

## Chapter Pers 31

### TEMPORARY INTERCHANGE OF EMPLOYEES

Pers 31.01	Policy	Pers 31.06	State of Wisconsin or any agency or subdivision thereof as receiving agency
Pers 31.02	Interchange agreement		
Pers 31.03	Eligibility for interchange		
Pers 31.04	Duration of interchange		
Pers 31.05	State of Wisconsin or any agency or subdivision thereof as sending agency		

**Pers 31.01 Policy.** Recognizing the value of the temporary interchange of employes between and among governmental agencies at the same or different levels of government and with institutions of higher education, s. 16.24, Stats., authorized state agencies to participate in such interchange programs.

**Note:** Chapter 196, laws of 1977 vested authority for the temporary interchange of employes program in the secretary, department of employment relations. The administrator has no involvement in the interchange program, except for approval of the interchange agreements, and no rules are required to be promulgated to carry out this function. Despite this statutory revision, Pers 31.01 to 31.06 shall remain in effect until the secretary takes action to repeal these rules.

**History:** Cr. Register, September, 1976, No. 237, eff. 10-1-75.

**Pers 31.02 Interchange agreement.** (1) All interchange assignments shall be undertaken on the basis of a written agreement signed by the appointing authorities of the sending and receiving agencies, as defined in s. 16.24 (2), Stats., and by the employe concerned.

(2) The written agreement shall specify that the employe is assigned "on detail" to the receiving agency but remains an employe of the sending agency. The agreement shall contain such other information as required by the director.

**Note:** See explanatory note after Pers 31.01.

**History:** Cr. Register, September, 1976, No. 237, eff. 10-1-75.

**Pers 31.03 Eligibility for interchange.** All employes in the classified and unclassified service are eligible for interchange except those persons in the classified service who are serving on a limited term, provisional or emergency basis or who are serving an original probationary period.

**Note:** See explanatory note after Pers 31.01.

**History:** Cr. Register, September, 1976, No. 237, eff. 10-1-75.

**Pers 31.04 Duration of interchange.** All assignments are intended to be temporary in nature.

(1) Assignments shall not exceed one year except that the director may, when justified by the nature and complexity of the tasks involved, authorize assignments of up to 2 years.

(2) Where an urgent need exists, the director may extend an assignment for up to an additional 2 years when the need and value of the

Register, February, 1983, No. 326

**Pers 31**

extension can be demonstrated and it is agreed upon by all 3 parties to the original agreement. In no instance shall a single interchange assignment involving the same employe exceed 4 years.

**Note:** See explanatory note after Pers 31.01.

**History:** Cr. Register, September, 1975, No. 237, eff. 10-1-75.

**Pers 31.05 State of Wisconsin or any agency or subdivision thereof as sending agency.** (1) The appointing authority of the sending agency shall:

(a) Arrange for the employe to remain on the agency's payroll and thus continue to be covered by the appropriate statutory or contractual provisions relating to pay and employe benefits.

(b) Provide assurance through the written agreement that the employe will receive all applicable intervening pay adjustments for which he/she is eligible such as pay adjustments applied to the pay schedule and range to which the employe's class is assigned, length of service payments and merit increases or other forms of within range pay adjustments.

(c) Specify in the agreement that the sending agency cannot pay the travel expenses of the employe in connection with his/her assignment at the receiving agency and therefore the receiving agency will reimburse the employe at the rate provided in the state's negotiated collective bargaining agreement or in accordance with s. 20.916, Stats., whichever is appropriate.

(d) Assure that the agreement specifies any maintenance allowances the receiving agency may provide for the employe assigned to them "on detail." Such allowances may include, for example, the maintenance of a separate residence or costs associated with periodic travel to the employe's place of permanent residence.

(e) Assure that the agreement specifies that the employe remains subject to the provisions of ch. ER-Pers 24, (Code of Ethics).

(2) The appointing authority writing the agreement may provide for the receiving agency to reimburse the sending agency for all or part of the salary and employe benefit expenditures incurred during the period of assignment.

(3) A classified state employe during the period of assignment is eligible to compete in all promotional examinations. The employe is not, however, eligible for position reclassification.

**Note:** See explanatory note after Pers 31.01.

**History:** Cr. Register, September, 1975, No. 237, eff. 10-1-75.

**Pers 31.06 State of Wisconsin or any agency or subdivision thereof as receiving agency.** The appointing authority of the receiving agency shall:

(1) Assure that the agreement stipulates any salary or employe benefit costs and adjustments thereto which they, as the receiving agency, are obligated to provide as reimbursement to the sending agency.

Register, February, 1983, No. 326

(2) Assure that the agreement contains information on any separate pay allowances the receiving agency will provide such as those for maintaining a separate residence and for periodic travel to the employe's place of permanent residence.

(3) Specify in the agreement what each agency's responsibility is for paying employe travel expenses subject to the limitations contained in s. 16.24 (7), Stats.

(4) Specify in the agreement that the employe is subject to the provisions of ch. ER-Pers 24, (Code of Ethics).

**Note:** See explanatory note after Pers 31.01.

**History:** Cr. Register, September, 1975, No. 237, eff. 10-1-75.