

OFFICE OF STATE EMPLOYMENT RELATIONS

- COMPENSATION & LABOR RELATIONS BULLETIN -

- MERIT RECRUITMENT & SELECTION BULLETIN -

Date: December 22, 2011

Locator No: OSER-0293-CLR-MRS

Subject: Counterpart Pay Range Designations
as of January 1, 2012

I. INTRODUCTION

The purpose of this bulletin is to provide current information regarding counterpart pay range designations. It adds schedules 9, 13 and 71 to the counterpart table in Section IV effective January 1, 2012, and deletes the section that previously counterparted schedules 9 and 71 but is no longer necessary due to the Section IV changes. It provides clarifying language regarding counting pay ranges for movements to non-counterpart pay ranges 05-31 or 05-32. Also, changes were necessary because certain collective bargaining agreement provisions no longer exist. Finally, it adds pay range 13-04 to the Attachment table and updates the historical data in the Attachment.

This bulletin supersedes counterpart pay range information provided in previous bulletins, including OSER-0254-CLR-MRS-DO, issued November 10, 2009.

Section ER 1.02(7), Wis. Adm. Code, provides that the Director of the Office of State Employment Relations (OSER) may designate pay ranges or groupings of pay ranges in different pay schedules to be at the same level (i.e., “counterpart”) for the purpose of determining personnel transactions. If a personnel transaction involves movement between pay ranges that are designated as counterpart to one another, the personnel transaction is considered to be a transfer (i.e., lateral movement).

II. MAIN COUNTERPART TABLE (ATTACHMENT)

The Attachment to this bulletin shows counterpart pay range designations as of January 1, 2012. The Attachment includes a chart listing a number of schedules for which pay ranges are designated as counterpart. The Attachment also includes a chronological history of counterpart designations. Additional counterpart pay ranges are summarized in Sections III through VIII, below.

The “counterparting” of pay ranges 07-04, 07-05, 08-04, 81-04 and 81-05 to multiple levels of pay ranges has created some unusual personnel transaction possibilities. The basic rule to remember when using the counterpart table, or the other tables in this bulletin, is:

Only pay ranges in the same row of the table are counterparted to each other.

NOTE: Normally movements to a lower row are a promotion and movements to a higher row are a demotion, unless the movement involves two career executive positions or the exceptions noted in Section XI of this bulletin apply. Refer to Chapter 156 of the Wisconsin Human Resources Handbook for additional information on career executive movements within the career executive program.

Even though pay ranges 07-04, 07-05, 08-04, 81-04 and 81-05 are counterparted to multiple levels of pay ranges, these multiple levels do not necessarily become counterparts to each other.

Examples:

- 1) *An employee is considering a movement from PR 81-05 to PR 02-09. Since both ranges are in the same row of the table, such a movement will be a transfer.*
- 2) *An employee is considering a movement from PR 81-05 to PR 02-10. Since both ranges are in the same row of the table, such a movement will be a transfer.*

However:

- 3) *An employee is considering a movement from PR 02-09 to PR 02-10. These pay ranges are not counterparted to each other even though both are counterparted to PR 81-05 because they are not in the same row of the table. Therefore, such a movement will be a promotion.*
- 4) *An employee is considering a movement from PR 02-09 to PR 02-10 and has reinstatement eligibility to PR 81-05. Because by definition reinstatement eligibility also applies to counterpart ranges, such a movement will be a reinstatement.*
- 5) *An employee is considering a movement from PR 02-09 to PR 02-10 and has reinstatement eligibility to PR 81-04. Because by definition reinstatement eligibility also applies to lower ranges, such a movement will be a reinstatement.*

III. REPRESENTED AND NONREPRESENTED PATIENT TREATMENT CLASSIFICATIONS

The following pay ranges in pay schedules 10 and 50 are considered counterpart for purposes of determining personnel transactions:

Counterpart Pay ranges:	Pay Schedules	
	10	50
	50	50
	51	51
	52	52

IV. BROADBANDED AND NONREPRESENTED CRAFTS WORKER CLASSIFICATIONS

The following pay ranges in pay schedules 01, 07, 08, 09, 13, 15, 50, 56, 70, 71 and 81 are considered counterpart for purposes of determining personnel transactions:

Counterpart Pay Ranges:	Pay Schedules										
	01	07	08	09*	13*	15	50	56	70	71*	81
		05									05
		04	04		04						04
	99	03	03		03	03	11	01			03
		02		75	02	02			02	01	02

* Effective January 1, 2012

Please note that the *Wisconsin Human Resources Handbook*; Chapter 156, Section 156.040 (4), Career Executive Permissive Transfer Guidelines, has established the policy that “[n]on-career executive incumbent employees cannot transfer or be transferred into vacant career executive positions.” Some PR 70-02 and PR 71-01 positions and all PR 81-02 positions are included in the career executive program. **Therefore, employees in PR 07-02, PR 09-75, PR 13-02, PR 15-02 and other non-career executive positions cannot transfer into PR 70-02, PR 71-01 and PR 81-02 career executive positions.** However, for the purposes of payroll and compensation, the transaction will be **coded** as a transfer if a non-career executive employee in PR 07-02, PR 09-75, PR 13-02, PR 15-02, PR 70-02, or PR 71-01 goes through the competitive process and is hired into a PR 70-02, PR 71-01 or PR 81-02 career executive position.

V. ENGINEERING CLASSIFICATIONS

The following pay ranges in pay schedule 14 are considered counterpart for purposes of determining personnel transactions.

Pay Ranges:	Pay Schedule
	04; 55
	05; 46; 56
	47; 57

VI. PATIENT CARE CLASSIFICATIONS

The following schedule 11 pay ranges will be considered counterparts:

Counterpart Pay Ranges:	Pay Schedule
	09; 40
	10; 41
	11; 42

VII. CRAFTS WORKER CLASSIFICATIONS

Transactions involving PR 01-99 and pay ranges not indicated in the table in Section IV will be determined in accordance with Section XI. In addition, all craft positions in the same classification (e.g., two Plumber positions) will be considered to be in the same pay range. Therefore, movement between them will normally result in a transfer, in accordance with Section XI. The personnel transaction for movements between non-supervisory craft classifications (e.g., Plumber and Painter), or movements between a non-supervisory craft classification and any non-craft classification, shall also be determined in accordance with Section XI using i.e., the 84/100 annual leave rate for the/each crafts position as the pay range maximum(s) for comparison purposes.

VIII. LAW ENFORCEMENT CLASSIFICATIONS

Pay ranges 36-40 and 56-02 are designated as counterparts.

IX. PAY RANGES OF THE UNIVERSITY OF WISCONSIN HOSPITAL AND CLINICS BOARD

Pursuant to 2011 Wisconsin Act 10, University of Wisconsin Hospital and Clinics Board employees were moved to the UWHC Authority. These employees have reinstatement eligibility under s. ER-MRS 16.035(1), Wis. Admin. Code, for five years beginning June 29, 2011. The information provided in OSER-0286-MRS, dated September 20, 2011, and Sections X through XII shall be used to determine reinstatement eligibility and starting salary.

X. "COUNTING" PAY RANGES

Under certain circumstances, it is necessary to determine the number of pay ranges one would go up or down as a result of a personnel transaction. For example, s. ER-MRS 22.09(e), Wis. Admin. Code, defines a reasonable offer after layoff as one in which the "pay range of the position offered is no more than 3 ranges or counterpart ranges lower than the pay range of the position from which the employee was laid off." Also, certain transactions in Section E of the Compensation Plan require "counting" of pay ranges to determine the new rate of pay.

When "counting" pay ranges, one shall determine where the pay range of the old position's classification would fall on the pay schedule of the new position, and then count up or down on the new pay schedule to the pay range of the new position's classification. When a broadband pay schedule is involved in the "count," each broadband pay range shall be considered to be equivalent to three pay ranges.

