



REALLOCATION NOTICE#F9EI 9GH

The Administrator of the Division of Personnel Management 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 03	Action Cd 25	15 Soc. Sec. No.(last 4 digits only)	Check Digit Digit√	16 Agency #	17 Appt #	18 Effective Date	19 Employee Status 2102	20 Red Circle Ind 2149
21 New Class Code 2004	22 New Base Pay Type H 2006	23 New Base Pay 2121 \$		24 Old Base Pay	25 Notice Date	26 .Prob/Tmng		
27 Employment Relations Notification Required? ___ Yes ___ No		28 Is this currently a career executive position? ___ Yes ___ No			29 Is the incumbent currently a career executive employee? ___ Yes ___ No			
30 Signature of Appointing Authority or Designee / Date				31 Signature of Bureau of Compensation and Labor Relations Director or Designee/ Date				
32 Agency HR Analyst initials _____ Date _____				33 DPM Specialist initials _____ Date _____				

NOTIFICATION REQUIRED – APPEAL RIGHTS: Whenever a position is reallocated by the Administrator, Division of Personnel Management 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 the reallocation was made by the agency and is a nondelegated action, a written request for DPM to conduct a re-review must be received by the agency Human Resources Manager within 30 calendar days. Upon receipt of this appeal, the agency Human Resources Manager will forward the employee's request and pertinent materials to DPM. If the reallocation was made as (1) a delegated action by the agency or (2) the Division of Personnel Management, the appeal must be received, within 30 calendar days, by the Wisconsin Employment Relations Commission, 4868 High Crossing Blvd.; Madison, WI; 53704-7403; phone: 608-243-2424. The request should state the facts that form the basis of the appeal, the reason or reasons the action is improper, and the relief sought. This appeal must be received by the appropriate department, the DPM or the WERC within 30 calendar days from the effective date of the decision or within 30 days of notification of the decision, whichever is later. Questions on the procedural aspects of filing an appeal, including filing fees, are best directed to the agency Human Resources Manager or the WERC.

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