

Pers 1 to 26

Filed February 27, 1962
10:45 am

STATE OF WISCONSIN)
) ss.
BUREAU OF PERSONNEL)

I, Carl K. Wettengel, Director of Personnel, do hereby certify that pursuant to section 16.05 (2) Wis. Stats. the Personnel Board on February 6, 1962 repealed the existing chapters 1 through 17 and created the new attached chapters 1 through 26, Rules of the Personnel Board to be effective April 1, 1962 as provided in section 227.026 (1) Wis. Stats. The attached rules were approved by Governor Gaylord Nelson on February 22, 1962.

I further certify that these are a true, correct and complete copy of the rules as duly and regularly adopted after public hearing held on January 24, 1962 pursuant to law following due notice thereof.

IN TESTIMONY WHEREOF, I have hereunto
set my hand at the State Office
Building, in the City of Madison,
this 27th day of February, A.D.,
1962.



CARL K. WETTENGEL
Director of Personnel

WISCONSIN ADMINISTRATIVE CODE

Rules of
PERSONNEL BOARD

Preface

PURPOSE OF RULES

These rules are established pursuant to 16.05 (2), Wis. Stats. to carry out the provisions of the Civil Service Law in the development and administration of a progressive program of personnel management based upon the merit principle.

TABLE OF CONTENTS

Preface	
Chapter	
Pers 1	Definitions
Pers 2	Classification plan
Pers 3	Position classification actions
Pers 4	Compensation plan
Pers 5	Compensation provisions
Pers 6	Recruitment and examinations
Pers 7	Appointing procedure for unskilled and custodial positions
Pers 8	Kinds of employment and types of appointments
Pers 9	Seasonal employment provisions
Pers 10	Limited term employment
Pers 11	Employment lists
Pers 12	Certification
Pers 13	Probationary periods
Pers 14	Promotion
Pers 15	Transfer
Pers 16	Reinstatement
Pers 17	Demotion
Pers 18	Absences
Pers 19	Seniority
Pers 20	Employee training and development
Pers 21	Resignation
Pers 22	Layoffs
Pers 23	Disciplinary actions
Pers 24	Code of ethics
Pers 25	Grievance procedure
Pers 26	Program standards and evaluation

Chapter Pers 1

DEFINITIONS

Pers 1.01 DEFINITIONS. In these rules:

(1) "Appointing Officer" means the officer, commission, board or body, having the power of appointment, or election to, or removal from, subordinate positions in any office, department, commission, board or institution.

(2) "Board" means State Personnel Board.

(3) "Bureau" means Bureau of Personnel.

(4) "Department" means any officer whose office is created by constitution or statute, or any agency so created, except legislative and judicial officers and agencies and offices and agencies created within departments as here defined.

(5) "Director" means Director of Personnel.

(6) "Employee" means any person holding a subordinate position subject to appointment, removal, promotion or reduction by any appointing officer.

Chapter Pers 2

CLASSIFICATION PLAN

Pers 2.01 DEFINITION. The listing of classes in effect as identified by class titles in the bureau's Classification and Compensation Plan For Positions In The Classified Service and as described in class specifications shall constitute the classification plan for all positions in the classified service. For the purpose of these rules, class and classification are synonymous.

Pers 2.02 REVISION OF THE CLASSIFICATION PLAN. Amendments to or revision of the classification plan, including the creation of new classes, abolishment of existing classes and changes in concept of existing classes, e.g. subtitles, to meet the needs of the operating departments and agencies may be adopted by the board after taking into consideration the recommendation of the director. Such action shall be recorded in the minutes of the board.

Pers 2.03 CLASS TITLES

(1) The title of a class shall be the official title of every position allocated to that class and shall be used in all reports, payrolls, and in all estimates requesting the appropriation of money for personal services.

(2) Any title, other than the official title, desired by the appointing officer may be used to designate any position for purposes of internal administration and in other connections not involving the personnel processes covered by the law or these rules.

Pers 2.04 CLASS SPECIFICATIONS

(1) Definition. The established standards setting forth the class title, a description of the duties and responsibilities of the work and the minimum qualifications a person should possess to insure reasonable prospects of success on the job.

(2) Maintenance of Class Specifications. Editorial changes to class

specifications not involving changes in the concept of the classes may be made by the director.

(3) Force and Effect of Class Specifications and Their Various Parts

(a) The statement of the duties and responsibilities is descriptive and not restrictive. It shall not be construed to limit or modify the power of the appointing officer to assign tasks, or direct and control the work of employes under his supervision. The use of a particular example as to duties shall not be held to exclude others not mentioned that are of similar kind or level, or to imply that all those mentioned must be performed by all so classified.

(b) Qualifications commonly required of incumbents of positions of different classes, such as acceptable physical condition, freedom from disabling defects, United States citizenship, and residence within the state of Wisconsin except as otherwise provided in the law or rules, honesty, sobriety, and industry, shall be implied as qualification requirements for all classes even though they are not specifically mentioned in the specifications.

(c) The statement of qualification requirements in the specification for any class shall constitute the basis and source of authority for the tests to be included in examinations for the class and for the evaluation of the qualifications of applicants.

Chapter Pers 3

POSITION CLASSIFICATION ACTIONS

Pers 3.01 ESTABLISHING, ABOLISHING OR DISCONTINUING A POSITION

(1) Establishing a Position

(a) If an appointing officer has made budgetary provisions for a new position in his department and desires to fill the position, he shall make formal request, describe the duties and responsibilities of the position and provide other pertinent information requested by the director.

(b) The director shall then allocate the position to the appropriate class and enter it on the departmental establishment list.

(2) Abolishing or Discontinuing a Position

(a) The director shall remove a position from the department's establishment list upon recommendation of the appointing officer.

(b) Any position vacant for one year shall be dropped from the departmental establishment list unless the appointing officer gives reasons acceptable to the director for retaining it.

Pers 3.02 ALLOCATION, REALLOCATION: DEFINITIONS

(1) Allocation. The initial assignment of a position to the appropriate class in the classification plan by the director as provided in 16.105 (1m), Wis. Stats.

(2) Reallocation. The reassignment of a position to a different class in the classification plan by the director as provided in 16.105 (1m), Wis. Stats. based upon:

(a) Changes in the duties and responsibilities of a position. (Referred to as a reclassification).

(b) A change in concept of the class or series.

(c) The creation of new classes.

(d) Abolishment of existing classes.

(e) The reappraisal of the level of the class in terms of the total service.

(f) Selected classifications where the levels are differentiated by attainment of specified training and experience.

(g) The reassignment of a class to a different salary range.

(h) Any other circumstances covered by 16.105 (1m), Wis. Stats.

Pers 3.03 REALLOCATION OF POSITIONS

(1) Appointing officers shall give notice in writing to the director of material changes of a permanent nature in the duties and responsibilities of positions. If the facts warrant, the director shall reclassify or otherwise reallocate the position. Normally, filled positions will not be reclassified until the incumbents have carried the responsibilities for a period of at least 6 months.

(2) A competitive promotional examination may be required to fill a position reclassified or otherwise reallocated to a higher level when the director determines that the position should have originally been filled by promotion.

(3) The director may initiate classification surveys as may be required to meet the needs of the service. Positions covered by such surveys shall be reallocated by the director to the appropriate classification whenever he finds such action warranted.

(4) A competitive examination is required to fill certain reallocated positions. See Pers 7.03.

(5) Whenever the director determines that positions are over-classified, appropriate action shall be taken as follows:

(a) If the incumbent of such position does not have permanent status in the position, the position shall be immediately reallocated to the proper classification.

(b) If the incumbent has permanent status in the position and his present salary is the same or less than the maximum of the salary range for the proper classification, the position shall immediately be reallocated to such proper classification.

(c) If the incumbent has permanent status in the position and his present salary is above the maximum of the salary range for the proper classification, the reallocation of his position shall be held in abeyance for one calendar year and no salary increases shall be given the incumbent during this period. Upon the expiration of the one year period the position shall be reallocated to the proper classification and the incumbent's salary adjusted to the maximum of the salary range for such proper classification.

(d) In any such action, every effort shall be made by the appointing officer and the bureau to transfer the employe to a position for which he is qualified. Any such employe, with approval of the director, shall be placed on the appropriate employment lists.

Pers 3.04 REALLOCATION APPEALS. Whenever a position is reclassified or otherwise reallocated, the appointing officer and the incumbent shall be notified in writing. If the employe or appointing officer believes the classification action to be incorrect on the basis that the class specification on which the action was based does not adequately reflect the duties and responsibilities of the position, he shall, upon written request, be entitled to an appeal from such action provided that a notice of such appeal is received by the board not more than 10 calendar days after receipt of notice of such action. The hearing shall be conducted pursuant to 16.05 (1), Wis. Stats, within the time limitations consistent with Pers 23.02.

Chapter Pers 4
COMPENSATION PLAN

Pers 4.01 DEFINITION. The compensation plan in effect as identified in the Classification and Compensation Plan For Positions In The Classified Service published by the bureau composed of the various salary schedules, rates and ranges as approved pursuant to 16.105 (4), Wis. Stats. together with amendments and revisions shall constitute the official compensation plan for all positions in the classified service.

Pers 4.02 AMENDMENTS TO THE COMPENSATION PLAN

(1) Creation of a new class in the classification plan provided in Pers 2.02 and the subsequent assignment of this class to an existing salary schedule and range shall, before becoming effective, be approved by the board after taking into consideration the recommendation of the director.

(2) For the reassignment of a class to a different salary range see 16.105 (4), Wis. Stats.

Chapter Pers 5

COMPENSATION PROVISIONS

Pers 5.01 BEGINNING SALARY

(1) Initial Rate to be Paid

(a) The lowest or initial rate in the salary range shall be the rate payable to any person on first appointment to a position in the class except as otherwise provided.

