38 = 3,923.00 / 2 = \$1,961.50$

2% of Midpoint = $1,961.50 \times .02 = \$39.230000$ rounded = \$39.23

Employee makes $\$1,765.39$ BW + $\$39.23 = \$1,804.62$

New biweekly rate effective PP 22 2018 or 10/21/18 = \$1,804.62

Instructions for Payroll Personnel
Group B 2018 Pay Progression revised 10/4/2018
Effective PP 20, 2018

LUMP SUM

If the employee's biweekly base rate of pay prior to any salary adjustment is at, or higher than the pay range maximum, they will receive a Lump Sum payment, not a biweekly increase in HCM.

The payment for employees completing probation in PP 21 through 26, 2018, will cover the pay period of the employee's SAD through PP 26, 2018. All other eligible employees' lump sum payment periods will be from PP 20 – 26, 2018 (7 pay periods).

Lump sums are to be processed in PP #2, 2019. If the employee separates from service prior to the completion of PP #26, 2018, they will not receive their 2018 Lump Sum payment.

- **Note: Career Ladder employees will always be Lump Sum increases.**

Example: Employee's SAD is 12/1/15

– Eligible for Pay Progression Lump Sum in PP 20, 2018.

Librarian I, PG 2DN: Minimum of \$1,634.62, Maximum of \$2,288.38

Employee is eligible for a 3% increase

Midpoint Calculation: $1,634.62 + 2,288.38 = 3,923.00 / 2 = \$1,961.50$

3% of Midpoint = $1,961.50 \times .03 = 58.845000$ rounded = \$58.85

Employee makes \$2,377.63 BW – this is over the maximum of the pay range

3% midpoint amount = \$58.85 lump sum per PP for PP 20-26 (7 pp), assuming employee was paid 40.0 hours straight time per week.

$58.85 \times 7 \text{ PP} = \411.95 Lump Sum

PARTIAL BIWEEKLY INCREASE / LUMP SUM COMBINATION

If the employee is not yet at the pay range maximum, but the result of the calculated percentage increase is a rate that is higher than the maximum of the pay range, enter the maximum of the pay range as the new rate in HCM. The employee will receive a lump sum payment for the **difference** between the pay range maximum and the amount that would have resulted after their approved percentage increase salary adjustment. The partial lump sum payment should be processed to be paid in PP #2, 2019. The payment for employees completing probation in PP 21 through 26, 2018, will cover the pay period of the employees SAD through PP #26, 2018. All other eligible employee's lump sum payment period will be from PP 20 – 26, 2018 (7 pay periods).

Example: Employee's SAD is 11/29/18,

-Eligible for Pay Progression in PP 24, 2018.

Librarian I, PG 2DN: Minimum of \$1,634.62, Maximum of \$2,288.38

Employee is eligible for a 4% increase

Midpoint Calculation: $1,634.62 + 2,288.38 = 3,923.00 / 2 = \$1,961.50$

4% of Midpoint = $1,961.50 \times .04 = 78.460000$ rounded = \$78.46

Employee makes \$2,257.80

$\$2,257.80 + 78.46 = 2,336.26$ - **This is over max of Pay Range**

Increase to \$2,288.38 (max of PG) for BW increase effective PP 24 2018

Lump sum: $\$2,336.26 - \$2,288.38 = \$47.88$ per PP for PP 24-26 2018 assuming employee was paid 40.0 straight time hours per week.

$\$47.88 \times 3 \text{ PP} = \143.64 Lump Sum.

