

Wisconsin Human Resources Handbook

Chapter 550

Discretionary Merit Compensation (DMC) Program Guidelines

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Sec. 550.010 Introduction

This handbook chapter provides general policy assistance and information to agencies processing base-building and lump sum Discretionary Merit Compensation (DMC) for eligible classified and unclassified employees.

The DMC provisions, contained in Section J of the Compensation Plan, and this chapter provide guidance to appointing authorities for awarding monetary recognition for merit to employees (except those serving a fixed term) covered by the Compensation Plan. They also provide compensation for retention of non-broadband classified employees and unclassified State Fair Park employees except the Executive Director. (See criteria listed in Sec. 550.110.)

The chart provided as Attachment 3 to this chapter describes DMC eligibility in general terms and notes exceptions to eligibility by pay schedule.

Generally, DMC may be granted to any eligible classified or unclassified employee whose pay administration is covered by the Compensation Plan, other than fixed term and attorneys covered by s. 230.12(10) to (12), Wis. Stats., or Section C, 3.00, of the Compensation Plan. DMC adjustments may be granted as a base pay increase, a lump sum payment, or a combination of both. However, for certain positions, the DMC is limited to only base pay increases. Detailed information about eligibility and limits of the DMC amount are provided within this chapter.

Basic DMC Information:

- DMC amounts are normally limited to four within range pay steps (WRPS) of the employee's pay range, per fiscal year. The specific details regarding limitations are provided later in this chapter.
- All base pay DMC increases are subject to the maximum of the employee's pay range.
- All lump sum DMC must be converted to a base pay equivalent by dividing the lump sum amount by 2080; this will ensure the fiscal year WRPS limitation is not exceeded.
- Crafts Worker and Crafts Worker-related employees will be eligible only for lump sum **merit** DMC.
- Employees may not be eligible for DMC if broadband pay upon appointment was used in the same fiscal year. (See exception request procedure described in Section 550.090.)
- The granting, denial, amount, and type (base building or lump sum) of DMC are not grievable.
- Employees may self-nominate for DMC no more than once per fiscal year.

This chapter is based on provisions contained in the current Compensation Plan, which may be found in the Reference Center on the Department of Administration, Division of Personnel Management (DPM) website at <http://oser.state.wi.us/>, or at the following hyperlink: [2015 - 2017 Compensation Plan](#)

Sec. 550.020 Statutory Authority

1. "The Compensation Plan may, when applicable, include provisions for supplemental pay and pay adjustments, and other provisions required to implement the plan or amendments thereto."
s. 230.12(1)(a)2, Wis. Stats.
2. "Provisions for administration of the Compensation Plan and salary transactions shall be provided, as determined by the administrator, in either the rules of the administrator or the Compensation Plan."
s. 230.12(1)(a)3, Wis. Stats.

Sec. 550.030 Eligibility and Coverage

All employees in pay status whose pay administration is covered by the Compensation Plan are eligible to be considered for DMC except the following employees, who are considered **ineligible** to receive DMC:

1. Any employee whose job performance in the previous 12 months was rated below satisfactory.
2. Supervisors who did not complete formal performance evaluations on all subordinate employees for whom performance evaluations are required.
3. Trainees eligible for scheduled trainee increases.
4. Crafts Worker and Crafts Worker-related employees will be eligible for lump sum **merit** DMC only.
5. Employees serving a fixed term appointment.
6. Any Attorney who is covered by pay progression provisions under s. 230.12(10) to (12), Wis. Stats., or Section C, 3.00, of the Compensation Plan, which include the following classifications:

Assistant Attorney General
Assistant Attorney General Confidential
Assistant Attorney General Supervisor
Assistant State Public Defender Attorney
Assistant State Public Defender Attorney Confidential
Assistant State Public Defender Attorney Confidential/Supervisor
Assistant State Public Defender Attorney Management
Assistant State Public Defender Attorney Supervisor

Assistant District Attorney
Deputy District Attorney
Deputy District Attorney Supervisor

Sec. 550.040 DMC Amounts

An employee may receive more than one DMC during the fiscal year; however, the total amount granted in the form of base pay adjustments or lump sum payments (or a combination of both) during a fiscal year may not exceed an amount equal to the four WRPS limit, except as provided in Sec 550.080. The WRPS per fiscal year per employee limit includes DMC granted by a single agency or by multiple agencies. It does *not* include adjustments granted under Discretionary Equity or Retention Adjustment (DERA) provisions.

