

**1999 DRAFTING REQUEST**

**Assembly Amendment (AA-ASA1-AB133)**

Received: 06/23/99

Received By: champra

Wanted: Soon

Identical to LRB:

For: Assembly Republican Caucus

By/Representing: Sande

This file may be shown to any legislator: NO

Drafter: champra

May Contact:

Alt. Drafters:

Subject: State Finance - miscellaneous  
 State Government - miscellaneous  
 Employ Pub - miscellaneous

Extra Copies:

**Pre Topic:**

ARC:.....Sande - No Amdt. #,

**Topic:**

DER training functions

**Instructions:**

See Attached.

**Drafting History:**

<u>Vers.</u>	<u>Drafted</u>	<u>Reviewed</u>	<u>Typed</u>	<u>Proofed</u>	<u>Submitted</u>	<u>Jacketed</u>	<u>Required</u>
/1	champra 06/23/99	gilfokm 06/23/99	hhagen 06/23/99	_____	lrb_docadmin 06/24/99		
/2	champra 06/24/99	gilfokm 06/24/99	mclark 06/24/99	_____	lrb_docadmin 06/24/99		

FE Sent For:

<END>

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/1	champra 06/23/99	gilfokm 06/23/99	hhagen 06/23/99	_____	lrb_docadmin 06/24/99		

FE Sent For:

*12-6-24-99  
mmg*

*MRC  
6/24*      *MRC/RJF  
6/24  
<END>*

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/1	champra	11-6-23 long		Shch 6/23			

FE Sent For:

<END>

ARC

CORRECTION AMENDMENT

1. *Department of Employment Relations Training Functions.* Modify Joint Finance provision by restoring DER's employment development and training appropriation and providing an additional \$106,800 PR in 1999-00 and \$112,300 PR in 2000-01 and authorizing 0.5 PR training officer position. Specify that DER shall continue to provide basic supervisory development training, advanced labor management training, classification and compensation training, recruitment and selection training and general DER-taught training activities relating to state agency operations, but no longer be involved in any vendor-provided courses.

~~2. *Tax Lien Index.* Delete the requirement that clerks of circuit court must prepare an index of tax liens alphabetically by owner. Under current law, the clerk of circuit court is required to create a list of the properties on which tax liens are placed, and must index the list by year, by list number and alphabetically by owner.~~

~~3. *Cigarette Multiple Retailer Permits.* Delete the Joint Finance provisions relating to cigarette multiple retailer permits.~~

~~4. *Milwaukee Jobs Initiative.* Delete the provision approved by the Joint Committee on Finance that would allow the Milwaukee Jobs Initiative to receive \$100,000 annually in TANF funds for community youth grants without participating in a competitive process.~~

~~5. *Campaign for a Sustainable Milwaukee.* Delete the \$300,000 in 1999-00 in TANF funding provided by the Joint Committee on Finance for the Campaign for a Sustainable Milwaukee and increase funding in the Committee's appropriation for the workforce attachment fund by \$300,000 in 1999-00.~~

~~6. *Financing of Capital Expenditures for Applied Technology Centers.* Modify the Joint Finance provision which would create an exception to the current law referendum requirements to allow each WTCS district board to expend up to \$5,000,000 for the purchase or construction of facilities to be used as applied technology centers by specifying that the State WTCS Board could not approve a district's proposal for such a center unless the Board determines that:~~

~~a. One or more businesses in the region served by the center will pay for all of the direct operating costs of services provided at the applied technology center and at least 20% of the indirect operating costs of services provided at the applied technology center pursuant to a contract for services entered into by the district to provide educational services to public and private educational institutions, federal and state agencies, local governments, industries or businesses; and~~

~~b. Representatives of labor and business interests were consulted on the development of the proposed center.~~

~~7. *HEAB Positions.* Provide \$34,500 GPR annually and 1.86 GPR positions beginning in~~

Tommy G. Thompson  
Governor

Peter D. Fox  
Secretary

State of Wisconsin



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P.O. Box 7855  
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DEPARTMENT OF EMPLOYMENT RELATIONS

