

# TITLE XIX-A.

## State Personnel.

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### CHAPTER 230

#### EMPLOYMENT RELATIONS DEPARTMENT

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#### SUBCHAPTER I

##### ADMINISTRATIVE SERVICES

**230.01 Statement of policy. (1)** It is the purpose of this chapter to provide state agencies and institutions of higher education with competent personnel who will furnish state services to citizens as fairly, efficiently and effectively as possible.

**(2)** It is the policy of the state and the responsibility of the secretary and the administrator to maintain a system of personnel management which fills positions in the classified service through methods which apply the merit principle, with adequate civil service safeguards.

It is the policy of this state to provide for equal employment opportunity by ensuring that all personnel actions including hire, tenure or term, and condition or privilege of employment be based on the ability to perform the duties and responsibilities assigned to the particular position without regard to age, race, creed or religion, color, handicap, sex, national origin, ancestry or political affiliation. If there are substantial disparities between the proportions of members of racial, ethnic, gender, or handicap groups in a classified civil service classification in an agency and the proportions of such groups in this state, it is the policy of this state to take affirmative action which is not in conflict with other provisions of this subchapter to correct the imbalances and to eliminate the present effects of past discrimination. It is the policy of

the state to ensure its employees opportunities for satisfying careers and fair treatment based on the value of each employee's services.

(3) Nothing in this chapter shall be construed to either infringe upon or supersede the rights guaranteed state employees under subch. V of ch. 111.

History: 1977 c. 196

### 230.02 Liberal construction of statutes.

Statutes applicable to the department shall be construed liberally in aid of the purposes declared in s. 230.01.

History: 1977 c. 196.

**230.03 Definitions.** In this chapter, unless the context otherwise requires:

(1) "Administrator" means the administrator of the division.

(2) "Affirmative action" means specific actions in employment which are designed and taken for the purpose of ensuring equal opportunity and eliminating present effects of past discrimination.

(3) "Agency" means any state board, commission, committee, council, department or unit thereof created by the constitution or statutes if such board, commission, committee, council, department, unit or the head thereof, is authorized to appoint subordinate staff by the constitution or statute, except a legislative or judicial board, commission, committee, council, department or unit thereof.

(4) "Appointing authority" means the chief administrative officer of an agency unless another person is authorized to appoint subordinate staff in the agency by the constitution or statutes.

(4m) "Balanced work force" means representation in a classified civil service classification in an agency of any racial, ethnic, gender or handicap group at the rate of that group's representation in that part of the state labor force qualified and available for employment in such classification.

(5) "Board" means the personnel board.

(6) "Civil service" means all offices and positions of trust or employment in the service of the state, except offices and positions in the organized militia.

(7) "Collective bargaining agreement", "collective bargaining unit" and other terms relating to collective bargaining for state employees have the meaning set forth for such terms under subch. V of ch. 111.

(8) "Commission" means the personnel commission.

(9) "Department" means the department of employment relations.

(10) "Division" means the division of personnel in the department.

(11) "Position" means a group of duties and responsibilities in either the classified or the unclassified divisions of the civil service, which require the services of an employee on a part-time or full-time basis.

(11m) "Secretary" means the secretary of the department.

(12) "Wisconsin resident" means a person who:

(a) Is eligible to register to vote in Wisconsin; or

(b) Has resided within the state at least one year out of the immediately preceding 3 years; or

(c) Has resided within the state for a total of 5 years; or

(d) Is the spouse of a person meeting the requirements of par. (a), (b) or (c).

History: 1971 c. 270; 1973 c. 333; 1977 c. 196 ss. 24, 100; 1977 c. 418

### 230.04 Powers and duties of the secretary.

(1) The secretary is charged with the effective administration of this chapter. All powers and duties, necessary to that end, which are not exclusively vested by statute in the commission, the administrator, the board or appointing authorities, are reserved to the secretary.

(1m) The secretary may delegate, in writing, any of his or her functions set forth in this chapter to an appointing authority, within prescribed standards if the secretary finds that the agency has personnel management capabilities to perform such functions effectively and has indicated its approval and willingness to accept such responsibility by written agreement. If the secretary determines that any agency is not performing such delegated function within prescribed standards, the secretary shall forthwith withdraw such delegated function.

