

be written and shall include underlying facts supporting conclusions based upon the criteria of sub. (2).

(2) The criteria to be used in evaluating employes include, but are not limited to, the following:

- (a) Quality of performance of assigned duties;
- (b) Observation of safety regulations;
- (c) Initiative;
- (d) Attendance;
- (e) Sanitation;
- (f) Attitude towards fellow employes and staff; and
- (g) Improvement.

(3) The shop supervisor shall meet with the employe during the evaluation to discuss the employe's performance.

(4) Copies of the employe evaluation report shall be distributed to the inmate, the industries executive management, the supervisor and the social services staff.

(5) A recommendation concerning extra good time for those inmates to whom 1983 Wisconsin Act 528 does not apply shall be included in the evaluation. The criteria for an extra good time recommendation shall be those under s. HSS 302.31 (4) to (6).

History: Cr. Register, June, 1982, No. 318, eff. 7-1-82; am. (5), Register, February, 1987, No. 374, eff. 3-1-87.

HSS 313.06 Termination. (1) After an inmate employe has completed the probationary period, he or she may be terminated under this section. The types of termination are as follows:

(a) *Voluntary.* An inmate may voluntarily terminate his or her employment with Wisconsin corrections industries.

(b) *Serious work rule violations.* Serious violations of the administrative rules of the division or specific work rules of the position may be cause for immediate discharge. These include, but are not limited to:

1. Direct insubordination (such as refusal to work);
2. Serious disregard of safety regulations; and
3. Walking off the job.

(c) *Substandard performance.* If an employe's performance is consistently substandard under s. HSS 313.05, the following procedure shall be used for termination:

1. A supervisor dissatisfied with an employe's performance shall hold at least 2 counseling sessions with the employe during which the supervisor explains the problem and the supervisor and the employe attempt to find a solution to the problem.

2. Following 2 counseling sessions, the supervisor may retain the employe or, if no satisfactory solution is found, may terminate the employe.

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3. A record of the counseling session shall be made in a log of all counseling sessions.

(d) *Transfer.* An employe shall be terminated upon transfer to another institution. If an industries facility is operating at the new institution, the employe may be given priority consideration for rehiring under s. HSS 313.10.

(2) Whenever an employe is terminated, the supervisor shall write the decision and facts applicable to the criteria of s. HSS 313.05 (2). This record shall include, but is not limited to, the following information:

(a) Name of employe terminated;

(b) Date of termination;

(c) Shop name;

(d) Supervisor's name; and

(e) Reasons for termination including underlying facts and criteria used for decision.

(3) If an employe is terminated under this section, referral shall be made to the PRC for review under ch. HSS 302.

History: Cr. Register, June, 1982, No. 318, eff. 7-1-82.

HSS 313.07 Discipline. A finding of guilt in a disciplinary process under ch. HSS 303 shall not result in automatic termination from employment, but if the conduct underlying the disciplinary violation relates to job performance, it may be considered along with the criteria under s. HSS 313.05 in any decision to terminate.

History: Cr. Register, June, 1982, No. 318, eff. 7-1-82.

HSS 313.08 Compensation in industry shops. (1) Each employe shall be paid a base wage established by industries management. Upward pay adjustments may be made at the recommendation of the shop supervisor based upon the monthly employe evaluation report.

(2) Overtime pay at the rate of one and one-half times the base wage shall be given to employes for hours worked exceeding 8 hours per day during the regular work week. Twice the base wage rate shall be paid for work on Sundays and state holidays.

(3) Employes assigned to the second shift may be paid a differential amount per hour in addition to the base wage they receive.

(4) (a) Employes who have completed the probationary period shall be eligible for 20 days of sick leave per year for nonwork-related illness. Sick leave pay shall be an amount equal to the entry-level wage rate for hours missed.

(b) An employe who wishes to claim sick leave must obtain permission from appropriate staff.

(5) Employes shall be paid one-half their base pay if the shop is temporarily closed so that inmates are unable to work. This subsection applies only when the shop is closed for reasons unrelated to actions of employes.

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