(b) When economic and employment conditions make it exceedingly difficult to fill vacancies in a given class at the initial rate, the board may approve a higher rate in the range after taking into consideration the recommendation of the director.

(c) Where unique special professional training and experience are required to fill a specified vacancy, the board after taking into consideration the recommendation of the director at the request of the employing department may approve a rate above the minimum for recruiting and hiring.

(2) For salary on promotion, transfer, reinstatement, demotion and for Trainees see Pers 14, 15, 16, 17, and 20 respectively.

Pers 5.02 FULL-TIME AND PART-TIME SERVICE. Rates prescribed in the compensation plan for permanent and seasonal positions are the rates authorized for full-time employment. When employment regularly equals or exceeds half-time on a daily, weekly or monthly basis, the proportionate part of the rate shall be paid. When employment is less than half-time on a daily, weekly or monthly basis the rate paid shall be according to the salary schedule for Limited Term Employment.

Pers 5.03 SALARY INCREASES

(1) A probationary increase of one step shall be granted pursuant to 16.105 (2) (d), Wis. Stats. effective at the beginning of the pay period following completion of the first 6 months of the probationary period.

(2) Merit Increases. See 16.105 (2) (c) and 20.931, Wis. Stats.

(3) Salary increases or decreases resulting from position reallocation or reclassification shall normally be effective at the beginning of the pay period following completion of the transaction.

(4) Except for action in accordance with 16.24 (1), Wis. Stats., or to correct an error, no salary increases or decreases shall be retroactive.

Pers 5.04 BASIC SALARY. The term basic salary means the salary rate excluding any overtime or other additional compensation.

Pers 5.05 INJURY WHILE ON HAZARDOUS DUTY. Certain employes injured while performing hazardous duties as defined in 16.31, Wis. Stats., and who are unable to work may continue to receive their full monthly salary for not to exceed 3 months. Claim shall be made by the employe or his representative to his appointing officer on forms provided by the bureau. Within 10 calendar days after receipt of the claim the appointing officer shall notify the employe and the director in writing of his decision to authorize or deny the claim. The employe may appeal the decision of the appointing officer to the board within 10 calendar days after receipt of the appointing officer's decision.

Pers 5.06 EFFECT OF WORKMEN'S COMPENSATION

(1) During the period an employe is absent from work due to injury from state employment and is awaiting a determination under Chapter 102, Wis. Stats., the employe personally or through his representative may elect to:

(a) Use sick leave credits to cover loss of earnings, or await payment of workmen's compensation, or

(b) Use vacation credits to cover loss of earnings until eligibility for workmen's compensation is determined.

(2) The employe shall give written notification to the employing department of the elected manner of payment for such absence before the end of the pay

period in which the absence occurs.

(3) In instances where vacation credits have been used to cover an absence which is later found compensable, the appointing officer shall, if requested by the employe, provide leave without pay on a day for day basis, with such leave to be taken in accordance with Pers 18.02 (6).

(4) If the employe elects to await workmen's compensation and the claim is later found non-compensable, sick leave and vacation credits may be used for the absence.

Pers 5.07 MAINTENANCE ALLOWANCE. Where full or part maintenance such as laundry, meals, lodging or quarters is furnished for the employe or the employe and his family, the employe shall be charged for the value of the allowance as established by the bureau based upon recommendations made by the employing departments. Any exception to this policy shall require the approval of the director. The bureau shall review these rates as required.

Pers 5.08 COMPENSATION FROM OTHER SOURCES. Regardless of the source of funds, all compensation for services in a given position shall be combined to the end that the total compensation of any employe for any period shall not exceed the amount payable at the rate prescribed for the class of position concerned.

Pers 5.09 OVERTIME

(1) Definition of Overtime. Time that an employe is compensated for working in the capacity of his own classification in the same department in excess of required working hours pursuant to 16.275 (7), Wis. Stats. and these rules.

(2) Policy on Overtime

(a) It is the policy of the state to reduce to a minimum the necessity for overtime work.

(b) Compensation for overtime work shall normally be by compensatory time off.

(c) Overtime shall be compensated as provided in the state's compensation plan.

(d) Overtime work that is to be paid for in cash or by compensatory time off shall normally be on an hour for hour basis.

(e) All overtime payments shall be separately recorded on the payroll.

(f) Where compensatory time off is granted for overtime work it shall be taken within 6 calendar months after it has been earned.

(g) Any additional salary shall cease to be payable without the right of appeal whenever the employe's scheduled hours of work are reduced to the normal level.

(h) All overtime work for either compensatory time off or for cash payment must be authorized by the appointing officer. The director shall review the application of overtime for consistency with the state's policy.

Pers 5.10 ADDITIONAL EMPLOYMENT

(1) Definition. Additional employment is of two types:

(a) Employment in the same employing unit but in a different class of position than that of the employe's regular position.

(b) Employment in a different employing unit of the same department or in a different department in the same or different class of position than that of the employe's regular position.

(2) Policy on Additional Employment. The policy on additional employment shall be consistent, where applicable, with that expressed on overtime.

(3) Processing. Additional employment shall be processed as Limited Term Employment and subject to the provisions of Pers 10.

Pers 5.11 DEVIATIONS

(1) Definition. Where the conditions of employment cannot be fulfilled

by adhering to the standard work week provided in 16.275 (7), Wis. Stats.

(2) Compensation for Deviation Work Weeks. Compensation for such work weeks shall be as provided for in the state's compensation plan.

(3) Approval Required. Requests for deviation work weeks shall be submitted by the appointing officer to the Department of Administration, attn. Bureau of Personnel, for the director's prior approval. Such requests shall define the extent and duration of the deviation, and contain a recommendation as to pay for the additional time required, and personnel by name and classification who will be included. Before submitting such requests the appointing officer shall make the necessary budgetary provisions.

(4) Reporting and Recording Pay for Deviation Work Weeks

(a) Approval is for the length of the period specified and if on continuous basis shall coincide with the fiscal year.

(b) Any additional pay authorized for deviation work weeks shall be separately recorded on the payroll.

(c) Any additional salary shall cease to be payable without the right of appeal whenever the employe's scheduled hours of work are reduced to the standard basis of employment.

Pers 5.12 SUPERVISORY PAY; RESPONSIBILITY PAY. Supervisory pay as provided in the Teacher's Salary Schedule and Responsibility Pay as provided in the Physician's Salary Schedule shall be separately recorded by the director and by the employing department, and shall cease to be payable, without the right of appeal whenever the supervisory duties or program responsibilities cease.

Pers 5.13 PAY FOR JURY SERVICE. See 16.275 (5), Wis. Stats.

Pers 5.14 AUDIT OF RECORDS. As provided in 16.05 (3) and 16.26, Wis. Stats. the director shall have access to all records kept by departments relating to personnel and employment processes.

Pers 5.15 EMPLOYMENT INTERVIEW TRAVEL EXPENSES. As provided by 20.940 (3), Wis. Stats. an applicant who is eligible for selection for employment may be reimbursed for all or part of his actual and necessary travel expenses incurred in connection with an employment interview by the employing department provided:

- (1) The position is of a professional or technical nature, and
- (2) A critical shortage exists of persons eligible for selection, and
- (3) Prior authorization for such reimbursement has been obtained from the director.

Chapter Pers 6

RECRUITMENT AND EXAMINATIONS

Pers 6.01 POLICY. To insure employment of the best qualified persons to serve the state, recruitment shall be conducted to attract the highest caliber of persons available and examinations shall be administered to determine the merit and fitness of these persons.

Pers 6.02 DELEGATION OF RECRUITMENT. In exceptional cases the director may delegate authority for recruitment to appointing officers. Publicity and advertising materials used in such delegated recruitment shall be subject to prior approval by the director.

Pers 6.03 DESIGNATION OF LOCAL EXAMINERS. The director may designate local examiners pursuant to 16.10 (2), Wis. Stats.

Pers 6.04 ANNOUNCEMENTS OF EXAMINATIONS

(1) Scope of Announcements. Examination announcements shall include the following information: class title; salary; nature of the work to be performed; training and experience required; time, place and manner of filing application; special requirements, if any; and other pertinent information consistent with these rules. Announcements of open competitive examinations shall specify when competition is open to non-residents. Announcements shall precede all examinations.

(2) Insufficient Number of Qualified Applicants. In the event that a sufficient number of qualified applicants fail to apply for an examination or to qualify after the examination, the director may reannounce the examination, extend the date for filing of applications, or if necessary cancel the examination.

Pers 6.05 SUBSTITUTION FOR FORMAL EDUCATION. When formal academic training is a qualification requirement, equivalent training and experience may be substituted; except that such substitution shall not be permitted where

formal training is required for license or registration to practice or to establish recognized status in a profession or to meet standards set up by agencies making grants-in-aid or otherwise contributing to state programs.

Pers 6.06 COMPOSITION OF EXAMINATIONS

(1) Open Competitive. Any examination may include a written test, an oral test, ratings of training and experience, a performance test, a medical or physical test or any combination of these and other tests as authorized by the director.

(2) Competitive Promotional. A promotional examination may also include promotional potential ratings in addition to tests and ratings as indicated in Pers 6.06 (1) and shall include seniority ratings computed as indicated in Pers 19.

Pers 6.07 NOTICE OF EXAMINATION RATINGS. Each person competing in any examination shall be given written notice of the final results.

Pers 6.08 REVIEW OF EXAMINATION RESULTS. Any examinee, or his duly authorized representative, shall be permitted to review the results of his examination at the bureau during regular office hours and the method by which such results were determined, upon written request filed in person or by his representative. However, an examinee may not review his examination papers during a 30 day period immediately preceding the date on which he is to write an examination for the same or a closely related class; and no review of results is permitted until the examination is completed. Reports on character and of other investigations by the bureau shall be kept confidential.