(2) The secretary may utilize the services of technical or specialized personnel to assist in implementing and maintaining a sound personnel management program. These services may be obtained from persons inside or outside of state service.

(3) The secretary may issue enforceable orders on all matters relating to the administration, enforcement and effect of this chapter and the rules prescribed thereunder except on matters relating to the provisions of subch. II, the responsibility for which is specifically charged to the administrator.

(4) The secretary shall establish and maintain a collective bargaining capability under s. 111.815 (2).

(5) The secretary shall promulgate rules on all matters relating to the administration of the department and the performance of the duties assigned to the secretary, except on matters relating to the provisions of subch. II, the responsibility for which is specifically charged to the administrator.

(6) The secretary shall submit any proposal for the creation or abolition of any bureau within the division to the board for approval.

(7) The secretary shall appoint, under the classified service, the staff necessary for performing the duties of the department, including the staff of the division.

(8) The secretary shall establish an employee performance evaluation program under s. 230.37 (1).

(9) The secretary shall establish an affirmative action office reporting directly to the secretary for the purpose of ensuring equal opportunity in employment and eliminating present effects of past discrimination. The affirmative action office shall advise and assist the secretary, the administrator and agency heads on establishing programs to ensure equal opportunity and, when appropriate, affirmative action as indicated in s. 230.01. The office shall advise and assist the secretary in monitoring such programs and shall provide staff to the affirmative action council.

(10) The secretary may require all agencies and their officers to comply with the secretary's request to furnish current information pertaining to authorized positions, payroll and related items regarding civil service and employment relations functions.

(11) The secretary may provide by rule for an understudy program to assure continuity in selected positions.

(12) The secretary shall keep in the office an official roster of all permanent classified employees which shall include classification titles, pay and employment status changes and appropriate dates thereof.

History: 1977 c. 196 ss. 48, 63, 101, 130 (11); 1977 c. 418, 447.

**230.046 Training programs. (1) DECLARATION OF POLICY.** In order to promote efficiency and economy in the operation of the state government, to provide means for the development of maximum proficiency by employes thereof, to establish and maintain the highest standards of performance in the transaction of the state's business, and to install and utilize effectively the best modern practices and techniques which have been developed, tested and proved, it is necessary and desirable in the public interest that self-improvement be supplemented

and extended by state-sponsored training programs. The objective of these programs is to develop skills, knowledge, and abilities which will best qualify state employes for effective performance of their official duties, and to retain skilled and efficient state employes in order to continually improve the quality of public service.

(2) **SUPERVISORY TRAINING.** After initial appointment to a supervisory position, each classified service supervisor shall successfully complete a supervisory development program approved by the secretary. A waiver of any part of the probationary period under s. 230.28 (1) (c) may not be granted before completion of the development program. The program shall include such subjects as state personnel policies, grievance handling, discipline, performance evaluation and the supervisor's role in management.

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

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

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

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

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

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

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

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

(a) Unencumbered appropriated funds are available or funds have been so provided by the

joint committee on finance acting under s. 13.101;

(b) Training costs estimated to exceed \$500, excluding the compensation of participants, have been included in the budget and approved by the legislature or the joint committee on finance acting under s. 13.101, and such costs will be encumbered for training purposes on the records of the agency;

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

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

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

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

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

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

**(10) DEPARTMENT FUNCTIONS.** The department may conduct off-the-job training programs and in cooperation with the appointing authorities shall coordinate state-sponsored training programs.

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

History: 1971 c. 100 s. 23; 1971 c. 270 ss. 56, 91; 1975 c. 39 s. 732 (1); 1977 c. 29; 1977 c. 196 ss. 60, 103, 130 (4), (6m), (11), 131.

**230.047 Temporary interchange of employes. (1) DECLARATION OF POLICY.** Intergovernmental cooperation, including that specified in the intergovernmental personnel act of 1970, P.L. 91-648, 84 Stat. 1909, is an essential factor in resolving problems affecting this state. The interchange of personnel on a temporary basis between and among governmental agencies at the same or different levels of government and with institutions of higher education is a significant factor in achieving such cooperation.

**(2) DEFINITIONS.** For the purposes of this section:

(a) "Sending agency" means any department or agency of the federal government or a state or local government, an institution of higher education or other municipal corporate agency which sends any employe thereof to another agency under this section.

