

State of Wisconsin
OFFICE OF STATE EMPLOYMENT RELATIONS

-- DIVISION OF MERIT RECRUITMENT AND SELECTION --
-- DIVISION OF COMPENSATION AND LABOR RELATIONS --
BULLETIN

Date: November 3, 2003

Locator No.: OSER-0005-MRS-CLR/LR

Subject: Employing Unit Changes

The purpose of this Bulletin is to outline procedures for review of employing unit changes requested by agencies. In addition, the Bulletin announces the availability of the electronic version of the *Current Agency Employing Unit Structure and List of Employing Unit Identification Numbers* document.

This Bulletin supersedes Bulletin MRS-233/CLR/BLR-122, dated May 22, 2003, which is obsolete and should be destroyed.

According to s. 230.30(1), Wis. Stats., each agency shall constitute an employing unit for purposes of personnel transactions, except where appropriate functional, organizational, or geographic breakdowns exist with an agency. Such breakouts may constitute a separate employing unit for one or more types of personnel transactions if requested by the appointing authority and approved by the administrator of the Division of Merit Recruitment and Selection (DMRS). The list of employing units, which is managed by DMRS, is contained in a document titled, *Current Agency Employing Unit Structure and List of Employing Unit Identification Numbers*. This document includes all Wisconsin state agencies, independent boards and constitutional offices, except some independent boards that are attached to larger agencies for administrative purposes, and commissions not having classified employees. The DMRS Administrator is responsible for reviewing and approving or denying an appointing authority's request for a change in the employing unit structure.

Agency requests for employing unit changes should be submitted to the DMRS Administrator. Allow ample time for review of the request by the Office of State Employment Relations' (OSER) Bureau of Labor Relations (BLR), Chief Legal Counsel, and DMRS, as well as the additional 45 days for union notification of approved changes.

Upon review, DMRS will return the original request to the agency along with a letter from the DMRS Administrator indicating whether the request is approved or denied and the reason(s) for the decision. For approved changes, the letter will include an effective date, which will usually be the beginning of the pay period nearest 45 calendar days from the date of the written approval. Copies of the approval letter will be forwarded to OSER staff in the following areas: BLR, DMRS' Bureau

of Agency Services, Legal Counsel. The Department of Administration Central Payroll or University System Payroll and the unions will be notified.

DMRS will make the employing unit changes in the electronic version of the *Current Agency Employing Unit Structure and List of Employing Unit Identification Numbers* document, which is posted on the OSER web site at <http://oser.state.wi.us/docview.asp?docid=1565>. In the past, DMRS updated this document annually and distributed the new version as an attachment to an MRS Bulletin. Because it is now available electronically, the document will be updated as changes occur and will no longer be distributed in paper copy. It is the agencies' responsibility to reference the electronic version, as needed.

Please contact Patricia M. Almond, DMRS, at (608) 266-1499; by e-mail at Patricia.Almond@oser.state.wi.us; or FAX (608) 267-1000 with any questions regarding requests to establish or revise an employing unit.

Please contact Mark Wild, DCLR, at (608) 266-9564; by e-mail at Mark.Wild@oser.state.wi.us; or FAX (608) 267-1020 with any questions regarding contract rights under the current agency employing unit structure.

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