

## DOA – DIVISION OF PERSONNEL MANAGEMENT

*-- MERIT RECRUITMENT AND SELECTION --*  
*-- WORKFORCE RELATIONS/POLICY ADMINISTRATION --*  
*BULLETIN*

**Date:** September 11, 2023

**Subject:** Employing Unit Changes

**Locator No.** DPM-0605-MRS-WR

The purpose of this bulletin is to outline procedures for review of employing unit changes requested by agencies.

**This bulletin is effective immediately and supersedes bulletin OSER-0005-MRS-CLR/LR, dated November 3, 2003, which is obsolete and should be destroyed.**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 Director of the Bureau of Merit Recruitment and Selection (BMRS). The list of employing units, which is managed by BMRS, 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 BMRS Director 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 BMRS Director. Allow ample time for review of the request by the Division of Personnel Management (DPM) Bureau of Workforce Relations/Policy Administration (BWRPA), Department of Administration (DOA) Legal Counsel, and BMRS, as well as an additional 45 days for union notification of approved changes, if required.

Upon review, BMRS will return the original request to the agency along with a letter from the BMRS Director 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 first day of the pay period following the date of the written approval (unless union notification is required.) Copies of the approval letter will be forwarded to the following DPM Bureaus BWRPA, BMRS, and DOA Legal Counsel. DOA, Central Payroll, and any applicable unions will also be notified.

BMRS will publish changes to the *Current Agency Employing Unit Structure and List of Employing Unit Identification Numbers* document on the DPM web site at:  
<https://dpm.wi.gov/Documents/BMRS/EmployingUnits.pdf>.

**Administrative Information**

Questions regarding requests to establish or revise an employing unit may be directed to Karla King by email at [Karla.King@wisconsin.gov](mailto:Karla.King@wisconsin.gov) or by phone at (608) 267-0712.

Questions related to contract rights under the current agency employing unit structure may be directed to Doug Thayer by email at [Douglas.Thayer@wisconsin.gov](mailto:Douglas.Thayer@wisconsin.gov) or by phone at (608) 266-2052.

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