Pers 6.09 ANONYMITY OF COMPETITORS AND SECURITY OF EXAMINATION MATERIAL. The director shall use appropriate means to insure that examination papers are not identified until the grading of the written examination is complete and to insure that unauthorized persons do not have access to examinations at any time.

Chapter Pers 7

APPOINTING PROCEDURE FOR UNSKILLED AND CUSTODIAL POSITIONS

Pers 7.01 ESTABLISHMENT OF EMPLOYMENT LISTS. For positions involving unskilled or semi-skilled labor, or domestic or custodial work when the character or place of work makes it impracticable to conduct state-wide competitive examinations to set up lists from which to supply the needs of the service, the director may use such procedures as he determines to be practical and appropriate in order to maintain employment lists by localities.

Pers 7.02 EXAMINATION OF APPLICANTS. Applicants may be examined singly or in groups, at periodic intervals at the place of employment or elsewhere, after passing an appropriate test or submitting satisfactory evidence of their qualifications; or referred by the Wisconsin State Employment Service or an established city or county merit system agency in this state; or evaluated by such variation or combination of the foregoing or by other suitable methods as will assure selection solely on the basis of merit and fitness.

Pers 7.03 EMPLOYEE INELIGIBLE TO CONTINUE IN POSITION

(1) Any employe appointed under this chapter who is later found to be performing work characteristic of positions not included under this chapter shall be ineligible to continue in the position. Such incumbent shall be transferred to a position for which he is eligible or he shall be dropped from the payroll.

(2) Any such employe whose position is reallocated or reclassified shall be eligible to compete in any open competitive or promotional examination held to fill the position.

Chapter Pers 8

KINDS OF EMPLOYMENT AND TYPES OF APPOINTMENTS

Pers 8.01 DESIGNATION BY DIRECTOR. The director shall designate positions and employment in the classified service as Permanent, Seasonal, Limited Term or Legislative.

Pers 8.02 KINDS OF EMPLOYMENT. Generally the characteristics of each kind of position and employment are:

(1) Permanent. Authorized positions of continuous duration that require the services of an employe half-time or more on a daily, weekly or monthly basis. In addition, employment in school year positions shall be designated as permanent.

(2) Seasonal

(a) Authorized positions that meet the following criteria: where the need for such positions may be reasonably anticipated; which recur yearly or more often; where employment in such positions would normally lead to a career through successive reinstatements; and which require the services of an employe half-time or more on a daily, weekly or monthly basis. See Pers 9.

(b) LIMITATION. Employment of any person on a seasonal basis shall not exceed 11 months in any 12 month period.

(c) EXCEPTION. The director may designate positions which recur and are of extremely short duration and lack career possibilities as limited term.

(3) Limited Term. Positions where the nature and conditions of employment do not lead to a career and where the use of normal procedures for recruitment and examination are not practicable. See Pers 10.

(4) Legislative. Positions in the legislature as provided in 20.530 (5), Wis. Stats. and positions in the Legislative Reference Library, the duration of which is closely related to the duration of the legislative session, shall be designated as legislative.

Pers 8.03 DEFINITION OF APPOINTMENT. An appointment is the action of an appointing officer to fill a position in his department in accordance with provisions of the law and these rules.

Pers 8.04 TYPES OF APPOINTMENT

(1) In addition to appointments by promotion (see Pers 14), transfer (see Pers 15), reinstatement (see Pers 16), demotion (see Pers 17) and original appointments (see below) there are the following types of appointment:

(a) Provisional appointment as provided in 16.20 (1), Wis. Stats.

(b) Emergency appointment as provided in 16.20 (2), Wis. Stats.

(c) Exceptional appointment as provided in 16.17 (4), Wis. Stats.

(d) Appointment to a limited term position as provided in 16.20 (3), Wis. Stats. and in Pers 10.

(2) Original Appointment, Definition. All appointments to positions that are not by promotion, demotion, transfer, or reinstatement as defined in appropriate chapters of these rules.

(3) An employee who has reinstatement eligibility other than from layoff (see Pers 16) and who also has eligibility for original appointment in the same class, may be appointed on either basis at the discretion of the appointing officer, and such determination shall be reported to the director at the time of appointment.

Pers 8.05 LIMITATION OF TYPES OF APPOINTMENT

(1) Length of Provisional and Emergency Appointment. A provisional appointment shall not exceed 30 work days. An emergency appointment shall not exceed 20 work days.

(2) Length of Limited Term Appointment. See Pers 10.

(3) Successive Provisional and Emergency Appointments Prohibited. In no case shall successive provisional or successive emergency appointments be made in the same employing unit.

Pers 8.06 STATUS OF EMPLOYEE ON PROVISIONAL, EMERGENCY OR LIMITED TERM

APPOINTMENT

- (1) No tenure accrues from any provisional, emergency or limited term appointment.
- (2) Time served on any such appointment shall not be counted as part of any probationary period.
- (3) No vacation or sick leave is earned on any such appointment.
- (4) Employees serving on any such appointment shall not be considered eligible to compete in promotional examinations.

Chapter Pers 9

SEASONAL EMPLOYMENT PROVISIONS

Pers 9.01 POLICY ON SEASONAL EMPLOYMENT. It is the policy of the state to consider employes of seasonal positions as career employes of the state during the course of employment and to provide, subject to the limitations and fluctuations of the seasonal cycles, a reasonable guarantee of successive reinstatements to these positions during the following seasons.

Pers 9.02 LIMITATION. When the nature and conditions of employment in a seasonal position approaches year-round full-time employment (more than 11 months in any 12 month period) the appointing officer shall request establishment of a permanent position and abolish the seasonal position. An employe occupying such abolished seasonal position shall be transferred to the new position providing such employe could have been considered for appointment to a permanent position at the time he was appointed to the seasonal position.

Pers 9.03 SEASONAL STATUS. The probationary period of an employe appointed to a seasonal position shall be for a period of 6 consecutive months. Upon satisfactory completion of the probationary period the employe shall have seasonal status.

(1) This status requires reinstatement of this employe to the same or similar positions within the department during succeeding seasons subject to 16.24, Wis. Stats. provided the employe continues to render satisfactory services during his employment and his conduct and capacity after he has been separated merit such reinstatement. The seasonal status of any employe, however, shall have no bearing on the duration of the seasonal period.

(2) See Pers 16.02 (2) for reinstatement to other departments.

(3) An employe who has completed a probationary period in a seasonal position and is subsequently appointed to a permanent position in the same

classification in the same department shall not be required to serve a new probationary period in the permanent position.

Pers 9.04 REINSTATEMENT OF SEASONAL EMPLOYEES WITHOUT SEASONAL STATUS.

Seasonal employes in seasonal positions the duration of which is less than 6 months in a single season may be reinstated to the same or similar positions at the discretion of the appointing officer.

Pers 9.05 SENIORITY. See Pers 19.

Pers 9.06 LEAVES OF ABSENCE, VACATION, SICK LEAVE. See Pers 18.

Chapter Pers 10

LIMITED TERM EMPLOYMENT

Pers 10.01 GENERAL APPLICATION

(1) Statutory References. See 16.105 (2) (bn), 16.20 (3), and 16.24 (2), Wis. Stats.

(2) No tenure accrues in this kind of employment. See Pers 8.

Pers 10.02 PROHIBITIONS ON THE USE OF LIMITED TERM EMPLOYMENT

(1) Policy. Limited Term Employment shall not be used to fill vacancies in permanent or seasonal positions in the classified service; however, in exceptional instances the director may authorize the use of Limited Term Employment to fill vacancies in permanent or seasonal positions where the vacancy is of short duration.

(2) Each such case will be determined on its own merits, and the director may, at any time, terminate the authorization for such Limited Term Employment.

Pers 10.03 APPROVAL BY DIRECTOR

(1) Except when specifically otherwise authorized by the director, prior approval is required for the use of Limited Term Employment including titles, salaries, durations, procedures, records, etc.

(2) Authorization for use shall be based upon the nature of employment with due consideration given by the director to current labor market conditions, probable duration of employment, the need for formal examination procedures and other pertinent circumstances.

Pers 10.04 PROCEDURES AND RECORDS. Procedures for recruitment, examination, compensation and record-keeping covering Limited Term Employment may be abbreviated to provide only those minimum processes and records consistent with expediting employment and safeguarding public interests.

Pers 10.05 TITLES AND SALARIES

(1) Wherever possible classification titles in the Limited Term Employment and State Fair Salary Schedule shall be used for these employments.

(2) No salary increases shall be allowed for this kind of employment except those approved by the director for economic adjustment for comparable work on a permanent basis or for a distinctly different duty assignment.

Pers 10.06 DEFINITION AND DURATION OF CATEGORIES. Within Limited Term Employment as a kind of employment as covered in Pers 8 are the following categories:

(1) Short Term. Employment in a position of less than 6 successive calendar months duration which does not recur at regular intervals.

(a) Included in this category are those positions excluded by Pers 8.02 (2) (c).

(b) Casual employment in positions that occur, terminate and recur at irregular intervals and for varying periods of time is also included in this category but shall be designated as Short-Term Recurring. Employment in such positions may extend beyond the 6 successive calendar months duration limit but the total accumulation of time worked in any calendar year shall be subject to Pers 10.08 for time computation.

(2) Project. Employment in a planned undertaking which is not a regular and continuing function of the department and which has an established probable date of termination.

(3) Part-Time. Employment in any position where the time worked is less than half-time on a daily, weekly or monthly basis.

(4) Student. Employment at the University of Wisconsin or one of the state colleges of a student of such university or college who is currently enrolled or who will enroll at the next session.