(b) "Receiving agency" means any department or agency of the federal government or a state or local government, an institution of higher education or other municipal corporate agency which receives an employe of another agency under this section.

(c) "Local government" means any political subdivision, instrumentality or authority of a state or any general or special purpose agency of such a political subdivision, instrumentality or authority.

**(3) AUTHORITY TO INTERCHANGE EMPLOYEES.** Any department, agency or instrumentality of the state, or institution of higher education or any local government or other municipal corporate agency is authorized to participate in a program of interchange of employes with departments, agencies or instrumentalities of the federal government, another state or local government, an institution of higher education, other municipal corporate agencies or other agencies or instrumentalities of this state as a sending or receiving agency.

**(4) STATUS OF EMPLOYEES.** (a) Employes of a sending agency participating in an exchange of personnel as authorized in sub. (3), during such participation, are on detail to regular work assignments of the receiving agency.

(b) Employes who are on detail shall be entitled to the same salary and benefits to which they would otherwise be entitled and shall remain employes of the sending agency for all purposes, including the payment of their salaries, and their continuous service benefits except that the supervision of their duties during the period of detail may be governed by agreement between the sending agency and the receiving agency.

(c) Any employe who participates in an exchange under the terms of this section who

## SUBCHAPTER II

## CIVIL SERVICE

suffers disability or death as a result of personal injury arising out of and in the course of an exchange, or sustained in performance of duties in connection therewith, for the purposes of the worker's compensation act, is an employe of the sending agency.

(5) TRAVEL EXPENSES OF EMPLOYEES. A sending agency of the state shall not pay the travel expenses of its employes incurred in connection with their work assignments at the receiving agency.

(6) STATUS OF EMPLOYEES OF OTHER GOVERNMENTS. (a) When any department, agency or instrumentality of this state acts as a receiving agency, employes of the sending agency who are assigned under authority of this section are on detail to the receiving agency.

(b) Employes who are detailed to the receiving agency shall not by virtue of such detail be considered to be employes thereof, nor shall they be paid a salary or wage by the receiving agency during the period of their detail. The supervision of the duties of such employes during the period of detail may be governed by agreement between the sending agency and the receiving agency.

(7) TRAVEL EXPENSES OF EMPLOYEES OF OTHER GOVERNMENTS. A receiving agency of the state may, in accordance with the travel regulations of such agency, pay travel expenses of persons assigned thereto under this section during the period of such assignments on the same basis as if they were regular employes of the receiving agency.

(8) ADMINISTRATION. The secretary shall promulgate rules for the operation and implementation of this section. The rules shall prescribe the duration, terms and conditions of such interchange. Any interchange agreements negotiated under this section shall be subject to approval of the administrator of the division of personnel.

(9) SALARY REIMBURSEMENTS. (a) Any funds received by a sending agency of the state from a receiving agency as reimbursement for salary expenditures made under an employe interchange agreement shall be credited to the appropriation from which the expenditures were paid.

(b) A receiving agency of the state may, in accordance with the salary provisions of the sending agency, reimburse the sending agency for salary and fringe benefit expenditures for employes on detail to the receiving agency.

History: 1971 c. 270 ss. 63, 77; 1975 c. 147 s. 54; 1977 c. 196 s. 55.

**230.05 Powers and duties of the administrator.** (1) All powers necessary for the effective administration of the duties specified for the administrator under this subchapter are reserved to the administrator.

(2) (a) Except as provided under par. (b), the administrator may delegate, in writing, any of his or her functions set forth in this subchapter to an appointing authority, within prescribed standards if the administrator finds that the agency has personnel management capabilities to perform such functions effectively and has indicated its approval and willingness to accept such responsibility by written agreement. If the administrator determines that any agency is not performing such delegated function within prescribed standards, the administrator shall withdraw such delegated function. The administrator may order transfer to the division from the agency to which delegation was made such agency staff and other resources as necessary to perform such functions if increased staff was authorized to that agency as a consequence of such delegation or if the division reduced staff or shifted staff to new responsibilities as a result of such delegation subject to the approval of the joint committee on finance under s. 13.101. Any delegatory action taken under this subsection by any appointing authority may be appealed to the personnel commission under s. 230.44 (1) (b). The administrator shall be a party in such appeal.