Examples:

- 1) *An employee in PR 81-03 is laid off. The Admin. Code says a reasonable offer can be no more than three pay ranges lower than the range from which laid off. Since one broadband is equivalent to three pay ranges, an offer to PR 81-04 position would be reasonable. However, an offer to a PR 81-05 position would be considered equivalent to six ranges down and would not be considered reasonable.*
- 2) *An employee in PR 14-46 wants to demote to a PR 06-16 position. Section E, 4.02 of the Compensation Plan states that an employee's pay will be reduced by the appropriate Range*

Adjustment(s) for each range the employee is demoting, subject to a three Range Adjustment maximum. Therefore, to determine an employee's new rate of pay, one must determine how many ranges the employee will be going down. One compares the range maximums and counts down ranges on the schedule to which the employee is moving. If the PR 14-46 maximum falls between the PR 06-17 and the PR 06-18 maximums, count down starting with PR 06-17 being one range down and PR 06-16 being two ranges down.

The counterparting of PR 07-04, 07-05, 08-04, 13-04, 81-04 and PR 81-05 to multiple levels of pay ranges has created some unusual situations. In such a case, the appropriate way of determining the number of ranges the employee is demoting is:

- 1) Determine the lowest pay range of the schedule to which the employee is demoting that is counterparted to the range from which the employee is demoting; then
- 2) Count down from the pay range determined in 1) above, to the pay range to which the employee is demoting.

Example:

An employee in a classification assigned to pay range 81-04 voluntarily demotes to a classification assigned to pay range 03-11. The lowest pay range in schedule 03 that is counterparted to pay range 81-04 is pay range 03-12. Pay range 03-11 is one pay range below pay range 03-12. Therefore, in accordance with Section A, 4.02 of Compensation Plan, to voluntarily demote from 81-04 to 03-11, the employee's pay must be decreased by the Range Adjustment of 03-12.

XI. DETERMINING PERSONNEL TRANSACTIONS WHEN TABLES CANNOT BE USED

In accordance with the administrative rules, when moving between positions allocated to classifications assigned to pay ranges in which both do not occur on the same counterpart table, the personnel transaction is determined by comparing the maximum of the pay range of the position from which the employee is moving, to the maximum of the pay range to which the employee is moving. For movements between different Crafts Worker classifications, pay rates are compared rather than pay range maximums per Section VII.

If a movement is to a classification with a higher pay rate or range (one with a higher pay range maximum), the appointment is normally considered a promotion. If the movement is to a classification with a lower pay rate or range (one with a lower pay range maximum), the appointment is normally considered a demotion. If the movement is to a classification with the same pay rate or range (same pay range maximum), the appointment is normally considered a transfer.

When a supervisory Crafts Worker classification is involved, the maximum for the pay range 01-99 shall be the rate of pay for the supervisory Crafts Worker position (i.e., the employee's current rate of pay if leaving the supervisory Crafts Worker position or the rate the employee would receive if going to the supervisory Crafts Worker position), excluding any add-on. An exception to this is that a movement from a supervisory Crafts Worker classification to a non-supervisory Crafts Worker classification is normally considered a demotion and a movement from a non-supervisory Crafts Worker classification to a supervisory Crafts Worker classification is normally considered a promotion, regardless of the maximums involved.

All movement involving 05-31 or 05-32 requires comparison of the maximum of the pay range of the position from which the employee is moving to the maximum of the pay range to which the employee is moving (even if the other pay range involved is counterpart to another range in Schedule 05). When “counting” pay ranges and determining the Range Adjustments that apply for movements involving pay ranges 05-31 or 05-32, all pay ranges in schedule 05 must be “rearranged” according to their pay range maximums. Specifically, at the time of this publication 05-31 and 05-32 should be moved between ranges 11 and 12. For movements that involve schedule 05 but do not involve pay ranges 05-31 or 05-32, these pay ranges are not to be included.

