

Broadbanding Education

Glossary of Terms

Appointment Maximum: The maximum base rate an employee may be granted when appointed to a position assigned to that “appointment maximum”.

Band: A broad pay range consisting of a minimum, maximum, and appointment maximum. Group of roles clustered together based on similar types of work, impact to institution and market comparison. Pay bands are designed to provide pay-setting flexibility and to improve recruitment and retention of critical employees.

Base Pay: The rate or salary paid for work performed. This excludes shift differential, add-ons, on-call pay, longevity, and hazard duty pay.

Broadbanding: Broadbanding is a compensation system which allows for the collapsing of numerous pay ranges and classifications into a smaller number of broader pay ranges and classifications. It is a method of grouping work and delivering pay that provides a high degree of flexibility and responsiveness to the ever-changing business environment.

Career Executive: A program within the civil service system to provide state agencies with a pool of highly qualified executive candidates for competitive appointment to executive level positions.

Competence: Any motive, attitude, skill, knowledge, behavior or other personal characteristic that is essential to perform the job or differentiates average from superior performance.

Demotion: The appointment of an employee with permanent status in class to a position in a classification assigned to a lower pay range or pay band (based on pay range maximums) than the highest position currently held in which the employee has permanent status in class.

Discretionary Compensation Award/Adjustment (DCA): A compensation adjustment intended to provide agency management with the discretion to provide economic recognition for significant and permanent changes in job duties, increased competencies, or to address pay equity or retention needs.

Exempt: A role meets the exemption criteria of the FLSA and is exempt from overtime pay. Positions are permissively eligible for up to the straight rate or time off for hours worked over 40 in a workweek under the Compensation Plan.

Market Rate: The general market pay for a skill zone within a role. Actual pay will vary significantly around this reference based upon a variety of increase factors described in the administrative guidelines.

Non-Exempt: A role does not meet to exemption criteria of the FLSA and is required to receive overtime pay for all hour worked over 40 in a workweek (some areas are on an 8/80 schedule and over time is paid for hours worked that exceed 8 in a day and/or 80 in two weeks)

Performance Management: The coaching, feedback, development and reward cycle that is based on employee performance .

Performance Recognition Award (PRA): A base-building monetary amount received for exceptional ongoing performance and to resolve pay equity issues. PRA's are based on agency criteria.

Performance Recognition Payment (PRP): A lump sum monetary amount received for superior performance during the past year. PRP's are based on agency criteria.

Probation Period: The time specified in s. 230.28, Stats., during which an employee's performance is evaluated upon appointment to a position prior to attaining permanent status. [(ER 1.02(31); ER-MRS 1.02(24)].

Promotion: The movement of an employee to a different position in a classification assigned to a higher pay range or pay band (based on pay range maximums).

Temporary Appointment Maximum: An appointment maximum that is established temporarily for a specific position due to special market needs.

Transfer: The permanent appointment of an employee to a different position assigned to a class having the same or counterpart pay range or pay band as a class to which the employee's current position is assigned.

Within-Range Pay Step: An amount equal to three percent (3%) of the minimum of the applicable pay schedule.