Pers 10.07 RENEWALS, EXTENSIONS, CHANGE OF CATEGORIES AND CLASSIFICATION. Renewal of employment, extension of time duration, change in category or classification for any employe on a Limited Term Employment shall not be permitted except for unusual unforeseeable circumstances. Justification is

required for any such renewal, extension, change in category or classification and each case will be determined on its own merits.

Pers 10.08 MAXIMUM WORK DURATIONS. The total time worked in any department by a limited term employe on a short-term, short-term recurring or part-time basis shall not exceed the equivalent of 6 work months of employment in any 12 month period.

Pers 10.09 CHANGE IN STATUS BETWEEN LIMITED TERM AND SEASONAL OR PERMANENT

(1) When a limited term employe approved under Pers 10.06 (3) works in excess of part-time for a period of 3 successive payroll periods, and such work time is expected to continue to be in excess of part-time, the appointing officer shall request establishment of a new permanent or seasonal position. The employe shall qualify for appointment to the new position through regular procedure.

(2) When a permanent or seasonal employe, except those affected by action taken in accordance with 16.29 (4), Wis. Stats., works less than half time in a permanent or seasonal position (see Pers 8.02 (1) and 8.02 (2) respectively) for 3 successive calendar months and such work time is expected to continue at this rate, the employe shall become a Limited Term Employe.

(3) Any vacation or sick leave an employe has earned prior to his change to limited term status shall be available for use pursuant to Pers 18.

Chapter Pers 11

EMPLOYMENT LISTS

Pers 11.01 ESTABLISHMENT AND MAINTENANCE OF LISTS

(1) The director shall establish and maintain employment lists (also called employment registers) needed to fill positions in the classified service.

(2) Employment lists shall be by class title and sub-title as established in specifications within the classification plan and shall be used by all departments except where the law, a rule or the director specifically provides otherwise.

(3) Names may be added by order of rank to employment lists when, in the judgment of the director, the needs of the service will be benefited by such integrated lists, and such fact is specified by examination announcement.

Pers 11.02 TYPES OF LISTS

(1) Open Competitive. Established from competition open to all qualified applicants within and outside the service.

(2) Promotional. Established from competition limited to qualified employees in the classified service. See Pers 11.05.

(3) Reinstatement. Made up of names of those eligible for reinstatement. See Pers 16.

Pers 11.03 EMPLOYING UNITS. Each department shall normally be considered a unit for purposes of promotion, transfer, reinstatement or layoff. However, the board, upon application of the appointing officer and after taking into consideration the recommendation of the director, may recognize established functional, organizational, or geographical units within the department for such actions.

Pers 11.04 TERM OF ELIGIBILITY ON AN EMPLOYMENT LIST

(1) Open Competitive and Promotional Lists. Eligibility is limited to 6 months from the date of the list or from the date of eligibility of each

individual in the case of an integrated list. A list may be extended by the director for a period not to exceed three years from the date of the list, provided that a subsequent list for the same class is not in effect which contains sufficient names available for certification.

(2) Reinstatement Lists. Eligibility on reinstatement lists is for a 12 month period from date of separation. Such eligibility may be extended by the director for a period not to exceed three years from date of separation.

Pers 11.05 PROMOTIONAL LISTS

(1) Service-Wide. A list established from competition open to all qualified state employees.

(2) Restricted. A list established for a department or an employing unit by selecting names of the departmental or employing unit employees by order of rank from a service-wide list.

(3) Departmental. A list established from competition limited to a department or an employing unit whenever position requirements do not indicate service-wide competition to be feasible.

Pers 11.06 REMOVAL OF NAMES FROM LISTS

(1) In addition to the reasons given in 16.13 (1), Wis. Stats., the director may remove a name from a list under any of the following circumstances:

(a) APPOINTMENT. When a person is appointed, his name shall be removed from the list, but may be reactivated on such list upon written request.

(b) FAILURE TO RESPOND TO INQUIRY. When a person does not respond within 5 work days to an inquiry relative to availability for employment.

(c) UNABLE TO LOCATE. When a person cannot be located by reasonable means.

(d) NON-SELECTION AFTER THREE CERTIFICATIONS. See 16.18 (1), Wis. Stats.

(e) TERMINATION FROM STATE SERVICE. Upon termination a person's name shall be removed from any promotional lists.

(2) Names may be reactivated on the lists whenever information is received by the director which nullifies the reason for removal.

Pers 11.07 STATEMENT OF AVAILABILITY. It shall be the responsibility of an eligible to inform the director of any change in his availability or the conditions under which he will accept employment.

Chapter Pers 12

CERTIFICATION

Pers 12.01 ACTION BY APPOINTING OFFICER. When an appointing officer wishes to fill a vacancy, he shall submit a request to the director on the prescribed form.

Pers 12.02 ACTION BY THE DIRECTOR

(1) The director shall certify eligibles or authorize appointment by other means as provided in the law and rules. Except for persons who are on reinstatement lists from layoff (See Pers 16.02), employment lists shall normally be used in the following order of preference, subject to the discretion of the director: (a) promotional, (b) open competitive. The director shall place on file reasons for exceptions from this order of preference. The director may submit the names of persons interested in transfer or reinstatement (other than from layoff) along with or in lieu of a certification.

(2) Whenever in extraordinary circumstances an appointing officer demonstrates a clear need for special qualifications, such as specialized training or pertinent prior experience, and such request is approved by the director pursuant to 16.13 (1), Wis. Stats., selective certification may be made of persons having those qualifications, even though in so doing other persons on the list with higher ratings but without such special qualifications may not be certified to that particular vacancy. In such cases, the qualifications of the eligibles on the list shall be reviewed for possession of the special qualifications beginning with the highest ranking eligible and continuing until certification can be made. This provision shall not be used in any way to circumvent the merit principle, and the director shall report bi-monthly to the board on application of selective certification.

Pers 12.03 USE OF RELATED LISTS

(1) Lacking a complete certification, the appointing officer may request

additional names to complete the certification. Additional names may be certified and shall be considered in rank order following those originally certified.

(2) The director may certify additional names from lists of related higher or parallel classes to fill out an incomplete certification, or may make a complete certification from lists of related higher or parallel classes when no list exists for the class requested. This is provided that the examinations for the higher or parallel classes have measured the capability of eligibles to perform the work of the class for which certification is to be made. If such related lists are not available, a new list may be established from which to obtain the necessary names.

Pers 12.04 STATEMENT OF AVAILABILITY OF APPLICANT. See Pers 11.07.

Pers 12.05 TERMINATION OF A CERTIFICATION. Certification from a list must be made prior to the expiration date of the list, and eligibility for appointment from such certification shall not extend more than 30 calendar days beyond the expiration date, unless the list has been extended.

Chapter Pers 13

PROBATIONARY PERIODS

Pers 13.01 DEFINITION AND POLICY STATEMENT. The probationary period is an integral part of the examination process, applicable in situations as outlined in the law and in these rules, and shall be used to closely observe the work of appointees and determine whether they will be able to effectively carry out their duties and responsibilities. At any time during a probationary period that an employe does not demonstrate the necessary capabilities, he shall be removed from the position by the appointing officer.

Pers 13.02 DURATION. All probationary periods are for 6 months duration, except:

(1) In the case of trainees, the probationary period shall be the total length of the training period, and

(2) In cases where longer probationary periods are authorized in accordance with 16.22 (1), Wis. Stats.

Pers 13.03 WHEN PROBATIONARY PERIOD REQUIRED

(1) Original appointments to permanent or seasonal positions.

(2) Appointment by promotion to permanent or seasonal positions.

(3) For the duration that an employe is holding a position classified as Trainee.

(4) Appointment of a trainee to a permanent position in the objective class.

Pers 13.04 WHEN PROBATIONARY PERIOD PERMISSIVE

(1) At the discretion of the appointing officer a probationary period may or may not be required in the following cases when movement is to a different employing unit in the same department or to a different department:

(a) Transfer (See Pers 15).

(b) Reinstatement (See Pers 16. Note: A probationary period shall not be required for reinstatement under 16.24, Wis. Stats.).

(c) Voluntary demotion (See Pers 17).

(2) The appointing officer shall specify upon appointment and report to the bureau his determination to require an employe to serve such probationary period. He shall likewise give written notice to the employe of his determination.

Pers 13.05 LAPSES IN EMPLOYMENT

(1) One Month Lapse. If an employe has lapses in employment not exceeding one month due to: (a) injury arising from state employment and covered by workmen's compensation act, or (b) for another reason approved by the appointing officer, the appointing officer shall determine whether the probationary period is to be extended to cover such absence.

(2) More Than One Month Lapse. If an employe has such lapse of employment totaling more than one month, the probationary period shall be extended by the length of the lapsed time, except that up to one month may be waived by the appointing officer.

(3) Layoff. If an employe is laid off due to lack of work or funds during a probationary period, and is later reappointed from the same employment list to a position in the same department, the time served shall be carried over and applied as a part of the probationary period for the second appointment. In cases where the second appointment is to a different department, the time served may be carried over at the discretion of the new appointing officer. Determination of any such carry-over shall be specified at the time of the second appointment and reported to the bureau. The appointing officer shall also give written notice to the employe of his determination.

(4) Resignation. If an employe resigns during a probationary period, and is later reappointed from the same employment list to a position in the same or a different department, the time served may be carried over at the discretion of the appointing officer. Determination of any such carry-over shall be specified at the time of the reappointment and reported to the bureau.

The appointing officer shall also give written notice to the employe of his determination.

Pers 13.06 LATERAL MOVEMENTS

(1) Definition. Lateral movements for the purpose of this section include any movement (in the nature of a transfer) to a permanent or seasonal position in the same salary schedule range and in the same or a closely related class, while the employe is serving a probationary period. The probationary period time served prior to such a movement shall be, may be, or shall not be carried over and applied to the new probationary period as follows:

(a) WITHIN AN EMPLOYING UNIT. Shall be carried over.