Exceptions to these rules, and the rules regarding use of the counterpart table, usually occur when the employee does not have permanent status in the pay range of the old position, or if the employee has reinstatement eligibility to the pay range of the new position. Please review Chapters ER-MRS 14 (Promotion), 15 (Transfer), 16 (Reinstatement and Restoration) and 17 (Demotion), Wis. Admin. Code, to see if any exceptions are either optional or mandatory.

XII. SINGLE CLASSIFICATIONS ASSIGNED TO MULTIPLE PAY RANGES

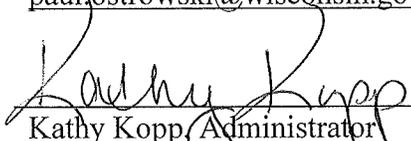
For single (lettered) classifications assigned to more than one pay range, the pay range assignment is determined by the amount of time in pay status the employee has served in the classification, except as noted below. Therefore, the applicable pay range for personnel transactions will be determined accordingly. The “time in class” provisions for these classifications do not change how personnel transactions are determined in accordance with this bulletin, whether by using the counterpart tables when applicable or by comparing maximums, but they do determine an employee’s eligibility for the personnel transaction. An employee will not be allowed to transfer into a level higher than (A) if the employee does not meet the “time in class” requirement of the higher level(s) even though the employee may be in a counterpart pay range, a range with the same maximum, or even in the same range.

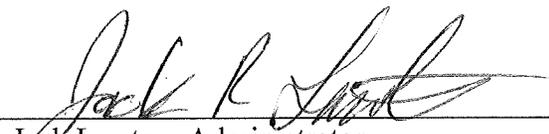
Single classifications assigned to multiple pay ranges that are covered by Section A, 2.06 of the Compensation Plan may be assigned to levels based on criteria established by the Department of Corrections and approved by OSER.

XIII. REFERRAL OF QUESTIONS

Employees: Questions regarding the contents of this bulletin should be directed to your agency’s Human Resources Office or Payroll Office.

Employers: Questions regarding the determination of a personnel transaction should be directed to your agency’s assigned DMRS Human Resources Consultant. Questions regarding changing counterpart pay range designations should be directed to Paul Ostrowski at phone (608) 267-0343, or e-mail paul.ostrowski@wisconsin.gov.


 Kathy Kopp, Administrator
 Division of Compensation and Labor Relations


 Jack Lawton, Administrator
 Division of Merit Recruitment and Selection

Attachment: Counterpart Pay Range Designations as of January 1, 2012

COUNTERPART PAY RANGE DESIGNATIONS* AS OF JANUARY 1, 2012

Pay Range(s):	Pay Schedules												
	2	3	5	6	7	8	12	13	15	36			
				04									
			05	05									
		06	06	06									
05	07	07	07	07			27						
05	08	08	08	08			28						
05	09	09	09	09			01					09	
05	10	10	10	10			02					10	
05	11	11	11	11			03					11	
04	12	12	12	12			04			04		12	
04	13	13	13	13			04			04		13/42	
04	14	14	14/40	14			04			04		14/40	
	15	15	15/41	15			07			35		15/41	
		16	16	16			08						
		17	17	17			09						
				18			10						
				19			11						
							12						
							13						

*Refer to Sections III through VIII of this bulletin for additional counterpart designations.