Instructions for Payroll Personnel
Group B 2018 Pay Progression revised 10/4/2018
Effective PP 20, 2018

PAY PROGRESSION APPROVAL PROCESS:

- Receive Employee Performance Appraisal and verify eligibility.
- ***DER Pay Services will no longer pre-approve lump sum payments in advance as the payment period is through PP 26, 2018.***
 - ***Submit the Group B NOSA for Biweekly increases within 5 business days of receiving the finalized Performance Evaluations as you have increase eligible employees.***
 - ***IMPORTANT: Employees who are ineligible for pay progression for any reason should be included on the biweekly NOSA.***
 - ***Starting December 10, 2018, submit the Group B NOSA for Lump Sum eligible employees for review.***
- Complete Notice of Salary Adjustment (NOSA) – Group B in Excel. E-mail the Excel document to derpayservices@milwaukee.gov and CC the approving officer in place of signature.
 - These should be approved before they are sent to DER.
 - ***Subject line of e-mail must read:*** Group B, NOSA, Dept. Name, PP#/Year, Submission #.
- DER will review and approve Pay Progression requests in accordance with budgetary funding per department and 2018 Pay Progression instructions. Once the review is complete DER will return the approved NOSA's to said department.
- **Once approved NOSA is received by payroll in the department**, enter any applicable pay progression entries in HCM and prepare payroll adjustments for any retroactive pay, if applicable.
- **Note:** Cabinet members and department heads will be subject to Mayoral review. These individuals should still be put on a Group B NOSA and submitted to DER to review the calculations. – ***Awaiting answer from Maria M.***

HCM ENTRIES

With DER approval, HCM entries are to be made in accordance with the biweekly payroll processing schedule, no sooner than the 2nd Monday of the Pay Period in which they are to take effect.

- Navigation
 - Main Menu>Workforce Administration>Job Information>Job Data.
- Work Location Tab
 - Effective Date: 1st Sunday of pay period that includes the employee's anniversary date.
 - Action: Pay Rate Change.
 - Reason: Annual Merit Increase/Decrease.
- Compensation Tab
 - Enter the Comp Rate.
 - Click Calculate Compensation.
 - Verify Comp Rate is correct.
 - Save.
- If Pay Progression is entered timely, retro adjustments will not need to be made.

Instructions for Payroll Personnel
Group B 2018 Pay Progression revised 10/4/2018
Effective PP 20, 2018

PAYROLL ADJUSTMENTS

For complete adjustment instructions see the Pay Progression Adjustment Instructions on the Comptroller's Pay Admin page at

<http://city.milwaukee.gov/CityLegacySite/Comptroller/PayrollAdministration.htm#.WLhuyk0zWUk>

(Look for Adjustment Instructions for 2018)

- **Citytime Adjustments - Dollars Tab shall be used for retroactive adjustments and lump-sum payments.**
 - *City Time adjustment description must state:*
 - *Pay Progression.*
 - *Whether it is Group A or B.*
 - *The SAD date.*
 - *Whether it is Lump Sum, Biweekly, or Both.*
 - *The employee's old rate AND new rate.*
 - *The percentage of increase.*

FULL LUMP SUM AND PARTIAL LUMP SUM PAYMENTS

All such non-base building, non-pensionable full or partial lump sum payments will be processed in PP #2, 2019, and on the paycheck received in PP #3, 2019. The employee must be on payroll through PP #26, 2018 in order to receive their Lump Sum Payment.

- Calculations for payments should include all 7 PP from PP 20-26, 2018 for eligible employees.
- If the employee is still establishing their SAD in PP 21-26, 2018, then it is from the PP in which the SAD falls through PP 26, 2018.
- *If an employee is paid through PP 26, 2018 the effective date to be used in CityTime would be 12/29/18.*

NOTE: Payments are not made for the time during which an employee was establishing their SAD.

Group B

- Applied to all eligible paid time up to a maximum of 40 straight time hours (**do not include overtime**) per calendar week.

RETROACTIVE PENSIONABLE, BASE BUILDING SALARY ADJUSTMENTS

Pensionable and base-building salary adjustments shall be processed within one pay period of receipt of the satisfactory Performance Appraisal. With DER pre-approval, these adjustments with SAD's that fall between PP 1-20, 2018 are effective PP #20, 2018 or the pay period in which the employee's SAD falls if employee is completing probation between PP 21-26, 2018.

Retroactive payments need only be completed for employees whose salary increase is entered late.

