# Sample Letter Individualized for Each Classified Staff Position Holder on June 30, 2015

Name

Dear Name,

As the July 1, 2015 implementation of the University Personnel System draws near, it is important to understand that classified staff will become university staff and will no longer be part of the classified service as defined by Chapter 230 (OSER).

**Your June 30, 2015 classified title, pay schedule and range is**: (to be completed)

# Your July 1, 2015 university staff title, pay schedule and range is: (to be completed)

*Paragraph A for staff in permanent status on June 30, 2015:*

Wis. Stat. 36.115 guarantees that you shall retain the reinstatement privileges you had under Wis. Stat.

§230.31(1) which provides that employees are eligible to return to a classified position at another State agency on a **reinstatement** basis for a period of five (5) years from July 1, 2015 through June 30, 2020.

*Paragraph A for staff on probation on June 30, 2015*

Wis. Stat. 36.115 guarantees that, if you are successful in completing the probation period required for your position, you are eligible to receive the reinstatement privileges under Wis. Stat. §230.31(1) which provides that employees are eligible to return to a classified position at another State agency on a **reinstatement** basis for a period of five (5) years from July 1, 2015 through June 30, 2020.

**Reinstatement** is the permissive reappointment of a former classified employee (after implementation of UPS on 7/1/15 you will be a former classified employee) to a classified position at another Wisconsin State Agency that is in the same, counterpart or lower class than the one you formerly held. Appointment to such a vacancy is “permissive,” meaning that you are required to apply and be considered in a competitive process based upon your relevant knowledge, skills, and abilities and upon approval of the hiring supervisor for the department.

Your June 30, 2015 classified position pay schedule and range noted above is the key component in determining which titles you may be eligible to apply as a permissive reinstatement. The best avenue to follow is to call the Human Resources Office of the agency with the vacancy and ask if you would be eligible for a permissive reinstatement. The agency will need to know your June 30, 2015 classified pay schedule and range so be sure to have this letter handy when you contact the agency.

If you would prefer to do some investigative work before contacting the agency, you will need to compare your June 30, 2015 classified pay schedule and range with the pay schedule and range of the vacancy. If the vacancy pay schedule and range is either the same or lower, you would be eligible to apply as a permissive reinstatement. OSER’s Alphabetical List of Classifications (on the reference page:

<http://oser.state.wi.us/section.asp?linkid=29>) lists all classified titles with associated pay schedules and ranges.

You may also be able to be considered as a permissive reinstatement in a counterpart range. [Wisconsin](http://oser.state.wi.us/docview.asp?docid=2837)  [Human Resources Handbook, Chapter 780](http://oser.state.wi.us/docview.asp?docid=2837) provides detailed explanations for determining which titles are counterpart. To use the Counterpart Designation chart (Attachment 1 – Counterpart Pay Range), find your classified title pay schedule (identified at the top of the chart) and then the pay range (found in columns under each pay schedule). All pay schedules and ranges in the same row across the table are counterpart to your title.

***EXAMPLES TO BE USED DEPENDING UPON THE INDIVIDUAL***

# Current Classification: University Services Program Associate, Pay Schedule 02/Range 11.

Reinstatement Options:

* You are eligible to apply on a reinstatement basis to any permanent classified title in the same schedule and range, Pay Schedule 02/Range 11 for which you have the necessary qualifications. One such title is Operations Program Associate. The Alphabetical List of Classifications (see above) can sorted by Pay Schedule and Range to see which titles are in the same pay schedule and range – in this case Pay Schedule 02/Range 11.
* You are eligible to apply as a reinstatement to a vacancy in a counterpart pay range. Program Assistant Supervisor is in Pay Schedule 81/Range 05 and is counterpart because Pay Schedule 81/Range 05 is in the same row on the Main Counterpart Designations chart. Another counterpart title is Facility Designer in Pay Schedule 14/Range 15.
* You are eligible to apply as a reinstatement to a position which is at a lower level than the position you held on June 30, 2015. An Office Operations Associate position in Schedule 02/Range 10; however, you also are eligible to be considered for any position in a lower counterpart pay range for which you have the necessary qualifications such as Photographer in Pay Schedule 06/Range 10.

# Current Classification: IS Network Services Senior, Pay Schedule 07/Range 34

Reinstatement Options:

* You are eligible to apply on a reinstatement basis to any permanent classified IS title in Schedule 07/Range 34 for which you have the necessary qualifications.
* You are eligible to apply as a reinstatement to a vacancy in a counterpart pay range. However, only Pay Schedule 70/Range 04 is counterpart ([Attachment #2 to Chapter 780](http://oser.state.wi.us/docview.asp?docid=2837)) and the only title in that pay schedule/range is IS Professional – Senior Confidential.
* You are eligible to apply as a reinstatement to a position which is at a lower level than the position you held on June 30, 2105. An example would be any IS position in Schedule 07/Range 35 for which you have the necessary qualifications; however, you are also eligible to apply for any position in a lower counterpart pay range.

**Competition:** At any time, you may compete for a classified position at another State agency in a title at a higher level than the classified title you held prior to July 1, 2015. A comprehensive listing of current

employment opportunities with instructions for applying can be found at the WiscJobs website at this link: <http://wisc.jobs/public/index.asp>.

Your compensation as a result of any of these transactions would be set based upon the compensation provisions in the State of Wisconsin, Office of State Employment Relations (OSER) Compensation Plan in effect at the time of the appointment, as well as the available budget of the department that has the vacancy. You would retain your seniority date. Transfer of your benefits upon returning to a classified position at another State agency would be based upon the relevant Administrative Rules for classified employees.

We are enclosing a copy of UPS Operational Policy TR 4: Reinstatement of Employment Privileges under 36.115. Please do not hesitate to contact (Office name) with any questions regarding permissive reinstatement.