(b) BETWEEN EMPLOYING UNITS OF SAME DEPARTMENT. May be carried over.

(c) BETWEEN DEPARTMENTS. Shall not be carried over when movement is from a probationary period resulting from an original appointment or promotion; may be carried over when movement is from a probationary period resulting from transfer.

(2) In any of the above cases where time served may be carried over, it shall be at the discretion of the appointing officer. Determination of any such carry-over shall be specified upon appointment and reported to the bureau. The appointing officer shall also give written notice to the employe of his determination.

(3) When such a movement is made to a position in an unrelated class, there shall be no carry-over of probationary period and such appointment shall be treated as an original appointment.

Pers 13.07 TIME NOT COUNTED. Time served in limited term employment or on an emergency or provisional appointment shall not be counted as a part of any probationary period.

Pers 13.08 DISMISSAL

(1) Action by Appointing Officer. At any time during a probationary period,

the appointing officer shall dismiss an employe whose conduct or competency does not merit his continuance in the position. See 16.22 (1), Wis. Stats., Pers 14.03 (1), Pers 15.04 (2), and Pers 20.03 (5) (a) for rights of employes who are on probationary periods for certain transactions.

(2) Dismissal Notice Required. When a dismissal is to be effected, the appointing officer shall immediately notify in writing the person to be dismissed of the reasons for dismissal and the date on which dismissal is to occur, and send a copy of such notice to the director. Any employe who is dismissed while on a probationary period under the provisions of Pers 14.03(1), Pers 15.04 (2), or Pers 20.03 (5) (a), shall also be notified whether or not he is to be restored to his former position and salary.

(3) Reactivation of Name on Employment Lists. See 16.22 (3), Wis. Stats.

Pers 13.09 PROGRESS REPORTS. At such times during a probationary period and in such manner as the director may require, the appointing officer shall report to the director his judgment as to the employe's willingness and ability to effectively perform the work of the position, and as to his suitability and dependability.

Pers 13.10 SUCCESSFUL COMPLETION. If the performance of an employe on a probationary period has been satisfactory, the appointing officer shall notify the employe and the director in writing that the employe will receive a permanent appointment. Permanent status begins when an employe reports for work (unless on approved leave) on the first work day following completion of the probationary period. No employe shall be denied permanent status after successfully completing a probationary period because an appointing officer fails to submit notice of the permanent appointment.

Pers 13.11 EXTENDED PROBATIONARY PERIODS. Extended probationary periods as provided for in 16.22 (1), Wis. Stats. shall be applied on a class basis. At any time after the first 6 months of such probationary period has been

served by an employe, the appointing officer may terminate the probationary period, provided the appointing officer notifies in writing both the employe and the director one month prior to the effective date of such action.

Chapter Pers 14

PROMOTION

Pers 14.01 DEFINITION. Promotion is the movement of an employe with permanent status from a position in one class to a position in a different class having a greater salary range maximum as specified by 16.19 (2), Wis. Stats.

Pers 14.02 EXCLUSIONS

(1) The appointment of an employe to a position in a higher classification while the employe is serving a probationary period on an original or promotional appointment shall be considered as a new original appointment or new promotional appointment respectively.

(2) The appointment of an employe with former permanent status who returns to state service after a break in service not covered by leave to a position in a higher classification shall be considered as an original appointment.

(3) For provisions relating to the appointment of persons or employes to positions classified as Trainee see Pers 20.

Pers 14.03 KINDS OF PROMOTION; STATUS AND RIGHTS

(1) For Promotion Within the Same Department. In accordance with 16.22(1), Wis. Stats., the employe shall be required to serve a probationary period. At any time during this period the appointing officer may remove and restore the employe to his former position or a similar position and salary without the right of appeal. Any other removal, suspension without pay, or discharge during the probationary period shall be subject to 16.24 (1), Wis. Stats.

(2) For Promotion Between Departments. In accordance with 16.22 (1), Wis. Stats. the employe shall be required to serve a probationary period. At any time during this period the appointing officer may dismiss the promoted employe. See 16.22 (3), Wis. Stats. for provisions relating to reinstatement eligibility of an employe so dismissed.

Pers 14.04 SALARY ON PROMOTION. In this section new range and step refer to the salary schedule range and step amount in such range for the class to which an employe is promoted.

(1) Immediate Increase. An employe's present salary rate shall be increased to the minimum of the new range if his present rate is one step or more below the minimum of the new range. If an employe's present rate is less than one step below the minimum of the new range or is above the minimum of the new range, his present rate shall be increased by an amount equal to one step.

(2) Salary After Six Months. Upon completion of the first six months of the probationary period the promoted employe shall receive an increase of one step, subject to the limitations of 16.105 (2) (b), Wis. Stats.

Chapter Pers 15

TRANSFER

Pers 15.01 DEFINITION. A transfer is the movement of an employe with permanent status from one position to another position in the same salary schedule range.

Pers 15.02 LATERAL MOVEMENT WHILE ON PROBATIONARY PERIODS. See Pers 13.06.

Pers 15.03 APPROVAL BY DIRECTOR. All transfers into or within a department except reassignments to different positions in the same class in the same employing unit require prior approval by the director.

Pers 15.04 KINDS OF TRANSFER; STATUS AND RIGHTS

(1) Transfer Between Departments. An employe who transfers between departments may be required to serve a probationary period at the discretion of the appointing officer. If during this period his services are found to be unsatisfactory he may be separated at the discretion of the appointing officer without the right of appeal. See 16.22 (3), Wis. Stats. for provisions relating to reinstatement eligibility of an employe so dismissed.

(2) Transfer Between Different Employing Units of the Same Department. An employe who transfers between different employing units of the same department may be required to serve a probationary period at the discretion of the appointing officer.

(a) If the appointing officer does not require a probationary period the employe retains permanent status previously acquired.

(b) If a probationary period is required, the appointing officer may restore the employe to his previous position or similar position and salary at any time during this period. Any other removal, suspension without pay, or discharge during the probationary period shall be subject to 16.24 (1), Wis. Stats.

(3) Transfer Within the Same Employing Unit. An employe who transfers to

a position in a different class within the same employing unit or an employe who transfers to a position in the same class (reassignment) shall not be required to serve a probationary period. In the latter case the transfer does not require approval of the director.

Pers 15.05 SALARY ON TRANSFER. When an employe transfers the rate paid may be any rate within the salary schedule range which is not greater than the last rate received in his former position . In any transfers where an employe is required to serve a probationary period, completion of such probationary period shall not make the employe eligible to receive a salary increase as provided in 16.105 (2) (d), Wis. Stats.

Chapter Pers 16

REINSTATEMENT

Pers 16.01 DEFINITION. Reinstatement is the restoration without competition of an employe or former employe to a position in the same or a closely related class in which he was previously employed. Reinstatement applies to permanent and legislative employes as covered in 16.23 (2), Wis. Stats.; employes who enter military service as covered in 16.276 (1) (b), Wis. Stats.; and for seasonal employes as provided in Pers 9.

Pers 16.02 TYPES AND CONDITIONS OF REINSTATEMENT

(1) Layoffs Have Priority. An employe who has been laid off or demoted in lieu of layoff shall be reinstated when a vacancy for which he is qualified occurs in the department from which he was laid off, according to the inverse order of the layoff. The appointing officer shall notify each person laid off that he may establish reinstatement eligibility through the bureau within one year from the date of layoff, and that he may request that his eligibility be extended for one year intervals not to exceed three years from date of layoff.

(2) Permissive Reinstatements. An employe who has been separated from state service without misconduct or delinquency, or who has accepted a voluntary demotion for personal reasons, may establish reinstatement eligibility for employment in any department subject to approval of the director, provided that:

(a) The individual or an appointing officer requests reinstatement within one year (a legislative employe two years) from date of separation; or

(b) An appointing officer requests an individual's reinstatement after the first year and within three years from date of separation; and approval is given pursuant to 16.17 (2), Wis. Stats.

(3) Reinstatement by Personnel Board or Court Action. See 16.24, Wis. Stats.
A probationary period shall not be required for such reinstatement.

(4) Non-Completion of Probationary Period Upon Promotion. See 16.22 (1), Wis. Stats. and Pers 14.03 (1).

Pers 16.03 KINDS OF REINSTATEMENT; STATUS AND RIGHTS

(1) Reinstatement to Different Department. An employe who is reinstated to a department other than the one from which he earned reinstatement rights may be required to serve a probationary period at the discretion of the appointing officer. If not required to serve a probationary period the employe resumes permanent status immediately. If required to serve a probationary period and during such period the employe's services are found to be unsatisfactory he may be separated without the right of appeal at the discretion of the appointing officer.

(2) Reinstatement to a Different Employing Unit of the Same Department. An employe who is reinstated to a different employing unit in the same department from which he earned reinstatement rights may be required to serve a probationary period at the discretion of the appointing officer. If not required to serve a probationary period the employe resumes permanent status immediately. If required to serve a probationary period and during such period the employe's services are found to be unsatisfactory he may be separated without the right of appeal at the discretion of the appointing officer.

(3) Reinstatement to the Same Employing Unit. An employe shall not be required to serve a probationary period when reinstated to the same employing unit that he left. Such an employe resumes permanent status immediately.

Pers 16.04 DISMISSAL DURING PROBATIONARY PERIOD. The name of an employe who is dismissed from a probationary period following reinstatement may at the discretion of the director be returned to the reinstatement list.

Pers 16.05 SALARY ON REINSTATEMENT

(1) When an employe is reinstated, the salary may be:

(a) At any rate within the salary schedule range of the class reinstated

to, which is not greater than the rate received upon separation (plus intervening service-wide salary adjustments), or

(b) At the minimum of the salary schedule range if the minimum exceeds the rate last received, or

(c) In the case of employes restored following military service see 16.276, Wis. Stats.