All base pay DMC is subject to the maximum of the applicable pay range. All lump sum DMC must be converted to a base pay equivalent by dividing the lump sum amount by 2080 to ensure the fiscal year WRPS limitation is not exceeded.

Sec. 550.050 Unclassified Employees (Covered by Section B of the Compensation Plan) in Non-Broadband Pay Ranges

1. Eligible unclassified employees in non-broadband pay ranges, except fixed term employees, are eligible for DMC limited to four WRPS per fiscal year, except as provided in Sec. 550.080.
2. DMC for employees in Pay Schedules 90 and 95 (listed below and referenced in s. 20.923(16), Wis. Stats.) may only be granted as base building adjustments.

All Department Secretaries
All Department Deputy Secretaries
All Department Assistant Deputy Secretaries
All Department Executive Assistants
All unclassified Division Administrators not serving a fixed term, excluding Chief Legal Counsels,
Legislative Advisors, and Communications Directors
Administration, Department of: Director of Federal-State Relations Office
Arts Board: Executive Secretary
Corrections, Department of: Director of Prison Industries
Educational Communications Board: Executive Director
Financial Institutions, Department of: Director of the Office of Credit Unions
Government Accountability Board: Legal Counsel
Governor, Office of: Executive Secretary and Key Professional Staff
Governor's Work-Based Learning Board: Executive Director
Higher Education Aids Board: Executive Secretary
Insurance, Office of: Commissioner
Justice, Department of: Program Director for Crime Victims Compensation
Public Defender, Office of: State Public Defender
Safety and Professional Services, Department of: All Bureau Directors
Secretary of State, Office of: Assistant Secretary of
Sentencing Commission: Executive Director
State Fair Park: Director
State Treasurer, Office of: Assistant State Treasurer
Wisconsin Historical Society: Director and Associate Director
Wisconsin Technical College System: Director
Workforce Development: Executive Director for Employment and Training

NOTE: Employees serving fixed terms are prohibited by Article IV, Section 26, of the Constitution, from receiving pay increases during their terms of office except as authorized at the time of appointment.

3. For all other eligible unclassified employees (except as noted in 1. and 2., above), the DMC may be granted in the form of a base pay adjustment, lump sum payment, or a combination of both.
4. For positions assigned to pay schedules that do not include a WRPS amount, use 3% of the applicable pay range minimum as one WRPS. For NTE (not-to-exceed) positions, use 3% of the minimum of the pay range to which the NTE is assigned.

Sec. 550.060 DMC Effective Dates

DMC may be granted at any time during the fiscal year in accordance with approved agency DMC policies. The effective date of base building and lump sum adjustments is the beginning of the first pay period on or following the date of effective receipt of the recommendation. If multiple base pay adjustments have identical effective dates, the DMC will be applied to the employee's base pay rate using the guidelines outlined in Section 550.070 of this chapter. No DMC may be retroactive.

"Effective receipt" is defined as the date on which a recommendation is received by the office within the agency that has been delegated, in writing, effective receipt authority by the appointing authority.

Sec. 550.070 Multiple Base Pay Adjustments Effective on the Same Date

Pursuant to Section I, 4.01 of the Compensation Plan, if multiple base pay adjustments have the same effective date, DMC will be applied to an employee's base pay according to the order of adjustments provided below.

1. Probationary trial period adjustment
2. Reallocation regrade adjustment
3. Reclassification regrade adjustment
4. Progression adjustment
5. Promotion upward movement adjustment
6. Career executive voluntary movement to a higher classification
7. Demotion downward movement adjustment
8. Career executive reassignment or voluntary movement to a lower classification
9. Transfer lateral movement adjustment
10. Career executive assignment or voluntary movement to a position allocated to a classification in the same pay range
11. Reinstatement
12. Restoration
13. Compensation Plan adjustments pursuant to s. 230.12, Wis. Stats.
14. Compensation Plan schedule adjustments under s. 230.12, Wis. Stats.
15. Progression adjustments other than those provided for in (4), above.
16. Establishment of a raised minimum rate
17. Discretionary Equity or Retention Adjustment (DERA)
18. **Discretionary Merit Compensation (DMC)**
19. Original Appointment

NOTE: DMC may *not* be included when calculating pay on reinstatement or restoration except when returning from a leave of absence granted for service in an unclassified position. This exception is limited to matching DMC actually received in the unclassified position and a maximum of **four** WRPS per fiscal year for the applicable classified pay range from which reinstatement eligibility or restoration rights are derived.

