



OFFICE OF THE ADJUTANT GENERAL

State of Wisconsin / DEPARTMENT OF MILITARY AFFAIRS

Title: Pay Upon Appointment – Broadband Pay Schedules

Policy Number: DEPT 3103

Owner: State Human Resources

Effective Date: 9-6-2024

Revision Date: N/A

I. Purpose

The purpose of this policy is to establish consistent practices for setting pay upon appointment for positions in broadband pay schedules.

II. Definitions

Broadbanding: A pay structure that consolidates a number of pay grades and salary ranges into fewer broadbands with relatively wide salary ranges.

Broadband pay range: A pay range established in the State Compensation Plan that is part of a broadband pay schedule or a broadband subset of a traditional pay schedule, distinguishable by the presence of an Appointment Maximum.

Hiring supervisor: An employee who has authority, in the interest of DMA, to oversee the hiring process to fill a job vacancy within DMA.

Hiring justification form: A form to be completed for all appointments prior to an offer being made. The form is available here: [Forms | Wisconsin Department of Military Affairs](#)

III. Policy

The compensation provisions for state employees are established by statute, administrative code and the State of Wisconsin Compensation Plan. These provisions include both mandatory and discretionary elements.

The State of Wisconsin Compensation Plan provides more detailed guidance on pay administration for broadband pay schedules, allowing agency management flexibility to set the starting pay of an individual for specified transactions (e.g., original appointment, promotion, voluntary transfer, management reassignments into different positions, etc.). To review specific transaction guidelines for broadband pay schedules, review Section I - [Pay Administration for Broadband Pay Schedules](#) of the State Compensation Plan.

IV. Procedures

- Before an offer of employment can be made by a hiring supervisor, that hiring supervisor prepares the hiring justification form which includes a proposed starting rate of pay for the top candidate.

- Hiring supervisors are encouraged to discuss agency and statewide pay rates for incumbents in the same classification, or other comparable titles when applicable, with HR staff. This information, typically provided at the outset of a recruitment process, along with other factors outlined below, assist in determining a requested pay rate.
- The hiring justification form is submitted to Human Resources for agency review and authorization.
- Assigned HR staff will review and analyze the rate of pay in the hire request. If the requested rate requires a modification or cannot be supported, HR staff will reach out to the appropriate hiring supervisor to discuss the hire request in more detail.
- The HR Director (or designee) will notify the hiring supervisor of the rate of pay authorized via a hiring approval email. The hiring supervisor may then offer that rate of pay to the candidate in order to extend the offer of employment.

Notes:

- An employee may not receive an increase upon voluntary transfer or Career Executive voluntary movement to the same or counterpart pay range unless approved by Department of Administration, Division of Personnel Management (DPM). DPM will consider an increase only if the position is considered a higher level in the same or counterpart pay range or the appointing authority can demonstrate pay compression, inversion or inequity within the agency or statewide.
- For promotions, an employee's present rate of pay will be increased by an amount not less than 8.0% of the pay range minimum, subject to the applicable appointment maximum.
- In an effort to establish consistent pay rate practices within the agency, as well as across state agencies, the appointing authority and/or HR evaluate a range of factors when reviewing hire recommendation requests. These factors include, but are not limited to:
 - Internal or statewide wage comparisons;
 - Labor market considerations;
 - Candidate's relevant prior work experience and the value of those skill sets to the job;
 - Funding or budget constraints;
 - Supervisor's pay rate and/or subordinates' pay rates if a supervisory position;
 - Any other relevant information.
- In setting pay upon appointment for positions in broadband pay schedules, DMA shall offer a salary that is within the salary range listed in the job posting unless a different pay upon appointment is required by the provisions in the State Compensation Plan or it is determined that there was an error in the salary range listed in the job posting.
- In setting starting salaries for DMA employees, DMA will follow all relevant provisions of the current State of Wisconsin Compensation Plan. Additionally, before a final salary is authorized, the HR Director and/or Deputy HR Director shall review all recommendations for hire and recommendations for pay, taking into account the following factors: current budget, state seniority, pay of others within the same classification, pay of others doing similar work within DMA, the experience and education detailed in the resume of the selected candidate, other written information submitted by the selected candidate in the application process, references of the selected candidate, the selected candidate's performance in their interview(s), and post-certification testing results (if applicable).
- In setting pay upon appointment for positions in broadband pay schedules, DMA will comply with Wis. Stat. § 111.31, which states that DMA may not engage in any act of employment discrimination against any individual on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, military service, use or nonuse of lawful products off the

employer's premises during nonworking hours, or declining to attend a meeting or to participate in any communication about religious matters or political matters.

Training

- All HR staff are required to complete training addressing Pay Upon Appointment – Broadband Pay Schedules within 60 days of implementation of this policy or within 60 days of their hire, whichever date is sooner.
- Hiring supervisors and any State employee of DMA serving on a hiring interview panel are required to complete training addressing Pay Upon Appointment – Broadband Pay Schedules prior to serving on a hiring interview panel.

Record Retention Schedule

- All documents related to salary setting decisions, including hiring justification forms and documentation related to attendance at training required under this Policy are required to be maintained for at least 18 months.
- Nothing in this policy shall be construed to contradict or alter Public Records law or policy applicable to DMA.

V. Authority and Cross Reference

[State Compensation Plan](#)