

**The University of Wisconsin System
UPS OPERATIONAL POLICY: GEN 21**



SUBJECT: Crafts Workers

Original Issuance Date: July 1, 2015

Last Revision Date:

1. POLICY PURPOSE:

The purpose of this operational policy is to provide compensation structures and benefits information for crafts worker employees working at a UW System institution.

2. POLICY BACKGROUND:

Crafts workers in the UW System are employees who are skilled journeyman crafts workers in the following building trade titles:

- Heat and Frost Insulator
- Bricklayer and Mason
- Carpenter
- Electrician
- Elevator Constructor
- Glazier
- Craftworker – Lead
- Painter
- Plasterer
- Plumber
- Sheet Metal Worker
- Steamfitter
- Terrazzo and Tile Setter
- Welder

When administered in accordance with [Wis. Stat. Chapter 230](#), compensation structures and benefits administration for crafts workers were covered under the State of Wisconsin Compensation Plan or under an applicable collective bargaining agreement. Effective July 1, 2015, compensation and benefits for UW System crafts workers will be administered according to this operational policy.

3. POLICY DEFINITIONS:

“Crafts worker” means a UW System employee who is a skilled journeyman crafts worker, including the skilled journeyman crafts worker’s apprentices and helpers, but does not include employees who are not in direct line of progression in the craft.

“Crafts worker supervisor,” “Shop supervisor,” and “Crafts operations manager” are positions in the UW System that supervise crafts workers.

4. POLICY:

A. Compensation

The pay of crafts workers with documented satisfactory performance will continue to be based on the crafts workers’ rates set by OSER in 2009 and increased as a result of subsequent general wage adjustments ([see Appendix 1](#)).

B. Additional Compensation

- (1) The statewide additional pay for spray painting shall be fifty cents (\$0.50) per hour added to the regular hourly compensation rate.
- (2) Lead crafts workers will be paid in accordance with the adjusted hourly rate schedule, plus they may be provided an additional fifty cents (\$0.50) per hour. Temporary lead crafts workers will be paid in accordance with the adjusted hourly rate schedule, plus they may be provided an additional twenty cents (\$0.20) per hour.
- (3) Crafts worker supervisors will be paid one dollar (\$1.00) per hour more than the adjusted hourly rate for the highest paid craft worker supervised, or one dollar (\$1.00) per hour more than the adjusted hourly rate for the craft in which they have journeyman status, whichever is greater.
- (4) Shop supervisors will be paid one dollar and fifty cents (\$1.50) per hour more than the pay rate established in accordance with (3) above, for the highest paid crafts worker supervisor supervised, or one dollar and fifty cents (\$1.50) per hour more than the adjusted hourly rate for the craft in which they have journeyman status, whichever is greater.
- (5) Crafts operations manager(s) will be paid the greater of the following rates:
 - (a) Two dollars (\$2.00) per hour more than the greater of the pay rates established in accordance with (3) or (4) above, for the highest paid crafts worker supervisor or shop supervisor supervised, or
 - (b) Two dollars (\$2.00) per hour more than the adjusted hourly rate for the craft in which they have journeyman status.

NOTE: The additional pay for supervisors listed above will always be based on the rate paid crafts workers as adjusted. The applicable adjusted hourly rate is considered to be the base pay rate for pay administration purposes.

C. Vacation

Crafts workers will be provided vacation in accordance with provisions in [UPS Operational Policy BN 1: Vacation, Paid Leave Banks, and Vacation Cash Payouts](#), except as indicted below.

- (1) Crafts workers have three vacation options. They will be granted 100 hours (12½ days) of vacation on an annual basis, but they may elect, with a corresponding adjustment to their hourly rate, an increased vacation allocation of either 140 hours (17½ days), or 180 hours (22½ days).

Vacation will be prorated if the crafts workers are part-time employees or are not employed for the entire calendar year.

If an employee wants to elect a different vacation option, the employee must submit a written request to his or her institution no later than January 1st of the year. If no election is made by January 1st, the employee will retain his or her current vacation allocation.

- (2) Crafts workers are not eligible to bank unused vacation into a paid leave bank or receive a vacation cash payout at the end of the calendar year.

D. Personal Holiday

Crafts workers are not eligible for personal holidays.

E. Health Insurance Premiums

If a crafts worker, crafts worker supervisor, shop supervisor, or crafts operation manager chooses the health insurance offered by the UW System, that employee is required to pay the full cost of health insurance premiums as administered by the Department of Employee Trust Funds. See [Wis. Stat. § 40.05\(4\)\(ah\)](#).

F. Eligibility for Supplemental Health Insurance Conversion Credits (SHICC)

Crafts workers are generally not eligible for Supplemental Health Insurance Conversion Credits (SHICC) as provided for in [Wis. Stat. § 40.95](#). Crafts worker supervisors, shop supervisors, and crafts operation managers are eligible for SHICC.

5. RELATED DOCUMENTS:

[Vacation Option Election – Wisconsin Building Trades](#)

6. POLICY HISTORY:

[2013-15 State of Wisconsin Compensation Plan](#)

Reviewed by the Board of Regents, April 10, 2015