Sec. 550.080 DMC Limitation Exceptions

The basic limitations on the number of WRPS and the type (base pay adjustment or lump sum payment) are provided in Sections 550.040 and 550.050 of this chapter. Under exceptional circumstances, an appointing authority may submit a request to the DPM Administrator to exceed the specified WRPS limit. This request must be accompanied by a comprehensive justification.

NOTE: The individual increase limit provided in s. 230.12(5)(d), Wis. Stats., for classified employees does not apply to DMC outlined in this chapter.

DPM approval is *required* for all DMC recommended by an agency, unless delegation is granted in accordance with Section 550.130. DPM's review will include confirming that certain eligibility requirements are met, the appropriate limitations have not been exceeded, and that proper justification has been provided.

Sec. 550.090 DMC Exception Request when Pay upon Appointment has been used within the past 12 months for Broadbanded Employees

DPM will conduct an exception review if an agency requests to award DMC to a broadbanded employee if the DMC effective date is within a 12 month period from the most recent pay upon appointment (i.e., a personnel transaction other than demotion, reclassification, or reallocation, where an agency has flexibility to set the employee's pay rate). This request must be accompanied by a comprehensive justification.

Sec. 550.100 Agency DMC Administrative Procedures

DMC provisions allow appointing authorities to provide monetary recognition for merit to eligible employees. The provisions also allow eligible employees to self-nominate for DMC no more than once each fiscal year.

Prior to recommending DMC, agencies must develop administrative procedures which must be reviewed and approved by DPM's Classification and Compensation Section (CCS). Administrative procedures are defined as written protocols that detail how employees may qualify for and receive DMC. No agency may recommend DMC until its administrative procedures have been reviewed and approved by DPM. Agencies wishing to amend existing DMC administrative procedures should submit updated copies for review and approval to CCS.

All DMC administrative procedures must explain the agency DMC recommendation and approval process. At a minimum, the administrative procedure section should include: (1) what office or individual within the agency constitutes DMC effective receipt (as defined in Section I., 3.00, of the Compensation Plan), and (2) the process to be followed by employees or nominating supervisors and administrators to submit DMC recommendations for approval, including timing of submittals. Effective receipt is based on when a request is received, not signed. DPM recommends that agency administrative procedures also include (1) a list of criteria that justify DMC (or reference the core criteria on the Justification for DMC Award form); (2) an explanation of any funding limitations; and (3) details regarding fiscal year award maximums.

Agencies are reminded to distribute copies of agency DMC administrative procedures to all eligible employees.

Sec. 550.110 Agency Procedure for Obtaining DPM Approval of DMC Recommendations

DPM approval is *required* for all DMC recommendations, unless approval is delegated in accordance with Section 550.130, of this chapter. The information listed below is necessary for each DMC award recommended. The complete package of required items described below must be attached and sent electronically to the DPM designated DMC mailbox for each DMC recommendation: DOADPMBCLRDMC-DERARRequests@wisconsin.gov. Agencies with multiple recommendations may combine all requests into one e-mail. *Incomplete requests will be returned to the agency for completion and resubmittal.*

Required Form – When submitting a DMC recommendation to DPM, agencies must complete the [DMC Justification form](#) (DOA-15330), sample shown in Attachment 1) filling in all areas of the form including the reason for the DMC, a description of criteria met that are applicable to the DMC recommendation, the DMC type (base building and/or lump sum), and DMC amount to be granted. The form must also include the applicable agency approvals (including appointing authority or designee signature). For DMC effective after June 28, 2015, the following criteria from Section I, 2.00(5)(j) and (k) of the Compensation Plan must be used:

- (j) Merit DMC will only be approved if one or more of the following criteria were considered:
 - 1. The length or frequency of the outstanding performance;
 - 2. Overall significance or importance of the employee’s work product to the organization;
 - 3. Regularity with which the outstanding performance or unique contribution is demonstrated;
 - 4. Employee has new permanent job duties and/or responsibilities of growing importance to the agency that have been either newly assigned or were the evolution of their originally assigned functions, and are of greater scope, impact and/or complexity compared to previous functions; or
 - 5. Employee has acquired additional competencies, which are both specialized and critical in carrying out the permanent functions of the position.

