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**DATE:** March 4, 2014

**TO:** Agency Human Resources Directors

**FROM:** Kathy Kopp, Administrator *KK*  
Division of Compensation and Labor Relations

**SUBJECT:** Parity Requests

Section L, 2.02(2)(e), 2.03, and 2.04 of the 2013-2015 Compensation Plan, lists various classifications receiving market and/or parity effective June 29, 2014. We are aware that the classifications listed may not include all employees that should be considered for parity. Therefore, we are advising agencies to request parity for individuals they believe may qualify.

Parity requests should be made for obviously missing classifications (e.g., missing Confidential, Supervisor, or Management classifications for listed classifications) or strongly related, unique classifications that may have been missed due to lack of evident recruitment and retention issues. Do not make requests for lower levels for a listed classification or for largely populated classifications. These have already been considered and were deliberately not included in the original list of eligible market classifications.

Parity requests should also be made for individuals in generic classifications who spend the majority of their time providing technical supervision and/or performing the same duties as a listed classification. Do not make requests for employees at the second supervisory level or higher unless a compression problem can be substantiated.

Parity requests should be based on the criteria described in Section L, 2.01(4), which states:

“Permanent and project employees in positions allocated to classifications other than those listed in 2.02 through 2.04 below, may be included if such positions provide technical supervision, spend a majority of their time in, or are primarily responsible for duties related to those performed by employees listed in 2.02 through 2.04 below. Such positions will be included only upon an agency recommendation and OSER approval.”

Individual parity requests must include the employee’s name, classification, the classification already listed in the Plan from which the parity is derived, and the relationship between the employee and the classification from which the parity is derived. Depending on the relationship, we may also ask for the names and base pay rates of employees being supervised or used as a counterpart comparison.

Please provide all parity requests by **no later than June 1, 2014**, to Paul Ostrowski, Bureau of Compensation, via e-mail at [paul.ostrowski@wisconsin.gov](mailto:paul.ostrowski@wisconsin.gov). If requests are received timely, OSER will conduct a review and notify the Payroll Centers in an attempt to have the parity paid on the July 24<sup>th</sup> paycheck.

If you have questions, please contact Paul Ostrowski by phone at (608) 267-0343 or at the e-mail address noted above.

cc: OSER Compensation Staff  
Central Payroll  
UW Payroll