DATE: May 19, 1999  
TO: Tony Mason  
Legislative Fiscal Bureau  
FROM: Bob Van Hoesen *Bob VH*  
SUBJECT: Training Activities of the Department of Employment Relations (DER)

At your request, this memorandum describes a specific proposal to re-direct the focus of the Office of Employee Development and Training (OEDT) in the Department of Employment Relations (DER). The proposal would basically reduce our program by half by eliminating vendor courses, shifting the purchasing series to DOA and allowing agencies to obtain Basic Supervisory Development training from providers other than DER.

The following chart shows the proposed modifications to each of the individual training programs now administered by OEDT.

Program	Proposed Modifications
Basic Supervisory Development	<ul style="list-style-type: none"> <li>✓ Training would remain mandatory for all new supervisors.</li> <li>✓ Program would not have to be approved by DER Secretary.</li> <li>✓ Agencies could provide training themselves or obtain from DER, another state agency or another provider.</li> <li>✓ Statutory course content would remain the same.</li> <li>✓ DER would offer course about 7 or 8 times a year, depending on the demand for DER version. Course is currently offered monthly.</li> <li>✓ DER version would be 3 days and consist solely of human resources training. Leadership skills portion would be discontinued (UW-Madison Certified Public Manager program may offer.)</li> <li>✓ Health and Safety/Risk Management portion would be discontinued.</li> </ul>

Program	Proposed Modifications
Vendor courses	✓ Discontinue
DOA Purchasing	✓ Course administration would be transferred to DOA in the 2 <sup>nd</sup> year or as soon as practicable.
Advanced Labor Management	✓ No modifications ✓ Continue to offer 5-day series 6 to 8 times per year plus specialized training as needed to meet demand
Recruitment and Selection	✓ No modifications ✓ Continue to offer six-day series two to three times per year to meet demand
Classification Surveys and Compensation Systems	✓ DER is preparing to offer training to state agency human resource staff and supervisors on compensation administration and classification surveys
Other DER-taught Training (e.g., Employee Assistance Program coordinator training, How To Advance in Civil Service, Affirmative Action)	✓ Continue ✓ DER offers these courses a total of four or five times a year.
DER's statutory role in authorizing training, approving tracking systems, coordination, etc.	✓ Repeal or transfer to appointing authorities (as suggested on attached copy of s. 230.046, Stats.)

The attached chart shows the spending authority needed for each program as modified, and for each allotment line, along with anticipated revenues. In order to handle class scheduling, registrations, materials preparation, invoicing, etc. for these training programs, we will need to retain a .50 FTE PRO position. Based on historical enrollments and fees, there will be sufficient revenue to support the requested spending.

The spending authority requested is approximately 44% of the amounts requested in DER's original budget request for the specified programs. The requested authority would be in addition to the amounts authorized by the Joint Finance Committee for the State Employment Options program.

If you have any questions or need additional information, please contact me at 267-1003, 267-1020 (Fax) or by e-mail at [Bob.VanHoesen@der.state.wi.us](mailto:Bob.VanHoesen@der.state.wi.us).

cc: State Representative John Gard

## Proposed Changes to Training Statutes

### I. Amend s. 230.046 as follows:

**230.046 Training programs.** (1) **DECLARATION OF POLICY.** In order to promote efficiency and economy in the operation of the state government, to provide means for the development of maximum proficiency by employes thereof, to establish and maintain the highest standards of performance in the transaction of the state's business, and to install and utilize effectively the best modern practices and techniques which have been developed, tested and proved, it is necessary and desirable in the public interest that self-improvement be supplemented and extended by state-sponsored training programs. The objective of these programs is to develop skills, knowledge, and abilities which will best qualify state employes for effective performance of their official duties, and to retain skilled and efficient state employes in order to continually improve the quality of public service.