- (k) Retention DMC will only be approved if the employer is aware that the employee is actively seeking other employment, or the employee has a job offer in hand and the resultant loss of the employee’s knowledge and experience would be a detriment to the agency.

Required Spreadsheet – Attach the formatted [DMC/DERA Report Form spreadsheet](#) (DOA-15331), sample shown in Attachment 2) containing all areas listed below for each DMC approval request. If multiple DMC recommendations are included in the same e-mail, all entries may be shown on a single Excel spreadsheet.

- a. Agency name
- b. Employee name (Last name, First Name)
- c. Adjusted Continuous Service Date (mm/dd/yyyy)
- d. DMC Effective Date (mm/dd/yyyy)
- e. Date of Broadband Pay Upon Appointment (PUA) in the previous 12 months, if any (mm/dd/yyyy)
- f. Employee Classification
- g. Pay Schedule
- h. Pay Range
- i. Base Rate prior to DMC
- j. DMC base increase amount
- k. Base Rate after DMC
- l. DMC lump sum amount
- m. DMC award type (base or lump sum)
- n. DMC criteria (code 1)(This key is also included on the form.)
- o. Number of Within Range Pay Steps

Upon approval/denial by DPM – Agency will receive an e-mail from DPM with the decision.

Retention DMC requests - DPM will respond to retention DMC recommendations within one work day of receipt of the request, whenever possible.

Sec. 550.120 Recordkeeping

Agencies must retain a copy of all records pertaining to recommended DMC (whether approved or denied by DPM) for a period of three years (one biennium plus one year) and furnish materials upon DPM’s request. DMC records to be retained include all DMC nominations, DMC approvals and denials, and DMC related documents sent to and received from DPM.

Sec. 550.130 DMC Approval Delegation

Per Section J, 2.00 (4) of the 2015-2017 Compensation Plan, all DMC must be approved by DPM prior to being awarded unless delegation is granted to the appointing authority. If DPM delegates authority, an agency will still be required to send the completed DMC/DERA excel report form to the designated DMC mailbox at: DOADPMBCLRDMCDERARRequests@wisconsin.gov. The agency must also retain a copy of all records pertaining to the DMC request (whether approved or denied) for a period of three years (one biennium plus one year) and furnish those materials upon DPM’s request. DMC records to be retained by the agency include all DMC nominations, DMC approvals and denials, DMC related documents sent to and received from DPM, and documents that would have been sent to DPM if delegation had not been granted.

DMC approval delegation may be rescinded at any time.

Sec. 550.140 Referral of Questions

Questions regarding information included in this chapter may be directed to CCS.

Questions concerning payroll processing or file maintenance procedures may be sent to:

DOA Central Payroll:

Nancy Krueger (608) 264-9571

Sec. 550.150 Administrative Information

This chapter provides implementation and administration information for the Discretionary Merit Compensation program, created in the 2011-2013 Compensation Plan. With the creation of this program, the Discretionary Compensation Adjustment program previously described in Chapter 540 is abolished.

This chapter was updated in March 2012 to indicate that except for unique circumstances, only one of the three criteria should be used for a DMC submittal. The attached sample justification form was revised in several respects to: narrow the definition of retention; show only one of the three possible criteria being used for a DMC award; clarify the DMC effective date to enter on the form; clarify the requested pay upon appointment information; and add instructions for processing DMC lump sums through DOA Central Payroll.

This chapter was updated in July 2013 to: remove equity and retention adjustments from the chapter (for equity and retention adjustments, see Chapter 552 Discretionary Equity or Retention Adjustment (DERA) Program Guidelines); allow base-building DMC to employees in nonbroadband classifications; update other eligibility requirements; include potential OSER delegation of DMC approval to agencies, and provide clarification of existing provisions.

This chapter was updated in July of 2015 to reflect language amended in the 2015-2017 Compensation Plan. Changes include retention DMC for nonbroadband classified employees and certain State Fair Park employees, craft worker eligibility for lump sum merit DMC, increase in within range pay limits for unclassified merit, and annual rate calculation change (2080 factor instead of 2088).

This chapter was updated in February 2016. Pursuant to the changes introduced by 2015 Wisconsin Act 55, in July 2015, the Office of State Employment Relations was eliminated and the functions were transferred into the newly created Department of Administration, Division of Personnel Management. This chapter was updated to reflect the changes in terminology that resulted from the organizational restructuring.

