State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

- COMPENSATION & LABOR RELATIONS BULLETIN -

- MERIT RECRUITMENT & SELECTION BULLETIN -

Date: July 9, 2013	**Subject:** Counterpart Pay Range Designations as of June 30, 2013
Locator No: OSER-0330-CLR-MRS	

I. INTRODUCTION

The purpose of this bulletin is to provide current information regarding counterpart pay range designations. It expands the basic rules to using the counterpart tables stated in Section I; it adds pay ranges 09-76, 12-63, 14-13, 14-14, 14-15, 15-04, and 71-02 to the counterpart table in Section IV; removes 56-01 from the counterpart table, adds ranges 14-14, 14-15, 15-04, and 63-40 to the table in the Attachment; changes the designations for 05-40, 05-41, 36-40 and 36-41 and designates ranges 81-04, 02-15, 03-15, 05-15, 05-41, 06-15, 07-04, 08-04, 12-07, 13-04, 14-14, 15-04, 36-15, and 36-41 as counterparts.

In addition, information provided in various sections is revised or deleted due to these new designations or other schedule, range, or classification changes. Sections showing counterparts within schedules 11 and 14 have been deleted, as well as the section that previously counterparted range 36-40 to range 56-02 (which no longer exists). Because single (lettered) classifications have been eliminated, the section regarding them is also deleted.

All changes were effective June 30, 2013, except the inclusion of 63-40 in the Attachment table, which was effective June 16, 2013. This bulletin supersedes counterpart pay range information provided in previous bulletins, including OSER-0293-CLR-MRS, issued December 22, 2011.

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 June 30, 2013. 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 and IV, 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. Basic rules to remember when using the counterpart table, or the other tables in this bulletin, are:

- **Only pay ranges in the same row of the table are counterparted to each other.**
- **Whenever the two pay ranges involved in a transaction are on the same table, the table is used to determine whether it is a lateral, upward, or downward movement.**
- **Comparing maximums is only appropriate if the two pay ranges involved do not appear on the same table.**

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 VIII 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:

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

IV. BROADBANDED AND NONREPRESENTED CRAFTS WORKER CLASSIFICATIONS

The following pay ranges in pay schedules 01, 07, 08, 09, 12, 13, 14, 15, 50, 70, 71 and 81 are considered counterpart for purposes of determining personnel transactions:

Counterpart Pay Ranges:	**01**	**07**	**08**	**09**	**12**	**13**	**14**	**15**	**50**	**70**	**71**	**81**
		05					15					05
		04	04			04	14	04				04
	99	03	03		63	03	13	03	11			03
		02		75/76		02		02		02	01/02	02

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 non-career executive positions cannot transfer into PR 70-02, PR 71-01, and PR 81-02 career executive positions even though they may be in the same or counterpart pay ranges.** However, for the purposes of payroll and compensation, the transaction will be **coded** as a transfer if a non-career executive employee goes through the competitive process and is hired into a PR 70-02, PR 71-01 or PR 81-02 career executive position.

V. 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 VIII. 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 VIII. 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 VIII, using the pay rate associated with the 100 hour annual leave rate for each crafts position as the pay range maximum(s) for comparison purposes.

VI. 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.

VII. "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 the Compensation Plan may require counting of pay ranges to determine the new rate of pay.

When counting pay ranges if both pay ranges involved are on the same counterpart table, the number of ranges is the same as the number of rows one goes up or down when comparing the ranges on the table. An exception is when comparing two broadband schedules, because it has been determined that each broadband shall be considered the equivalent to three pay ranges.

When counting pay ranges if both pay ranges involved are not on the same counterpart table, 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

Examples:

1) *An employee in PR 05-13 wants to take a PR 03-11 position. Because 03-11 is two rows higher than PR 05-13 in the Attachment table, it's a downward movement (probably a demotion) of two ranges.*
2) *An employee in PR 81-03 is laid off. The Administrative 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.*
3) *An employee in PR 81-03 wants to take a PR 06-16 position. Because the maximum of PR 81-03 is higher than all ranges in pay schedule 06, one counts down from the highest 06 range – PR 06-19 is one range lower than PR 81-03, PR 06-18 is two ranges lower than PR 81-03, PR 06-17 is three ranges lower than PR 81-03, and PR 06-16 is four ranges lower than PR 81-03. Note: If the employee had been laid off from PR 81-03, this would not be considered a reasonable offer.*

The counterparting of PRs 07-04, 07-05, 08-04, 13-04, 14-14, 14-15, 15-04, 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 PR 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 PR 81-04 is pay range PR 03-12. Pay range PR 03-11 is one pay range below pay range PR 03-12. Therefore, the demotion from PR 81-04 to PR 03-11 is a one range demotion.

VIII. 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 V.

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 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 should be moved between 05-11 and 05-12, and 05-32 should be moved between ranges 05-12 and 05-13. 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.

IX. 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.

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Jack R. Lawton, Administrator
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Attachment: Counterpart Pay Range Designations as of June 30, 2013

COUNTERPART PAY RANGE DESIGNATIONS AS OF JUNE 30, 2013*

	Pay Schedules												
	81	**2**	**3**	**5**	**6**	**7**	**8**	**12**	**13**	**14**	**15**	**36**	**63**
Pay Range(s):													
					04								
				05	05								
			06	06	06								
	05	07	07	07	07			27		15			
	05	08	08	08	08			28		15			
	05	09	09	09	09			01		15		09	
	05	10	10	10	10	05		02		15		10	
	05	11	11	11	11	05		03		15		11	
	04	12	12	12	12	04	04	04	04	14	04	12	
	04	13	13	13	13	04	04	05	04	14	04	13/42	
	04	14	14	14	14	04	04	06	04	14	04	14	
	04	15	15	15/40	15	04	04	07	04	14	04	15/40	40**
			16	16/41	16			08				41	
			17	17	17			09					
					18			10					
					19			11					
								12					
								13					

* **Refer to Sections III and IV of this bulletin for additional counterpart designations.**

** **Inclusion of PR 63-40 to this table was effective June 16, 2013, at a range counterpart to range 14. It was designated to the level shown above effective June 30, 2013.**

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.

Effective 6/30/13:

- Counterpart designations established for broadband pay ranges 09-76 12-63, 14-13, 14-14, 14-15, 15-04, and 71-02 in the broadband table.
- Delete 56-01 from the broadband counterpart table.
- Delete counterpart designation of Engineering classifications, Patient Care classifications, and 36-40 to 56-02.
- Counterpart designations established for 14-14, 15-04, and 63-40 in the attachment table.
- Change counterpart designations for 05-40, 05-41, 36-40, and 36-41
- Designate 81-04, 02-15, 03-15, 05-15, 05-41, 06-15, 07-04, 08-04, 12-07, 13-04, 14-14, 15-04, 36-15, and 36-41 as counterparts.