(2) **SUPERVISORY TRAINING.** After initial appointment to a supervisory position, the appointing authority shall ensure that each classified service supervisor successfully completes a supervisory development program approved by the secretary. A waiver of any part of the probationary period under s. 230.28 (1) (c) may not be granted before completion of the development program. The program shall include such subjects as state personnel policies, grievance handling, discipline, performance evaluation, understanding the concerns of state employes with children, the supervisor's role in management and the concept of the total quality leadership process, including quality improvement through participatory management.

(3) **TRAINING PROGRAMS.** ~~The secretary, pursuant to sub. (5), may authorize appointing authorities to~~ An appointing authority may:

(a) Provide off-the-job specialized training courses during working hours to designated employes without loss of pay.

(b) Provide specialized training to qualified persons through educational stipends in lieu of pay, but in no event shall a monthly stipend exceed the minimum pay of the position for which training is undertaken.

(c) Provide specialized training to designated employes through assignment to research projects, prescribed courses of study, institutes and short courses which are related to the performance of official duties and to pay the cost of required tuition and other necessary fees and expense in connection therewith.

(d) Conduct on-the-job courses of instruction deemed necessary for the efficient performance of agency functions and to pay honorariums to qualified experts instructing in such courses.

(e) Conduct other training programs consistent with the standards set by this section.

(4) **RECORDS OF TRAINING PROGRAM PARTICIPATION.** Each agency shall adopt a standardized system for measuring, recording, reporting, accumulating and recognizing employe participation in its training program. ~~The system may not take effect until approved by the secretary.~~

(5) **INITIATION OF PROGRAMS.** Unless otherwise empowered by law, any agency desiring to initiate a training program under sub. (3) shall ~~certify to the secretary~~ insure that:

(a) Unencumbered appropriated funds are available or funds have been so provided by the joint committee on finance;

(b) Training costs estimated to exceed \$500, excluding the compensation of participants, have been included in the budget and approved by the legislature or the joint committee on finance, and such costs will be encumbered for training purposes on the records of the agency;

(c) An agreement has been entered into by the trainee and the appointing authority relative to employment with the state, together with such other terms and conditions as may be necessary under the rules of the secretary whenever on-the-job trainees are employed; and

(d) The immediate and necessary work requirements of the agency will not be seriously handicapped because of such training program.

(6) GIFTS AND GRANTS: Nothing in this section shall nullify the acceptance or the special conditions of training programs financed by gifts, grants, bequests and devises from individuals, partnerships, associations, limited liability companies or corporations and all subventions from the United States, unless such financing has been refused by the state under s. 16.54 or 20.907.

(7) ESTABLISH INTERNSHIPS: The secretary shall establish in the classified service in-service training internships designed to give rigorous training in public service administration for periods not to exceed 3 years under the direct supervision of experienced administrators.

(8) COOPERATE FOR SCHOLARSHIP LOANS: To stimulate the interest of qualified students of exceptional merit in government career service, the secretary shall cooperate with the board of regents of the university of Wisconsin system in providing opportunities for recipients of public service scholarship loans to secure employment under the internship plan.

(9) TUITION REFUND PROGRAM. The secretary may establish by rule in the classified service a tuition refund program to supplement departmental training, to encourage employe job-related development and, upon satisfactory completion of training under this program to refund to the employe, an amount not to exceed the cost of tuition and necessary fees.

(10) DEPARTMENT FUNCTIONS. ~~(a) In this subsection, "local governmental unit" means a political subdivision of this state, a special purpose district in this state, an agency or corporation of such a political subdivision or special purpose district, or a combination or subunit of any of the foregoing.~~

~~(b) The department may do all of the following:~~

~~1. (a) Conduct off-the-job employe development and training programs relating to functions under this chapter or Subchapter V of Chapter 111, and in cooperation with the appointing authorities shall coordinate state sponsored employe development training programs.~~

~~2. Offer employe development and training programs under subd. 1. to employes of local governmental units, if the employes of the local governmental units are enrolled only as space is available and the local governmental units pay the same fees for the program as are charged for state employes.~~

~~3. (b) Charge fees to state agencies and local governmental units whose employes participate in employe development and training programs under this subsection.~~

~~(11) RULES. The secretary shall promulgate rules for the implementation of this section.~~

## II. No change to current language in S. 20.512 (1)(jm).





State of Wisconsin  
1999 - 2000 LEGISLATURE

LRBb1162/1

RAC: j...