(b) The administrator may not delegate any of his or her final responsibility for the monitoring and oversight of the civil service system under this subchapter.

(3) The administrator may utilize the services of technical or specialized personnel to assist in implementing and maintaining a sound personnel management program. These services may be obtained from persons within or without state service.

(4) The administrator may issue enforceable orders on all matters relating to the administration, enforcement and effect of the provisions of this subchapter the responsibility for which is specifically charged to the administrator and the rules prescribed thereunder. Any action brought against the appointing authority for failure to comply with the order of the administrator shall be brought and served within 60 days after the date on which the administrator's order was issued. Such orders may be appealed to the commission under s. 230.44 (1) (a).

(5) The administrator shall promulgate rules for the effective operation of the provisions of this subchapter, the responsibility for which is specifically charged to the administrator. Such rules, except for emergency rules, shall be subject to approval by the board. Notice of the contents of such rules and any modifications thereof shall be given to appointing authorities affected thereby, and such rules and modifications shall also be printed for public distribution.

(6) The administrator may seek the prior advice and counsel of agency heads in the formulation of policies and procedures under this subchapter, including, but not limited to, recruitment, examination, selection, classification and rule changes.

(7) The administrator shall use techniques and procedures designed to certify eligible applicants to any vacant permanent position within 45 days after the filing of an appropriate request by an appointing authority.

**History:** 1971 c. 125, 270; 1977 c. 196 ss. 26, 105, 130 (5); 1977 c. 273.

### 230.06 Powers and duties of appointing authorities. (1) An appointing authority shall:

(a) Conform to, comply with, and aid in all proper ways in carrying into effect this subchapter and the rules prescribed thereunder.

(b) Appoint persons to or remove persons from the classified service, discipline employees, designate their titles, assign their duties and fix their compensation, all subject to this subchapter and the rules prescribed thereunder.

(c) Provide the administrator with current information relative to the assignment of duties to permanent classified positions in his or her agency.

(d) Report promptly to the administrator such information as the administrator requires in connection with any delegated personnel function and with each appointment, promotion, demotion, suspension or separation from the service or other change in employe status.

(e) When requested by the secretary or the administrator, provide reports on employe work performance and any other records or information the secretary or administrator requires to carry out this subchapter.

(f) Provide the administrator with the civil service information required under s. 16.004 (7).

(2) An appointing authority may delegate in writing part or all of his or her power of appointment, including discipline and removal.

(3) All reports and records submitted under sub. (1) shall be prepared and presented at such

times and in such manner as the secretary or administrator prescribes.

**History:** 1971 c. 270; 1973 c. 333; 1977 c. 196 ss. 28, 106, 130 (5).

### 230.07 Duties of personnel board. (1)

The board shall:

(a) Adopt rules necessary to carry out this section. Notice of the contents of such rules and amendments thereto shall be given promptly to appointing authorities affected thereby.

(b) Participate in public hearings held by the administrator in the rule-making process.

(c) Review and approve proposed rules and amendments to rules of the administrator. All such rules and amendments, upon approval by the board, shall be submitted to the governor subject to approval before taking effect, but if the governor does not disapprove within 10 days after receipt thereof, such rules and amendments shall become effective as though approved.

(d) Keep minutes of its own proceedings and other official actions. All such records shall, subject to reasonable regulations, be open to public inspection.

(3) Any matter to be investigated or required to be heard by the board may be assigned to one or more members of the board by the chairman for investigation or hearing and shall be reported to the full board for determination. Hearings shall be conducted in accordance with the rules of practice and procedure prescribed by the board. Each member of the board may administer oaths and take testimony. The board may examine such public records as it requires in relation to any matter which it has authority to investigate. All state officers and employes shall attend and testify when requested to do so by the board.

(4) The board may make investigations and hold hearings on its own motion or at the request of interested persons and issue recommendations concerning all matters touching the enforcement and effect of this subchapter and rules prescribed thereunder. If the results of an investigation disclose that the administrator, appointing authority or any other person acted illegally or to circumvent the intent and spirit of the law the board may issue an enforceable order to remand the action to the administrator or appointing authority for appropriate action within the law. Any action brought against the administrator or appointing authority for failure to comply with the order of the board shall be brought and served within 60 days after the date of the board's findings.