Group B

- Applied to all hours actually paid, including overtime, per calendar week from the pay period in which the employee's SAD falls through the pay period prior to that in which the HCM entry was made (no retro prior to PP #20, 2018).

Instructions for Payroll Personnel
Group B 2018 Pay Progression revised 10/4/2018
Effective PP 20, 2018

QUESTION & ANSWER

Question	Answer
What is "Upon completion of new review period?"	After employee completes 26 PP's in new appointment, and establishes new SAD (may or may not be completing probation).
How do I "adjust the SAD by time away from title?"	<p>https://www.timeanddate.com/</p> <p>Using the Calculator link above calculate time away from title in the format of years, months, days – total time. Then add this calculation to the current SAD moving the date forward, this is your new SAD.</p> <p>1-Date to date calculator, 2 – Date calculator, Add to or subtract from a date (Add to the date).</p> <p>Did the employee move from 2018 to 2019 pay progression?</p>

IS MY EMPLOYEE ELIGIBLE FOR PAY PROGRESSION?

ACTION IN THE PAST 26 PAY PERIODS	PROBATION REQUIRED?	NEW SAD ESTABLISHED?	ELIGIBLE FOR BI-WEEKLY INCREASE	ELIGIBLE FOR LUMP SUM
Regular Appointment from Eligible List.	YES	YES	Upon completion of new review period.	Upon completion of new review period.
Appointment from Promotional Exam Eligible List.	YES	YES	Upon completion of new review period.	Upon completion of new review period.
Promotion after Underfill (CSC Rule IV, Section 6).	YES	YES	Upon completion of new review period.	Upon completion of new review period.
Promotion without Competitive Exam (CSC Rule IV, Section 9).	YES	YES	Upon completion of new review period.	Upon completion of new review period.
Promotion after Reclassification (CSC Rule II, Section 4).	Only if recommended by DER as part of classification report & as approved by the CSC.	YES	Upon completion of new review period.	Upon completion of new review period.
Reallocation (position moved to different pay range or has higher footnoted minimum recruitment rate).	NO	NO. Retains established SAD.	YES	YES
Market Job Study (Job Reclassification ~ Pay Restructure – JRC).	NO	NO	YES	YES
Voluntary demotion to position previous held & which employee previously passed probation – One year or less.	NO	Adjust SAD by time away from title.	Upon completion of review period.	Upon completion of review period.

Instructions for Payroll Personnel
Group B 2018 Pay Progression revised 10/4/2018
Effective PP 20, 2018

ACTION IN THE PAST 26 PAY PERIODS	PROBATION REQUIRED?	NEW SAD ESTABLISHED?	ELIGIBLE FOR BI-WEEKLY INCREASE	ELIGIBLE FOR LUMP SUM
Voluntary demotion to position previously held & which employee previously passed probation – More than 1 year.	NO	YES	Upon completion of new review period.	Upon completion of new review period.
Demotion to position employee has not previously held, including demotion due to layoff or career change	YES	YES	Upon completion of new review period.	Upon completion of new review period.
Transfer to lateral position with same job title, and within same Dept. or Division.	At the discretion of the manager based on change in job duties	YES, if new probationary period. NO, if no new probationary period.	If new SAD, upon completion of new review period. If no new SAD, YES.	If new SAD, upon completion of new review period. If no new SAD, YES.
Transfer to lateral position with new job title or transfer into different Dept. or Division.	YES	Yes, after new review period	Upon completion of new review period.	Upon completion of new review period.

