Chapter Pers 20

EMPLOYE TRAINING AND DEVELOPMENT

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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.

History: Cr. Register, June, 1964, No. 102, eff. 7–1–64.

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 section 16.21 (1), Wis. Stats., shall assist operating agencies by promoting, formulating, conducting, coordinating 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.

History: Cr. Register, June, 1964, No. 102, eff. 7–1–64.

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 PAY RANGE. The pay 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 pay of classifications having similar qualifications.

(b) The maximum of such range shall not exceed the minimum pay of the objective classification for which the employe is trained unless a higher maximum is determined by the Director to be in the best interests of the civil service.

(c) When hiring above the minimum as set forth in Wis. Adm. Code section Pers 5.01 (1) (b), the provisions of (a) and (b) may be adjusted accordingly.

(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) PAY OF A PERMANENT EMPLOYE APPOINTED AS TRAINEE. This subsection applies to the pay 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 pay step amount in the pay range from which the employe moves when appointed to the trainee position.

(a) When the employe's pay rate is above the maximum for the trainee pay range, his rate may be reduced to the maximum of such range or, with the approval of the director, established at a point above the maximum rate in the range not to exceed the employe's previously earned rate.

(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 subsection (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 subsection (3).

(5) STATUS AND RIGHTS. A trainee shall be on a probationary period for the duration of his training program as provided in section 16.22 (5), Wis. Stats.

(a) However, the appointment of a permanent employe to a trainee position within the department shall, as provided in section 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 appointment 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 section 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 section 16.105 (2) (dx), Wis. Stats., and the initial rate to be paid in the objective class shall be the minimum of the salary range for such class. However, if an employe earned a higher rate of pay in a class in which he had permanent status immediately prior to entry in the training program, the appointing officer may set the employe's

salary at any rate in the salary range for the objective class, not to exceed his previously earned rate. Determination of this rate shall be made at time of appointment in the objective class and reported to the director. In cases where the objective class for which the employe is being trained is in the same or lower salary range than the class of the employe's position in which he had permanent status immediately prior to entry in the training program, no probationary increase shall be given upon completion of the probationary period. However, such employe shall be paid not less than the permanent status in class minimum upon completion of such probationary period.

(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.

History: Cr. Register, June, 1964, No. 102, eff. 7-1-64; emerg. rule, am. (5) (c), eff. 2-22-66; am. (5) (c), Register, May, 1966, No. 125, eff. 6-1-66; emerg. cr. (2) (c), eff. 3-2-67; cr. (2) (c), Register, June, 1967, No. 138, eff. 7-1-67; emerg. am. (2) and (4), eff. 11-1-68; am. (2) and (4), Register, December, 1968, No. 156, eff. 1-1-69.

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.

History: Cr. Register, June, 1964, No. 102, eff. 7-1-64.