(2) In any reinstatements where an employe is required to serve a probationary period, completion of such probationary period shall not make the employe eligible to receive a salary increase as provided in 16.105 (2) (d), Wis. Stats.

Pers 16.06 SENIORITY. See Pers 19.

Chapter Pers 17

DEMOTION

Pers 17.01 DEFINITION. A demotion is the movement of an employe with permanent status from a position in one class to a position in another class that has a lower salary range maximum.

Pers 17.02 EXCLUSIONS

(1) The appointment of an employe to a position in a lower classification while the employe is serving a probationary period on an original appointment shall be considered as a new original appointment.

(2) The appointment of an employe with former permanent status to a position in a lower classification following a break in service not covered by leave shall be considered as an original appointment except when such return shall be considered as a reinstatement. See Pers 16.

(3) The reduction in the classification of a position held by an employe with permanent status that does not involve movement of the employe to a different position is considered a reclassification. See Pers 3.

(4) The action by which a promoted employe is restored to his previous position and salary as provided in Pers 14.03 (1) is not considered a demotion. See Pers 16.

(5) Salary reduction that does not involve a change in positions or class is not considered a demotion. See 16.24 (1), Wis. Stats.

Pers 17.03 REPORT OF APPOINTING OFFICER; APPROVAL BY DIRECTOR

(1) All demotions shall be reported to the director in accordance with 16.24 (1) and 16.25 (1), Wis. Stats.

(2) Approval of the director is required to determine the eligibility of the employe to perform the duties of the position in the class to which he is demoted.

Pers 17.04 KINDS OF DEMOTION; STATUS AND RIGHTS

(1) Involuntary Demotion Within a Department. An appointing officer may

demote an employe for disciplinary purposes as provided in 16.24 (1), Wis. Stats. or as a result of reduction in force in lieu of laying him off.

(a) In either case: the demotion may be made to any position within the department regardless of employing unit; and the employe may appeal the demotion within 10 calendar days of the effective date of such action.

(b) An employe demoted for disciplinary purposes does not retain permanent status previously acquired in the higher class of position, nor does he retain reinstatement eligibility to the higher class of position. He does acquire permanent status and tenure rights in the class of position to which he is demoted. No probationary period shall be required for an employe demoted for disciplinary purposes.

(c) An employe demoted in lieu of layoff retains permanent status previously acquired in the higher class of position. For provisions relating to the reinstatement of an employe so demoted, see Pers 16. No probationary period shall be required for an employe demoted in lieu of layoff.

(2) Voluntary Demotion Within a Department. An employe with approval of the appointing officer may accept a voluntary demotion within the department either to a position in the same employing unit, or to a position in a different employing unit. Acceptance of such voluntary demotion shall be furnished the director in writing by the employe.

(a) In either case, tenure rights to the previously held position are not retained.

(b) If the demotion is to a position in the same employing unit, an employe retains permanent status previously acquired and a probationary period for employment in the lower class of position shall not be required.

(c) If the demotion is to a position in a different employing unit, the employe may be required to serve a probationary period at the discretion of the appointing officer. If during such period the services of the employe

are found to be unsatisfactory, he may be separated without the right of appeal. If the employe is not required to serve a probationary period, he retains permanent status previously acquired.

(d) For provisions relating to the return of an employe to his former class of position, see Pers 16.

(3) Voluntary Demotion Between Departments. An employe may move to a position in a lower classification in a different department as a voluntary action either for personal reasons or in lieu of being laid off.

(a) In either case, the employe may be required to serve a probationary period at the discretion of the appointing officer, and if during this period the employe's services are found to be unsatisfactory, he may be separated without the right of appeal. If the employe is not required to serve a probationary period, he retains permanent status previously acquired.

(b) For provisions relating to the return of an employe to his former class of position, see Pers 16.

Pers 17.05 SALARY ON DEMOTION. When an employe is demoted the rate paid may be any rate within the salary schedule range for the class to which he is demoted which is not greater than the last rate received immediately prior to his demotion. In any demotion where an employe is required to serve a probationary period, completion of such probationary period shall not make the employe eligible to receive a salary increase as provided in 16.105 (2) (d), Wis. Stats.

Chapter Pers 18

ABSENCES

Vacation
Sick Leave
Leave Without Pay
Leave With Pay - Injury
Holidays

Military Service
Civilian Service
Jury Service
Unclassified Service
Workmen's Compensation

Pers 18.01 DEFINITION. Leave of Absence means absence from employment with the approval of the appointing officer in accordance with the appropriate statutory provision or rule. Throughout these rules month means a calendar month or the period from a given date in one month through the date preceeding the given date in the following month.

Pers 18.02 VACATION

(1) Employees Who Earn Vacation. All classified employes shall earn vacation except:

- (a) Emergency employes.
- (b) Provisional employes.
- (c) Limited term employes.
- (d) Employes who do not qualify under 16.275 (1) (e), Wis. Stats.

Vacation may not be earned subsequent to an employe's last actual work day if immediately followed by termination.

(2) Continuous Service. Continuous service shall include all time the employe has been in continuous employment status. The continuous service of an employe eligible for vacation shall not be considered interrupted if he:

- (a) Was absent for not more than 30 consecutive calendar days.
- (b) Was on an approved leave of absence.
- (c) Left the service for any reason except to take other employment and is reemployed within three years, employment by any other political subdivision of this state shall not be construed as other employment.
- (d) Was absent on military leave.

(e) Was absent due to injury or illness arising from state employment and covered by the workmen's compensation act.

(3) Computing Years of Service. In determining the number of full years of service completed credit shall be given for all time in employment status. Any absence of more than 30 calendar days except for military leave and absence due to injury or illness arising out of state employment and covered by the workmen's compensation act shall not be counted. Only the most recent period of continuous service may be counted in determining an employe's length of service.

(4) Eligibility. After completion of the first 6 months of a probationary period for an original appointment established pursuant to 16.22 (1), Wis. Stats., or after the first 6 months of employment as a Trainee unless covered under Pers 18.04 (3), employes shall be granted noncumulative vacation based on accumulated continuous state service as follows:

(a) REGULAR EMPLOYES

1. Persons who were employed on January 1, 1959, or whose absence on that date is covered under Pers 18.02 (2), and were employed prior to January 1, 1958, at the rate of 3 weeks for a full year's service and at the rate of 4 weeks after twenty full years of service.

2. Persons, except those provided for in Pers 18.02 (4) (a) 1. above, at the rate of 2 weeks each year for a full year of service during the first five years of service; 3 weeks each year for a full year of service during the next fifteen years of service; 4 weeks each year for a full year of service after twenty years of service.

(b) SCHOOL YEAR EMPLOYES. Employes who are regularly employed on a school year basis for less than 12 months out of a year but who are employed 6 or more months in continuous service in the employing department shall be granted prorata vacation consistent with Pers 18.02 (4) (a). Such continuous

service need not be in a single year.

(c) SEASONAL EMPLOYEES. Employees who are regularly employed for less than 12 months out of a year but who are employed 6 or more months in continuous service in the employing department shall be granted prorata vacation consistent with Pers 18.02 (4) (a). Such continuous service need not be in a single calendar year.

(5) Computing Vacation

(a) Vacation credits in any given year shall not be earned for any period of absence without pay except that for administrative purposes any approved leave or leaves of absence totaling 30 calendar days or less in a calendar year may be disregarded.

(b) Vacation for employes covered in Pers 18.02 (4) (a) 2. shall be prorated during the fifth year of employment at the rate of 2 and 3 weeks respectively.

(c) Vacation for employes covered in Pers 18.02 (4) (a) 1. and Pers 18.02 (4) (a) 2. shall be prorated during the twentieth year of employment at the rate of 3 and 4 weeks respectively.

(d) Upon termination of employment vacation shall be prorated.

(e) The following table prorates vacation to the nearest 1/4 day on the basis of an employe's vacation rate for the fractional part of a month worked:

Vacation Days Earned for Fractional Part of a Month

Beginning Employe				Ending Employe			
Beginning Date of Month	Days Earned			Ending Date of Month	Days Earned		
	2 weeks	3 weeks	4 weeks		2 weeks	3 weeks	4 weeks
1 - 5	10/12	15/12	20/12	1 - 5	0	0	0
6 - 10	8/12	12/12	16/12	6 - 10	2/12	3/12	4/12
11 - 15	6/12	9/12	12/12	11 - 15	4/12	6/12	8/12
16 - 20	4/12	6/12	8/12	16 - 20	6/12	9/12	12/12
21 - 25	2/12	3/12	4/12	21 - 25	8/12	12/12	16/12
26 - 31	0	0	0	26 - 31	10/12	15/12	20/12

After computing in twelfths the total vacation earned, divide by 12 to determine full days and apply the remaining fraction to the following schedule:

<u>Remaining Fractions</u>	<u>Vacation Credit Conversion</u>
1/12	0
2/12; 3/12 or 4/12	1/4 Day
5/12; 6/12 or 7/12	1/2 Day
8/12; 9/12 or 10/12	3/4 Day
11/12	1 Day

(6) When Vacation May be Taken. In determining vacation schedules the appointing officer shall respect the wishes of the eligible employes as to the time of taking their vacation insofar as the needs of the service will permit. Vacation allowance shall be taken during the vacation year except that employes who are required by their appointing officer to defer all or a part of their vacation for a given vacation period may be permitted to take it within the first 6 months of the ensuing vacation year.

Pers 18.03 SICK LEAVE

(1) Employees Who Earn Sick Leave. All classified employes shall earn sick leave except:

- (a) Emergency employes.
- (b) Provisional employes.
- (c) Limited term employes.

