

REALLOCATION NOTICE

The Director of the Office of State Employment Relations continually reviews positions in state service to ensure that they are properly classified and compensated. After a review of your position, your classification and/or pay range is being changed as shown below. This action does not require you to serve a new probationary period, nor does it require an examination. If you are currently on probation, the time you have already served will be counted toward completion of your probationary period. It should be noted that position reallocation actions are based upon the duties and responsibilities of the position and not on the level of performance or the quality of an employee's work. Your pay upon reallocation will be determined by the compensation plan or bargaining unit contract, as applicable.

1 <input type="checkbox"/> Delegated <input type="checkbox"/> Nondelegated		2 Sec. Lev. No		3 Agency/Employing Unit							
4 Employee Name- Last Jr./Sr., First, Middle Initial											
5 Current Class Code		6 Current Class Title		7 Current Schedule - Pay Range		8 Current FLSA Cd					
9 Proposed Class Code		10 Proposed Class Title		11 Proposed Schedule - Pay Range		12. Proposed FLSA Cd					
13 Reason for Reallocation <input type="checkbox"/> ER 3.01(2)(a), Wis. Adm. Code, Change in concept of the class or series <input type="checkbox"/> ER 3.01(2)(b), Wis. Adm. Code, The creation of new classes <input type="checkbox"/> ER 3.01(2)(c), Wis. Adm. Code, The abolishment of existing classes <input type="checkbox"/> ER 3.01(2)(d), Wis. Adm. Code, A change in the pay range of the class [the pay range reassignment may not be appealed] <input type="checkbox"/> ER 3.01(2)(e), Wis. Adm. Code, The correction of an error in the previous assignment of a position <input type="checkbox"/> ER 3.01(2)(f), Wis. Adm. Code, A logical change in the duties and responsibilities of a position <input type="checkbox"/> ER 3.01(2)(g), Wis. Adm. Code, A permanent change in the level of accountability of a position such as that resulting from a reorganization when the change in level of accountability is the determinant factor for the change in classification											
14 TransCd	Action Cd	15 Social Security No		Check Digit	16 Agency #	17 Appt #	18 Effective Date	19 Employee Status	20 Red Circle Ind		
03	25			v				2102	2149		
21 New Class Code		22 New Base Pay Type		23 New Base Pay		24 Old Base Pay		25 Notice Date		26 Prob/Trng	
2004		2006		H							
27 Employment Relations Notification Required?			28 Is this currently a career executive position?			29 Is the incumbent currently a career executive employee?					
___ Yes ___ No			___ Yes ___ No			___ Yes ___ No					
30 Signature of Appointing Authority or Designee / Date						31 Signature of Division of Merit Recruitment and Selection Administrator or Designee/ Date					
32 Agency HR Analyst initials _____ Date _____						33 OSER Specialist initials _____ Date _____					

NOTIFICATION REQUIRED – APPEAL RIGHTS: Whenever a position is reallocated by the Director, Office of State Employment Relations or his/her designated representative, under s. 230.09 (2) (a) and (d), Wis. Stats., the employee and/or the appointing authority shall have the right of appeal. The assignment of classifications to pay ranges is not appealable under those statutory provisions. If you wish to appeal this reallocation, you must submit a written request to the Wisconsin Employment Relations Commission if 'delegated' is marked at the top of the form, or to the Office of State Employment Relations office if 'nondelegated' is marked at the top of the form. The appeal should state the facts that form the basis of the appeal, the reason or reasons you feel the reallocation is improper, and the relief sought. This appeal must be received by the appropriate agency within 30 days after the effective date of the reallocation or within 30 days after you are notified of the reallocation, whichever is later. If you have any questions on the procedural aspects of filing an appeal, please contact your Agency Human Resources Office. If you have any questions regarding applicable filing fees for delegated actions, please contact the Wisconsin Employment Relations Commission.

DISTRIBUTION AFTER COMPLETION:

Original – Central Payroll

Copies - Employee, Agency, Agency Second Level, Agency Control

Copy - OSER/DMRS