**JUSTIFICATION FOR DISCRETIONARY MERIT COMPENSATION (DMC) AWARD
SAMPLE FORM**

AGENCY: DOA		EMPLOYEE NAME: Smith, Sue A.		CLASSIFICATION TITLE: Publications Supervisor		PAY SCHEDULE & RANGE: 81-03	
CRITERIA				JUSTIFICATION	INCREASE AMOUNT	NUMBER OF WRPS OR EQUIVALENT	
Merit: Employee recognition for superior or meritorious performance. Justifications should be supported by criteria outlined in Section J, 2.00(5) of the Compensation Plan. Retention: Justification should be supported by criteria outlined in Section J, 2.00(5) of the Compensation Plan				Provide justification on page 2 of this document.	\$1000.00 Lump Sum \$2.04 base increase	0.72 WRPS 3.00 WRPS	
DMC RECOMMENDATION							
Old Base Salary \$26.00	New Base Salary \$28.04	Funding Source(s): GPR	DMC Effective Date: 07-12-2015	# Prior WRPS in Same FY: None	Broadband PUA in last 12 months: _X_ No ___ Yes Effective Date: _____		
Recommended By (Supervisor):		Date:	Budget Approval (Funding approval only):	Date:	Division Administrator Approval:		Date:

AGENCY HEAD APPROVAL (signature):	_____ APPROVED:	_____ DENIED	DATE:
	Base Pay Adjustment: _____	Lump Sum: _____	

DPM APPROVAL:	_____ APPROVED:	_____ DENIED	DATE:
	Base Pay Adjustment: _____	Lump Sum: _____	

AGENCY CONTACT NAME:	CONTACT PHONE NO:

JUSTIFICATION:

CRITERIA (Check all that apply for either Merit or Retention, but not both):

<input checked="" type="checkbox"/> Merit <input checked="" type="checkbox"/> Employee received performance evaluation within last 12 months <input checked="" type="checkbox"/> Employee is a supervisor and has completed required performance evaluations for all subordinates
<input type="checkbox"/> Retention <input type="checkbox"/> Employee received performance evaluation within last 12 months <input type="checkbox"/> Employee is a supervisor and has completed required performance evaluations for all subordinates
JUSTIFICATION NARRATIVE (Provide specifics and supporting documentation below):

Merit DMC: Ms. Smith has demonstrated consistent above average performance over the last several years, as supported by her performance reviews. She recently completed a project vital to the agency that involved months of work and which required working many additional hours,

INSTRUCTIONS FOR DMC JUSTIFICATION FORM COMPLETION

All areas of the form *must* be completed by the agency; incomplete forms will be returned to the sending agency for completion and resubmittal. Below is the list of boxes contained on this DMC form with instructions for completion.

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1. **Agency** – Agency name or agency acronym (including secondary level)
2. **Employee Name** – Employee last name, first name, and middle initial
3. **Classification Title** – Employees full classification title (not working title); position title for unclassified employees
4. **Pay Schedule & Range** - Numerical pay schedule and range
5. **Increase Amount** – Amount to be provided as a lump sum payment or the base increase amount
6. **Number of WRPS or Equivalent** - Calculate the number of WRPS equivalent for each DMC (base and/or lump sum) awarded. For lump sum awards, calculate the number of WRPS by dividing the award by 2080, then divide that amount by the applicable WRPS amount from the pay schedule (or 3% of minimum for pay ranges not having a listed WRPS).
7. **Old Base Salary** – Employee’s base pay rate prior to the DMC
8. **New Base Salary** - Employee’s base pay rate after the DMC
9. **Funding Sources** - List source(s) of agency funds used to pay for DMC, e.g., GPR, PRO, SEG, etc.
10. **DMC Effective Date** – Show the first day of the pay period following the “effective date of receipt by agency” as the DMC effective date.
11. **# of Prior WRPS in Same FY** – Show total WRPS of any previous DMC in the same fiscal year.
12. **PUA in last 12 months** – Show any broadband appointment date(s) in last twelve months, even if pay did not change. Leave space blank if no appointment in past 12 months.
13. **Recommended By; Budget Approval; Division Administrator Approval** - This yellow shaded area may be modified consistent with the agency’s internal approval process. **Agency Head Approved/Denied** - Appointing Authority or designee (Deputy or Executive Assistant only): This signature line may not be modified and every DMC recommendation form must include this signature.
14. **DPM Approved/Denied** - DPM completes
15. **Agency Contact Name** – Identify agency staff who will respond to DPM questions about the DMC recommendation and to whom DPM’s review results will be returned.