(2) Accrual of Sick Leave

(a) Sick leave shall accrue at the rate of one day of sick leave for each calendar month of service. Sick leave allowance shall be accumulated in the employe's base sick leave account until a maximum of 60 days has accrued.

(b) Sick leave credits in any given year shall not be earned for any period of absence without pay or time otherwise not worked or paid for except that for administrative purposes any approved absence or absences totaling 30 calendar days or less in a calendar year may be disregarded.

(c) Unused sick leave in excess of 60 days shall accumulate in the employe's reserve sick leave account. No sick leave shall accrue in the reserve account unless the 60 day maximum is maintained in the base account.

(d) Sick leave shall not be used until it has been accrued.

(3) Use of Sick Leave. The normal use of sick leave shall be charged to the base account. In the event of extended illness sick leave taken shall be charged to the base account until that is exhausted. Sick leave in the reserve account may be used only upon recommendation of the employe's appointing officer and with the approval of the commissioner of administration and the director.

(4) Eligibility for Sick Leave

(a) Each permanent classified employe, employe serving his probationary period and seasonal employe who has earned sick leave credits shall be eligible for sick leave for any period of absence from employment which is due to his illness, bodily injury, exposure to contagious disease, attendance upon members of his immediate family (employe's parents, wife, husband, children, brother, sister or another member of the immediate household) where employe's presence is required or death in the immediate family of the employe or his spouse.

(b) An appointing officer may require a medical certificate to justify the granting of sick leave.

(5) Effect of Termination of Employment. Previously accumulated sick leave shall not be terminated by absence on approved leave as provided in these rules. Separation from the service by resignation, retirement, or for cause as provided in 16.24, Wis. Stats. shall cancel all unused accumulated sick leave allowance. Whenever a permanent employe is laid off due to lack of work or funds, any unused accumulated sick leave allowance shall continue in effect, if he is rehired by any department within one year.

(6) Table for Prorating Sick Leave

<u>Beginning Employee</u>		<u>Ending Employee</u>	
<u>Beginning Date</u>	<u>Days Earned</u>	<u>Ending Date</u>	<u>Days Earned</u>
1 - 8	1	1 - 8	0
9 - 23	1/2	9 - 23	1/2
24 - 31	0	24 - 31	1

Pers 18.04 OTHER PROVISIONS RELATING TO VACATION AND SICK LEAVE

(1) Vacation or Sick Leave on Holidays. In the event that a holiday falls on a regular work day within the week or weeks taken as vacation or sick leave, such holiday shall not be charged as vacation or sick leave. For any day on which work is suspended, such suspension shall not be construed to extend any vacation or sick leave to an employe in such status at the time.

(2) Transfer of Credits. Whenever an employe eligible for vacation or sick leave separates from the service of one employing unit of the state and accepts, by certification or transfer, service in a classified position in another employing unit of the state, obligation for any accumulated and unused vacation and sick leave allowance shall be assumed by the new employing unit.

(3) Effect of Classification Changes. Promotion, demotion or change in classification of the position held by an employe shall not cause him to forfeit or lose his earned vacation or sick leave rights or privileges.

(4) Effect of Change in Status. See Pers 10.09 (3).

Pers 18.05 LEAVE WITHOUT PAY

(1) When Granted

(a) ADMINISTRATIVE LEAVE. Leave without pay for a period not to exceed one month may be granted by the appointing officer.

(b) FORMAL LEAVE. Application for a leave in excess of one month shall be filed by the employe on forms supplied by the bureau. A classified employe may be allowed a leave of absence without pay for a period not to exceed one

year. Such leave is subject to the recommendation of the appointing officer and the approval of the director before becoming effective. Such leave shall be granted only when it will not result in prejudice to the interests of the state as an employer beyond any benefits to be realized upon the employe's return to the service. Leave without pay may be granted for: educational purposes where direct or indirect benefit accrues to the service; purposes of working for a limited period in other employment where the experience would afford a direct benefit in the performance of his work for the state upon his return; maternity cases and exceptional personal reasons other than those mentioned above. Failure to return on or before the expiration of such leave or upon the cancellation or revocation thereof by the director shall be considered as separation from the service, and the nature of the separation action shall be determined on the merits of the case unless it is shown to the satisfaction of the appointing officer and the director that failure to report was excusable. Leave of absence because of illness or for educational purposes may be extended up to two years on a year to year basis on the recommendation of the appointing officer and the approval of the director.

(c) SUMMER LEAVE. Classified employes whose services are not required at institutions during a summer recess shall be considered to be on leave of absence without pay.

(2) Rights Upon Return From Leave of Absence. A properly executed leave of absence without pay shall accord the employe the right to be returned to his position or one of like nature on the expiration thereof or sooner if agreeable to the appointing officer, except that if the position has been abolished through legislation or material reorganization of the department, the employe shall be given consideration for any other position of similar grade and class which in the opinion of the director does not require qualifications substantially higher than or different from those of the position

previously held, and if there be no such position, the layoff provisions of the law and these rules shall apply. If it is found necessary to fill the position during the interim, the new employe shall vacate the position upon the return of the absent employe subject to layoff, transfer, or demotion rights earned under the law and these rules. Such leaves without pay shall not operate to interrupt the seniority or salary advancement consideration, or cancel accumulated sick leave of the absent employe. Holidays or other non-work days immediately preceding the employe's return to duty, shall be counted as part of such absence.

(3) Absence Without Leave. Any absence of an employe that is not authorized under these rules shall be considered as an absence without leave. Such absence may be considered as a resignation or may be grounds for disciplinary action. Any employe who is separated from the service on the basis of absence without leave may thereby be deemed to have forfeited his reinstatement eligibility.

Pers 18.06 LEAVE WITH PAY - INJURY. Continuing salaries to certain employes unable to work due to injuries incurred in line of duty in hazardous employments. See 16.31, Wis. Stats. and Pers 5.05.

Pers 18.07 HOLIDAYS. Legal Holidays: January 1; May 30; July 4; the first Monday in September; the fourth Thursday in November or the day appointed by the Governor as a day of thanksgiving; December 25; the day following if January 1, May 30, July 4 or December 25 falls on Sunday; afternoon on Good Friday; the afternoons of December 24 and 31. In order to carry out the intent of 16.275 (6)(an), Wis. Stats. to grant employes $7\frac{1}{2}$ days annually for holidays, an employe shall be granted equivalent compensatory time off when:

- (1) The employe is required to work on a holiday or
- (2) A holiday falls on his regularly scheduled day off.

When such compensatory time off shall be granted is discretionary with the

appointing officer, and he may permit such time to be anticipated and used on the same basis as vacation. See Pers 18.02 (6).

Pers 18.08 MILITARY SERVICE

(1) National Guard, State Guard, Reserve Corps. Attendance at duly ordered military and naval schools, field camps of instruction and naval exercises. See 16.275 (4), Wis. Stats.

(2) Active Service. See 16.276, Wis. Stats.

Pers 18.09 CIVILIAN SERVICE. Service during a period officially proclaimed to be a national emergency or limited national emergency. See 16.276 (1) and 16.276 (2) (b), Wis. Stats.

Pers 18.10 JURY SERVICE. See 16.275 (5), Wis. Stats.

Pers 18.11 UNCLASSIFIED SERVICE. Employes in the classified service appointed to positions in the unclassified service. See 16.274, Wis. Stats.

Pers 18.12 WORKMEN'S COMPENSATION. Relation to the use of sick leave and vacation. See Pers 5.06.

Chapter Pers 19

SENIORITY

Pers 19.01 DEFINITION. Seniority is an employe's total applicable service at any level with the state, applied as a factor in determining rank in promotions and layoffs.

Pers 19.02 LIMITATIONS AND INCLUSIONS

(1) Applicable Service for Computation

- (a) All permanent employment in the classified service.
- (b) All seasonal employment in the classified service which has resulted in consecutive seasonal reinstatements, and seasonal employment followed by permanent employment within the reinstatement period of three years.
- (c) Time on military leave; or leave while serving in an unclassified position as provided in 16.274, Wis. Stats.
- (d) Employment during a probationary period, provided permanent status has resulted.

(2) Non-Applicable Service

- (a) Employment in a limited term position or while serving an emergency or provisional appointment.
- (b) Employment in an unclassified position except as provided in 16.274, Wis. Stats.
- (c) Time spent on leaves of absence other than military leave, except when in the judgment of the director the leaves are of direct benefit to state service.

Chapter Pers 20

EMPLOYEE TRAINING AND DEVELOPMENT

Pers 20.01 DEFINITION OF STATE TRAINING PROGRAMS. State Training Programs include all formal and informal, off-the-job and on-the-job developmental activities and devices that are conducted as part of, or associated with state employment, which increase the knowledge, skill and general competency of employes, and which aid in establishing favorable employe attitudes and work habits.

Pers 20.02 TRAINING POLICY. Recognizing that training is an integral part of the management process, the director, in order to implement the state training policy as set forth in 16.21 (1), Wis. Stats., shall assist operating agencies by promoting, formulating, conducting, co-ordinating and assisting in state training programs to the end that transaction of the state's business will be performed effectively, efficiently, and with the greatest economy to the state through satisfied employes.

Pers 20.03 TRAINEE CLASSIFICATION

(1) Use of Trainee Classification. The director may authorize the use of the Trainee classification when:

(a) Qualified applicants are not available for the objective classification, or

(b) Filling the position as a Trainee will be more appropriate than appointment in the objective classification, or

(c) Special conditions exist as part of the provisions for the use of gifts, grants, bequests, or other devices from individuals, partnerships, associations, or corporations for providing employes with the training and/or experience to meet the qualifications of the objective classification.

(2) Trainee Salary Range. The salary range for a position classified as Trainee shall be subject to the approval of the director.

(a) The minimum of such range shall be comparable to the minimum salaries of classifications having similar qualifications.

