

Chapter 2 Interchanges and Contracts

2.02 Classified Appointments – Intergovernmental Personnel Temporary Interchanges

I. The Policy

- A. Chapter 230.07, Wis. Stats., authorizes state agencies and the University of Wisconsin System to participate in the temporary interchange of employees between and among government agencies at the same or different levels of government and with institutions of higher education. Typical interchanges involving the University of Wisconsin-Madison are with other state agencies, federal agencies, other government agencies such as school districts, and other universities outside the University of Wisconsin System. (See Chapter 2.01, Inter-Institutional Agreements, for the temporary interchange of employees within UW System.)
- B. Wisconsin Administrative Code, Chapter ER 47, specifies the intent of temporary personnel interchanges is to facilitate the sharing of specialized knowledge and expertise, improve delivery of services, strengthen relations between and among the participating agencies or institutions and enhance the career development of employees.
- C. Temporary personnel interchanges allow an employee to remain on the payroll of the home agency/institution and continue to participate in its fringe benefit program.
- D. All classified employees of the University of Wisconsin-Madison are eligible to participate in such interchanges, except those described under II.D.

II. Policy Restrictions

- A. Employment interchanges are temporary and made for one year or less. If an urgent need is demonstrated, an extension for up to one additional year may be approved. The maximum period allowed for an interchange involving the same employee is two years, including an extension.
- B. Employment interchange agreements are restricted to salary and fringe benefit costs. Reimbursement for any additional costs, such as supplies and equipment, may not be included as part of an employment interchange agreement.
- C. UW-Madison employees on assignment to another agency or institution may be eligible to receive supplemental compensation, which may be paid directly to the employee with required deductions made or transferred for payment here. Supplemental compensation paid on UW-Madison's payroll must be indicated in the printed budget (see UW-Madison Budget Instructions) and be shown separately on the payroll under class code 1101. UW-Madison employees may **not** receive supplemental compensation if on assignment to another State of Wisconsin agency.
- D. To accept assignments with federal agencies, employees must hold "career positions" for at least 90 days **prior** to the begin date of the interchange agreements. "Career position" is defined as permanent career status receiving those employment benefits normally provided career employees of the agency, including participation in the retirement plan.

III. Approval of Interchange Agreements

- A. All interchange agreements must be approved prior to the begin date of the interchange assignments. To initiate an interchange agreement, a **Memorandum of Understanding** (see Appendix 2-B) is prepared. To complete the "Special Condition" section:
 - i. Write "Wisconsin Administrative Code, Chapter PERS MRS 24," if the UW-Madison employee assigned to another agency or institution is a Classified Civil Service employee;
 - ii. Write "Wisconsin Administrative Code, Chapter PERS MRS 24," if the employee assigned to UW-Madison is from another state agency.

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PLEASE NOTE: To initiate a federal interchange agreement, complete an Assignment Agreement form, available through federal agencies.

- B.** The interchange agreement must be reviewed and signed by the employee accepting the interchange assignment, the employee's department chair/director, and the division-level/dean's designee before forwarding to the Classified Personnel Office for approval. The agreement also requires the approval of the Administrator of the Division of Classification and Compensation of the Department of Employment Relations. Once approved, a copy of the agreement is retained by the Department of Employment Relations and copies are distributed to the employee, the employee's department and dean's/division office, the Classified Personnel Office and to the other agency or institution.
- C.** If UW-Madison is the **sending** agency, an Extramural Support Transmittal Form should be completed and attached to the interchange agreement. Once approved by the Department of Employment Relations, the Classified Personnel Office will forward the form and agreement to Research and Sponsored Programs to assign a 133 or 144 account number to charge the receiving agency or institution for the employee's salary and fringe benefits. Research and Sponsored Programs is responsible for the collection of reimbursement payments.

If UW-Madison is the **receiving** agency, completion of an Extramural Support Transmittal Form is **not** required. The sending agency or institution mails invoices directly to the UW-Madison department involved for approval of payments from appropriate funds with charges made to accounting class code 3013. Prior to the Interchange begin date, the department prepares a requisition, indicating in the Description area: "IPA Agreement". The requisition number should be indicated on each invoice received and all invoices should be forwarded for processing to Accounts Payable, 21 N. Park Street.