

Chapter Pers 20

EMPLOYEE TRAINING AND DEVELOPMENT

Pers 20.01	Definition of state training programs	Pers 20.07	Approval and reporting programs
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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.

Note: Chapter 196, laws of 1977 vested the authority for defining state training programs in the secretary, department of employment relations, rather than the administrator, division of personnel. Despite this statutory change, Pers 20.01 shall remain in effect until the secretary acts to repeal this rule.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

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 s. 16.33 (1), 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.

Note: Chapter 196, laws of 1977 vested the authority for promulgating rules regarding the state training policy in the secretary, department of employment relations, rather than in the administrator, division of personnel. Despite this statutory change, Pers 20.02 shall remain in effect until the secretary acts to repeal this rule.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Pers 20.03 Use of trainees. **History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (2) (b) and (4) (a), Register, September, 1975, No. 237, eff. 10-1-75; r. and recr. (1) to (5), renun. (6) to be Pers 20.07, Register, December, 1976, No. 252, eff. 1-1-77; r. Register, February, 1981, No. 302, eff. 3-1-81.

Note: This section dealing with use of trainees now treated under Pers 6.12 (1).

Pers 20.04 Trainee pay range, general. **History:** Cr. Register, December, 1976, No. 252, eff. 1-1-77; r. Register, February, 1981, No. 302, eff. 3-1-81.

Note: This section dealing with trainee pay rates now treated under Pers 29.02 (4).

Pers 20.05 Pay, status and rights of trainee on original appointment. **History:** Cr. Register, December, 1976, No. 252, eff. 1-1-77; r. Register, February, 1981, No. 302, eff. 3-1-81.

Note: This section dealing with pay, status and rights for a person who does not have permanent status in class upon appointment now treated under Pers 29.03 and Pers 13.02 (1).

Pers 20.06 Pay, status and rights of an employe with permanent status in class appointed as trainee. **History:** Cr. Register, December, 1976, No. 252, eff. 1-1-77; r. Register, February, 1981, No. 302, eff. 3-1-81.

Note: This section dealing with pay, status and rights for a person who has permanent status in class upon appointment now treated under Pers 29.03 and Pers 13.02 (1).

Register, February, 1981, No. 302

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Pers 20.07 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.

Note: Chapter 196, laws of 1977 vested the authority for approving training program content in the secretary, department of employment relations, rather than the administrator, division of personnel. Despite this statutory change, Pers 20.07 shall remain in effect until the secretary acts to repeal this rule.

History: Renum. from Pers 20.03 (6), Register, December, 1976, No. 252, eff. 1-1-77.

Pers 20.08 Employe performance evaluation and development. In accordance with standards and procedures established by the director as provided under s. 16.32 (1), Stats., each appointing authority subject to the approval of the director shall establish an employe performance evaluation and development program directed at motivating and assisting state employes to furnish state services to the public as fairly, efficiently and effectively as possible. The program shall provide for a written performance evaluation to be developed and discussed by the appointing authority for and with each classified employe in a permanent position at least once each year.

Note: Chapter 196, laws of 1977 vested the authority for employe performance evaluation and development in the secretary, department of employment relations, rather than the administrator, division of personnel. Despite this statutory change, Pers 20.08 shall remain in effect until the secretary acts to repeal this rule.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; r. and recr. Register, September, 1976, No. 237, eff. 10-1-76; renun. from Pers 20.04, Register, December, 1976, No. 252, eff. 1-1-77.