**State of Wisconsin**

# OFFICE OF STATE EMPLOYMENT RELATIONS

***–DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN –***

| | |
|---|---|
| **Date:** July 7, 2015<br>**Locator No:** OSER-0397-MRS | **Subject:** **Reinstatement Eligibility of Former University of Wisconsin Employees Due to Approval of New Personnel Systems Authorized and Directed by Wis. Stat. 36.115** |

This bulletin applies to appointing authorities with positions in the classified civil service. The purpose of this bulletin is to address the reinstatement eligibility of formerly classified University of Wisconsin (UW) employees removed from the classified civil service upon implementation of the University Personnel System and HR Design on July 1, 2015.

These employees have reinstatement eligibility under s. 36.115(6), Wis. Stats., s. 230.31(1), Wis. Stats., and s. ER-MRS 16.035(1), Wis. Adm. Code for five years beginning July 1, 2015. For the five-year period of July 1, 2015, through June 30, 2020, reinstatement eligibility is determined by analyzing the counterpart pay range relationship of the positions as if the formerly classified UW employee were still employed in his/her position as of July 1, 2015. Agencies considering formerly classified UW employees for permissive appointment must compare the classification(s) of the formerly classified UW employee to the classification of the agency vacancy according to the Counterpart Pay Range Designations charts in effect at the time the vacancy is being filled to determine if the formerly classified employee is eligible for permissive appointment. Wisconsin Human Resources Handbook Chapter 780 covers counterpart pay ranges and contains the Counterpart Pay Range Designations charts. If the two ranges are not shown on the same counterpart table, compare the pay range maximums to determine reinstatement eligibility.

For example: the Department of Administration (DOA) wants to hire a UW-Madison employee who was in the Accountant classification (pay range 07-04) on June 30, 2015, into a Financial Specialist Advanced position (pay range 02-15) with an effective date of March 4, 2016. To determine eligibility for permissive appointment to the Financial Specialist Advanced position, DOA would use the Counterpart Pay Range Designations charts in effect on March 4, 2016, to evaluate if pay range 07-04 is counterpart or higher than pay range 02-15.

UW System has provided the Office of State Employment Relations (OSER) with a "snapshot" of employee data taken on June 30, 2015, the last day that these employees were part of the classified civil service. This snapshot will allow reinstatement eligibility to be researched in the event that a former UW employee applies for a classified position in state service. Please note that UW employees also may have reinstatement eligibility based on other positions held prior to this date.

## Referral of Questions

Agencies seeking information on the hourly rate of pay and/or classification title of individual UW employees' positions at the time of this transition may contact their assigned DMRS analyst. (See "DMRS Agency Assignments Summary Table" on the OSER website.) Questions regarding reinstatement eligibility under Chapter ER-MRS 16, Wis. Adm. Code, may also be directed to the assigned DMRS analyst.

Questions regarding pay upon appointment, sick leave and continuous service for formerly classified UW employees who are reinstated to the classified service may be directed to the Division of Compensation and Labor Relations (DCLR) at OSERCompLaborRelGenInfo@wisconsin.gov.

Danielle Carne, Acting Administrator
Division of Merit Recruitment and Selection