Chronological History of Key Changes to Counterpart Pay Range Designations Since 1987

- Effective 6/30/87: Counterpart designation removed for Crafts pay ranges [Schedule 4 (Rep) and Schedule 1 (Nonrep)]; Attorneys [Schedule 9 (Rep) and 49 (Nonrep)] and Physicians (Schedule 1)
- Effective 11/5/89: Psychiatrist classifications created and assigned to pay ranges without counterpart designation.
- Effective 8/20/90: Counterpart designation removed for Engineering pay ranges [Schedule 14 (Rep and Nonrep)] and Patient Care [Schedule 11 (Rep and Nonrep)]; 13-10 designated as a counterpart pay range.
- Effective 4/19/92: Schedule 15 pay ranges are renumbered.
- Effective 6/28/92: Teacher classification created and assigned to pay range 13-99 without counterpart designation; 03-13 designated as counterpart pay range.
- Effective 9/5/93: All pay ranges used for Attorney classifications designated as counterpart pay ranges.
- Effective 6/26/94: Multiple nonrepresented pay schedules established. Counterpart designation removed for Education pay ranges [Schedule 13 (Rep) and Schedule 33 (Nonrep)]
- Effective 10/12/97:
- Counterpart designations established for pay ranges in the represented and nonrepresented Engineering pay schedules (14, 34, and 54)
 - Counterpart designations established for pay ranges in the following represented and nonrepresented pay schedules: 1, 2, 3, 5, 6, 7, 8, 12, 15, 22, 23, 25, 26, 32, 36, and 56.
 - Senior Manager schedule (80) and Information Systems schedule (70) created; no counterpart designations for ranges in these two schedules. (This changed effective 7/19/98. See below.)
- Effective 7/19/98:
- Counterpart designations established for pay ranges in the represented and nonrepresented Patient Treatment pay schedules (10 and 50).
 - Counterpart designations established for pay ranges in the represented and nonrepresented broadbanded Information Systems pay ranges (PR 07-01, PR 07-02, and pay schedule 70).
- Effective 5/20/2000: Schedule 14 range 03 is counterparted with Schedule 14 range 23, consistent with Negotiating Note 3 in the 1999-2001 Agreement with the State Engineering Association.
- Effective 11/5/00:
- All pay ranges used for Attorney classifications (Schedules 09 and 71) are designated as counterpart pay ranges. This re-creates the counterparting effective 9/5/93, but interrupted July 4, 1999, when schedule 49 became an unclassified schedule.
 - Counterpart designations established for pay ranges 02-14, 02-15, 05-40, 05-41, 36-40, and 36-41. These were new pay ranges effective May 21, 2000.
 - Counterpart designations established for pay ranges 06-17 and 06-18. These were new pay ranges effective July 2, 2000.
- Effective 5/20/01:
- Counterpart designations established for pay ranges 81-04 and 81-05 with pay ranges in the following pay schedules: 1, 2, 3, 5, 6, 7, 8, 12, 15, and 36.
- Effective 1/12/03:
- Nonrepresented Crafts Worker classifications are assigned to pay range 01-99 and designated as counterpart to 81-03.
 - Pay ranges 56-02 and 36-40 are designated as counterparts.
- Effective 6/1/03:
- Counterpart certain pay ranges in Schedules 07, 15 and 81, and pay range 01-99.
- Effective 7/13/03:
- Counterpart designations established for pay ranges 07-04 and 07-05 with pay ranges in the following pay schedules: 2, 3, 5, 6, 7, 8, 12, 15, and 36.
- Effective 6/27/04:
- Counterpart designations established for pay ranges 11-09, 11-10, and 11-11.

Chronological History (continued)

Effective 12/9/07:

- Counterpart pay range 50-11 to 81-03.

Effective 1/20/08:

- Counterpart 50-11 to 01-99, 07-03, 15-03 and 56-01.
- Counterpart 56-01 to 01-99, 07-03, 15-03, 50-11 and 81-03.
- Counterpart 70-02 to 81-02.

Effective 4/12/09: Counterpart designations established for pay ranges 03-16, 03-17, 05-17, 06-19 and 36-15.

Effective 11/8/2009: Counterpart designations established for broadband pay ranges 08-03 and 08-04.

Effective 1/1/2012:

- Counterpart designations established for broadband pay ranges 13-02, 13-03 and 13-04.
- Counterpart 09-75 and 71-01 to 81-02.