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16. **Criteria** - Place an X next to merit or retention criteria. All DMC recommendations must show that the employee has had a performance evaluation in the past 12 months, and if the employee is a supervisor, the employee must have completed required performance evaluations for all subordinates (check boxes to confirm these statements).
17. **Justification** - Provide narrative supporting the merit or retention award. Documentation may be provided as an attachment.
18. **Submit the completed and approved DMC Justification form, along with the DMC/DERA Report spreadsheet form DOA-15331, to the DMC- DERA Request mailbox at DOA DPM BCLR DMC- DERA Requests@wisconsin.gov.**
19. **Payroll Processing of DMC Lump Sums** - Prior to entering the DMC lump sum amount into the payroll system, the DOA Central Payroll system requires documentation of DPM approval. As documentation, agencies may either: (1) Attach the *first page* of the DPM-approved (signed) DMC Justification Form (DOA-15330), or (2) attach an DPM DMC approval e-mail that includes the employee name(s) and lump sum amount(s).

Attachment 2

Discretionary Merit Compensation (DMC) / Discretionary Equity or Retention Adjustment (DERA) Report Form

SAMPLE FORM

Department	Employee Name	Adjusted Continuous Service Date	DMC/DERA Effective Date	Date of last broadband PUA*	Class Code	Classification Title	Pay Sched	Pay Range	Pay Rate Prior to Increase	Base Pay Award Amount	Pay Rate Following Increase	Lump Sum Award Amount	Award Type (Base pay or Lump sum)	Criteria Code 1-Merit, 2-Equity, 3-Retention	# of WRPS
Administration	Smith, Sue A.	5/20/2003	7/12/2015		12220	Publications Supervisor	81	3	26.00	2.04	28.04	1000.00	Base/Lump	1	3.00
Administration	Doe, James	4/12/1998	7/12/2015		103	Financial Specialist 3	2	12	19.34		19.34	750.00	Lump sum	1	0.72
Administration	Brown, Sal	1/13/2013	7/12/2015		13703	IS Network Support Tech-Sr	6	14	17.97	1.08	19.05		Base Pay	3	2.00
<p>Use these samples as a guide; please use cell formatting in these samples for all DMC/DERA requests.</p> <p>*PUA =Pay Upon Appointment. Include date of PUA only if employee received broadband PUA within 12 months of the DMC effective date. Not needed for DERA requests.</p>															

2015-2017 Compensation Plan DMC Eligibility Chart
Eligibility by Pay Schedule or Range with Exceptions Noted

Pay Schedule or Range	DMC WRPS fiscal year limit	Base Pay DMC	Lump Sum DMC	Exceptions Explanation
Classified 01	Not eligible	no	no	Not eligible
02	4WRPS	yes	yes	
03	4WRPS	yes	yes	
04	4WRPS	no	yes	Crafts Workers are ineligible for retention DMC.
05	4WRPS	yes	yes	
06	4WRPS	yes	yes	
07	4WRPS	yes	yes	
08	4WRPS	yes	yes	
09-75	4WRPS	yes	yes	
09-76	Not eligible	no	no	Ineligible attorneys
10	4WRPS	yes	yes	
11	4WRPS	yes	yes	
12	4WRPS	yes	yes	
13	4WRPS	yes	yes	
14	4WRPS	yes	yes	
15	4WRPS	yes	yes	
20	Not eligible	no	no	Ineligible attorneys
21	Not eligible	no	no	Ineligible attorneys
36	4 WRPS	yes	yes	
50	4WRPS	yes	yes	
63	Not eligible	no	no	Not covered by the Compensation Plan
70	4WRPS	yes	yes	
71-01	4WRPS	yes	yes	
71-02	Not eligible	no	no	Ineligible attorneys
81	4WRPS	yes	yes	
90	4WRPS	yes	mixed	Certain Schedule 90 employees are limited to base increase only (see list in section 550.050 under 2.). Employees serving fixed term are not eligible for DMC.
95	4WRPS	yes	no	Schedule 95 titles are limited to base increase only.
Unclassified other than 90 and 95	4WRPS	yes	yes	Includes other unclassified covered by the Compensation Plan except fixed term are not eligible for DMC.
Unclassified State Fair Park employees (other than the Director)	4WRPS	yes	yes	WRPS value is based on comparable classified classifications.