ARC:.....Sande - No Amdt. #, DER training functions

FOR 1999-01 BUDGET — NOT READY FOR INTRODUCTION

CAUCUS AMENDMENT

TO ASSEMBLY SUBSTITUTE AMENDMENT 1,

TO 1999 ASSEMBLY BILL 133

1 At the locations indicated, amend the substitute amendment as follows:

2 ✓ 1. Page 246, line 15: delete that line and substitute:

3 “(jm) Employe development and train-

4 ing services PR A 106,800 112,300”.

5 ✓ 2. Page 389, line 15: delete lines 15 to 18.

6 ✓ 3. Page 1195, line 6: delete the material beginning with that line and ending

7 with page 1196, line 13.

8 ✓ 4. Page 1197, line 3: delete lines 3 to 13 and substitute:

9 “SECTION 2359ts. 230.046 (4) of the statutes is amended to read:

*230.046(4)  
to 230.046(4)*





State of Wisconsin  
1999 - 2000 LEGISLATURE

LRBb11624-2  
RAC:kmg:ksh

*Seor*

*RM Haskeon*  
*rum*

ARC:.....Sande - No Amdt. #, DER training functions

FOR 1999-01 BUDGET - NOT READY FOR INTRODUCTION

CAUCUS AMENDMENT

TO ASSEMBLY SUBSTITUTE AMENDMENT 1,

TO 1999 ASSEMBLY BILL 133

1 At the locations indicated, amend the substitute amendment as follows:

2 1. Page 246, line 15: delete that line and substitute:

3 "(jm) Employe development and train-

4 ing services

PR A

*296,600*  
*106,800*

*303,700*  
*112,300*

5 2. Page 389, line 15: delete lines 15 to 18.

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8 4. Page 1197, line 3: delete lines 3 to 13 and substitute:

9 "SECTION 2359ts. 230.046 (4) of the statutes is amended to read:

1 230.046 (4) RECORDS OF TRAINING PROGRAM PARTICIPATION. Each agency shall  
2 adopt a standardized system for measuring, recording, reporting, accumulating and  
3 recognizing employe participation in its training program. ~~The system may not take~~  
4 ~~effect until approved by the secretary.~~

5 SECTION 2359tw. 230.046 (5) (intro.) of the statutes is amended to read:

6 230.046 (5) INITIATION OF PROGRAMS. (intro.) Unless otherwise empowered by  
7 law, any agency desiring to initiate a training program under sub. (3) shall certify  
8 to the secretary ensure that:

9 SECTION 2359uc. 230.046 (10) of the statutes is repealed and recreated to read:

10 230.046 (10) DEPARTMENT FUNCTIONS. The department may do all of the  
11 following:

12 (a) Conduct off-the-job employe development and training programs relating  
13 to functions under this chapter or subch. V of ch. 111.

14 (b) Charge fees to state agencies whose employes participate in employe  
15 development and training programs under this subsection. *Re*

16 5. Page 1201, line 1: delete lines 1 to 5.

17 6. Page 1511, line 21: after that line insert:

18 "(1w) TRAINING PROGRAMS. The authorized FTE positions for the department  
19 of employment relations are increased by 0.5 PR position, to be funded from the  
20 appropriation under section 20.512 (1) (jm) of the statutes, for the purpose of  
21 providing training services."

22 (END)

*(15/18) (8)*  
9 SECTION 2359uh. 230.046(11) of the statutes is repealed."  
*uh*



State of Wisconsin  
1999 - 2000 LEGISLATURE

LRBb1162/2  
RAC:kmg:mrc

ARC:.....Sande - No Amdt. #, DER training functions

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