(b) The maximum of such range shall not exceed the minimum salary of the objective classification for which the employe is being trained.

(3) Salary of a Trainee. The starting salary rate and salary increases during the training program shall be subject to the approval of the director. Appointment may be made at that point in the salary range commensurate with previous training and/or experience.

(4) Salary of a Permanent Employee Appointed as Trainee. This subsection applies to the salary of an employe appointed to fill a vacancy in a Trainee position either in the same department or in a different department. The term step as used in this subsection refers to the salary step amount in the salary schedule range from which the employe moves when appointed to the Trainee position.

(a) When the employe's present salary rate is above the maximum of the Trainee salary range, his rate in the Trainee salary range shall be at the maximum of such range.

(b) When the employe's present salary rate is less than one step below the minimum of the Trainee salary range, or is above the minimum but less than the maximum of such range, his present rate shall be increased by an amount equal to one step, or determined in accordance with Pers 20.03 (3), whichever is higher.

(c) When the employe's present rate is more than one step below the minimum of the Trainee salary range, his present rate shall be increased to the minimum of the Trainee salary range, or determined in accordance with Pers 20.03 (3).

(5) Status and Rights. A Trainee shall be on a probationary period for the duration of his training program as provided in 16.22 (5), Wis. Stats.

(a) However, the appointment of a permanent employe to a Trainee position within the department shall, as provided in 16.22 (1), Wis. Stats., be deemed a change in job status, and shall not affect the permanent status and rights previously acquired within such department. At any time during the probationary period the appointing officer may remove and restore the employe to his former position and salary without the right of appeal. Any other removal, suspension without pay, or discharge during the probationary period shall be subject to 16.24 (1), Wis. Stats. Upon successful completion of the training program the trainee shall assume the class title of the objective classification. He shall serve a probationary period in the objective classification.

(b) A permanent employe appointed to a Trainee position in another department, or a person entering a Trainee position on an original appointment, may be separated without the right of appeal, at the discretion of the appointing officer, at any time prior to achieving permanent status in the objective class. Upon successful completion of the training program the trainee shall assume the class title of the objective classification. He shall serve a probationary period in the objective classification.

(c) The appointment of an employe who has qualified at the objective classification following completion of the training program shall not be considered a promotion for salary purposes provided in 16.105 (2)(dx), Wis. Stats.

(6) Approval and Reporting. No person shall be appointed to a Trainee position prior to approval of the written training program by the director. The written training agreement shall be submitted to the director at the time of appointment.

Pers 20.04 PERFORMANCE DEVELOPMENT. A task and performance review shall be made at least once each year by the appointing officer for and with each permanent classified employe for the purpose of helping each employe maintain and surpass minimum performance standards of all the tasks of his position.

Chapter Pers 21

RESIGNATION

Pers 21.01 SUBMISSION OF RESIGNATION. Every effort shall be made by an appointing officer to obtain a written resignation from a permanent employe who voluntarily leaves the service. Such resignation shall contain the reasons therefore and be submitted in duplicate to the appointing officer ~~not~~ less than 15 calendar days prior to the effective date. The appointing officer will retain the original of such resignation and shall transmit the duplicate to the bureau. Except for extenuating circumstances, failure of an employe to submit such resignation shall result in forfeiture of reinstatement eligibility.

Pers 21.02 WRITTEN RESIGNATION NOT REQUIRED. Separation of emergency, provisional, limited term or seasonal employes from the service at the end of such employment period shall be deemed to constitute normal or automatic separations and therefore need not be accompanied by written resignations.

Chapter Pers 22

LAYOFFS

Pers 22.01 PURPOSE. This layoff procedure adopted pursuant to 16.24 (2), Wis. Stats., is intended to give due consideration to the two essential factors which should determine a permanent employe's right to be retained in the service—length of service and efficiency, considered in such a way as to be fair to all employes and to retain for the state service its most effective and efficient personnel.

Pers 22.02 LIMITATIONS. A permanent employe in the classified service shall not be laid off from any position while any limited term, emergency, provisional or probationary employe is continued in a position of the same class or equivalent class in the department or other layoff unit involved.

Pers 22.03 LAYOFF BY DEPARTMENTS. The normal layoff procedure shall be by departments, provided, however, the board, upon the application of the appointing officer and after taking into consideration the recommendation of the director, may authorize the use of well established functional, organizational, or geographical units within the employing department.

Pers 22.04 PROCEDURE FOR MAKING LAYOFFS

(1) Seniority and Efficiency. Whenever it becomes necessary for an appointing officer to lay off an employe in the classified service as a result of shortage or stoppage of work or funds, functional reorganizations, or the abolishing of a position, he shall do so by classes in accordance with seniority and efficiency, except where a reduction in force involves all employes in an employing unit.

(2) Assignment of Seniority Credit. The seniority credit of all employes in the class and organization unit in which layoff is to be made shall be computed on the basis of length of service as set forth in Pers 19.02 (1). A seniority ranking of all such employes shall be made accordingly, with any

resulting tie cases to be ranked (relative to each other) according to their total length of service in the class.

(3) Number Considered For Layoff. Within the total number of employees in the given class and layoff unit, the group considered for layoff shall consist of those with the lowest seniority ranking, as follows: That group shall number 3 employees, where only one employee is being laid off. In all other cases, that group shall number double the number of positions to be vacated; except that it shall include no greater number of employees with 5 or more years of seniority credit (under Pers 19.02 (1)) than is necessary to consider for layoff 2 more employees than there are positions to be vacated.

(4) Ranking By Performance. All employees in the group thus to be considered for layoff shall be ranked by the appointing officer according to their relative performance in the given class and unit. Such ranking shall be based on recent and comparable standards of performance.

(5) Resulting Layoffs. The relative performance ranking of all employees within the group thus considered shall determine which employees are laid off, so that the most efficient employees will be retained.

Pers 22.05 DEMOTION IN LIEU OF SEPARATION. In the event that the services of a permanent employe are about to be terminated in a given class as a result of reduction in force, such employe shall be entitled to a position in the same department in a lower class in the series or to transfer to a class in another series in which his training and experience as a state employe have qualified him, provided that the order of layoff as set forth in the law and these rules permits.

Pers 22.06 REDUCTION IN PAY OR POSITION. The appointing officer may, in lieu of layoff, demote or reduce an employe in pay or position.

Pers 22.07 WRITTEN NOTICE PRIOR TO LAYOFF. Any employe affected by such layoff or reduction in pay or position shall be given written notice, not

less than 15 calendar days prior to the effective date thereof, and upon written request, filed within 10 calendar days from the effective date of the action, shall be entitled to an appeal from such action to the board.

Pers 22.08 REINSTATEMENT OF PROMOTED OR TRANSFERRED EMPLOYEES. If an employe, promoted or transferred from one appointing officer to another, is laid off due to lack of work or funds while serving a probationary period in the new position, he may be reinstated to the position he vacated, or one of like nature, under the first appointing officer if such position is available.

Chapter Pers 23

DISCIPLINARY ACTIONS

Pers 23.01 PROVISIONS. Disciplinary action against a permanent employe by an appointing officer or his authorized representative shall be taken in accordance with the provisions of 16.24 (1), Wis. Stats. The appointing officer or his authorized representative shall at the time of such action supply the employe involved a statement in writing as provided in 16.24 (1), Wis. Stats. setting forth his reason therefor, the time limitations thereof, and the employe's right of appeal. A copy of such notice to the employe shall be filed with the director within 5 calendar days of the effective date thereof.

Pers 23.02 RIGHT OF APPEAL. When disciplinary action has been taken against a permanent employe in accordance with Pers 23.01 above and the employe appeals in writing to the board within 10 calendar days of the effective date of such action, the board shall hold a public hearing thereon within 30 calendar days after the receipt of such appeal. Written notice of such hearing shall be given by the director to the person making the appeal and to the appointing officer. If conditions over which the board, the appellant, or the defending department has no control make it impossible to complete the hearing before the expiration of 30 calendar days, the board may continue the same until it is prepared to make final decision as required in 16.24 (1) (b), Wis. Stats.

Chapter Pers 24

CODE OF ETHICS

Pers 24.01 POLICY STATEMENT. In order to provide a guide for employes and administrators in the formation of a responsible, loyal and efficient public service, the board may after a public hearing adopt a code of ethics applicable to all employes of the classified service.

Pers 24.02 DEPARTMENTAL SUPPLEMENTS. Appointing officers may adopt supplementary provisions to the code relating to their department. Such supplements and revisions shall be filed with the board before becoming effective.

Pers 24.03 FORCE AND EFFECT. The contents of the statewide code and departmental supplements shall be made known to all classified employes by their appointing officer. A disregard for the provisions of any such code may be considered as a basis for disciplinary action.

Chapter Pers 25

GRIEVANCE PROCEDURE

Pers 25.01 ESTABLISHMENT OF PROCEDURE. Recognizing the value of a formal grievance procedure in a sound management program, each department shall, as required by the director, establish a written grievance procedure. Such procedure shall meet standards established by the director and approved by the board.

Pers 25.02 LIMITATION OF APPLICATION. Grievance procedures established as provided in this section will not be used in lieu of procedures established elsewhere for actions described in 16.05 (1) or 16.24 (1), Wis. Stats.

Chapter Pers 26

PROGRAM STANDARDS AND EVALUATION

Pers 26.01 SCOPE. The director shall prescribe such standards as may be necessary to carry out the policy expressed in 16.01, Wis. Stats. for the development and promotion of sound personnel management programs, including, but not limited by enumeration, such areas as employment, absences, training, and performance rating.

Pers 26.02 DEPARTMENTS TO COOPERATE. Appointing officers shall provide such information and assistance as the director may require for review and evaluation of the state's personnel management and merit system programs.