Title Change with 3% increase.	YES	YES	Upon completion of new review period.	Upon completion of new review period.
Fixed Term Appointment.	Continuous		NOT eligible for Pay Progression.	NOT eligible for Pay Progression.
Employee in Career Ladder.	YES		NO	If at max of Career Ladder, eligible for Lump Sum
Exempt Appointment.	Continuous	YES	Upon completion of 26 pp's on payroll in current title.	Upon completion of 26 pp's on payroll in current title.
<i>Employee received qualifying discipline during their 2017-2018 review period (Group B FLSA nonexempt written warnings do not count – see pg#5)</i>	NO	NO	NO <i>Yes, if Group B FLSA nonexempt, and only received a written warning.</i>	NO <i>Yes, if Group B FLSA nonexempt, and only received a written warning.</i>
Rehired to City Service (Non Reinstatement).	YES	YES	Upon completion of new review period.	Upon completion of new review period.
Reinstatement to same position in same Department/Division for <i>one year or less.</i>	NO	Adjust SAD by time away from title	Upon completion of new review period.	Upon completion of new review period.
Reinstatement to same position in same Department/Division after one year of separation.	Follow CSC rules	YES	Upon completion of new review period.	Upon completion of new review period.

Instructions for Payroll Personnel
Group B 2018 Pay Progression revised 10/4/2018
Effective PP 20, 2018

ACTION IN THE PAST 26 PAY PERIODS	PROBATION REQUIRED?	NEW SAD ESTABLISHED?	ELIGIBLE FOR BI-WEEKLY INCREASE	ELIGIBLE FOR LUMP SUM
Reinstatement to different position, or department/division for <i>one year or less.</i>	Follow CSC rules	YES	Upon completion of new review period.	Upon completion of new review period.
Reinstatement to different position, or department/division after one year of separation.	YES	YES	Upon completion of new review period.	Upon completion of new review period.
RACM Employee whose position is eliminated and is subsequently hired by DCD to do same work as performed in RACM.	MAYBE- Pending review by DER	MAYBE- Pending review by DER	MAYBE- pending review by DER	MAYBE- pending review by DER
Employee who received a Pension Offset Adjustment.	NO	NO	YES	YES
Temporary / Emergency / Provisional (TEP) Appointments of Regularly appointed employees.	On Certified Title (<i>Primary Job</i>)	NO – No time adjustment to the SAD during the Temp/Emerg/Prov appt.	YES - If SAD falls during the Temp/Emerg/Prov appointment, the TEP is interrupted, pay progression added to primary title, and TEP restored	YES - If SAD falls during the Temp/Emerg/Prov appointment, the TEP is interrupted, pay progression added to primary title, and TEP restored
Fire Cadet that doesn't complete original recruit class and restarts with the next recruit class.	Continuous	<i>YES, based on start date of next recruit class.</i>	NO, must serve new review period*. *Review period/SAD starts over.	NO, must serve new review period*. *Review period/SAD starts over.
Police Aide that doesn't complete original recruit class and restarts with the next recruit class.	Continuous	<i>YES, based on start date of next recruit class.</i>	NO, must serve new review period*. *Review period/SAD starts over.	NO, must serve new review period*. *Review period/SAD starts over.
Separating Employees (Retirements, resignations, etc.).			Biweekly Increase: Must be employed and paid for at least 1 day in the pay period of their SAD to be eligible for 2018 pay progression.	<i>Must be employed and on paid status through the second Friday of pp#26 2018 to be eligible for 2018 Lump Sum payment.</i>

Instructions for Payroll Personnel
Group B 2018 Pay Progression revised 10/4/2018
Effective PP 20, 2018

QUESTIONS / WHO TO CONTACT

Questions about Pay Progression process or increase amounts should be directed to DER – Pay Services at derpayservices@milwaukee.gov or x8085

Questions to Payroll Administration about retroactive pay adjustments or lump sum payments may be sent via e-mail to ptransmit@milwaukee.gov

Questions about the Performance Evaluation, please contact Christine Carlson at ccarlso@milwaukee.gov or x3368

Questions about the Pay Progression Appeals Process, please contact Christine Carlson at ccarlso@milwaukee.gov or x3368

DISCLAIMER: The Department of Employee Relations reserves the right to modify the content of this document at any time. The information provided establishes the guidelines for administration of applicable Salary Ordinance provisions. The DER reserves the right to interpret and apply such provisions as authorized by Common Council File # 171293