(5) Any person who appears before the board by order shall receive the fees and mileage provided for witnesses in civil actions in courts of

record for attendance, which shall be audited and paid upon presentation of proper vouchers; but no witnesses subpoenaed at the insistence of parties other than the board shall be entitled to compensation from the state for attendance or travel, unless the board certifies that their testimony was relevant and material to the matter investigated.

(6) The board may act in an advisory capacity to the administrator.

(7) The board shall participate in the hiring and evaluation of the administrator under s. 15.173.

History: 1971 c. 270; 1975 c. 200; 1977 c. 196 ss. 29, 107, 130 (5); 1977 c. 273.

The board is required to make findings of fact which it believes are proven to a reasonable certainty, by the greater weight of the credible evidence. On appeal, the court is to apply the substantial evidence test. *Berkan v. Personnel Bd.* 61 W (2d) 644, 213 NW (2d) 354.

### 230.08 Classification of civil service. (1)

CLASSES. The civil service is divided into the unclassified service and the classified service.

(2) UNCLASSIFIED SERVICE. The unclassified service comprises positions held by:

(a) All state officers elected by the people.

(b) All officers and employes appointed by the governor whether subject to confirmation or not, unless otherwise provided.

(c) The director, associate director, assistant director, librarian of the historical society library, state archivist and director of research of the historical society; and, with the approval of the board of curators and the administrator, such number of specialists as are required by the society for specific research, writing, collecting or editing projects which for a limited period of time not to exceed 2 years, renewable at the discretion of the board of curators and the administrator for an additional 2-year period, require persons with particular training or experience in a specialized phase or field of history, historical research, writing, collecting or editing, and any persons whose entire salary is paid from funds reappropriated to the society by s. 20.245 (1) (g) where competitive examination is impractical.

(d) All faculty and academic staff, as defined in s. 36.05 (1) and (8), in the university of Wisconsin system.

(e) Division administrators under sub. (4) and all other officers and employes of the state whose positions are expressly excluded from the classified service by statute or whose positions cannot be placed under the classified service because of the restrictions placed on them by statute.

(f) All legislative officers and, in addition, such policy research personnel, assistants to legislative leaders, and research staff assigned to

legislative committees and party caucuses as each house of the legislature by resolution approves.

(fe) The state auditor, deputy state auditor and legislative audit directors.

(fm) The director and personnel of the legislative fiscal bureau.

(g) One deputy or assistant and one stenographer of each elective constitutional officer.

(h) The clerks and other assistants and employes and justices of the supreme court.

(i) The judges, clerks and other assistants and employes of the court of appeals.

(j) Boys and girls employed in the youth camps created under s. 23.09 (23).

(k) Persons employed by the university of Wisconsin system whose employment is a necessary part of their training, student assistants or student hourly help as provided under s. 36.05 (6).

(L) One deputy of the head of any of the following agencies:

1. Office of commissioner of banking, created under s. 15.55.

2. Educational communications board, created under s. 15.57.

3. Office of commissioner of credit unions, created under s. 15.59.

4. Higher educational aids board, created under s. 15.67.

5. Office of commissioner of insurance, created under s. 15.73.

6. Office of commissioner of savings and loan, created under s. 15.82.

7. Office of commissioner of securities, created under s. 15.85.

(m) One executive assistant of the commission chairperson of each of the following agencies:

1. Labor and industry review commission, created under s. 15.225.

2. Employment relations commission, created under s. 15.58.

3. Public service commission, created under s. 15.79.

(n) Court reporters employed by the circuit court.

(3) CLASSIFIED SERVICE. (a) The classified service comprises all positions not included in the unclassified service.

(b) Employes holding permanent or sessional classified service positions in the legislative branch shall have the same legal status as employes holding permanent classified service positions in the administrative branch.

(d) Positions in the classified service shall be designated by the administrator as permanent, seasonal, sessional, project or limited term.

(e) School-year positions in the classified service shall be designated as permanent positions.

**(4) DIVISION ADMINISTRATORS.** (a) In this subsection, "secretary" includes the attorney general and the state superintendent of public instruction. The unclassified service shall include the division administrator positions in pay range 18 or above in schedule 1 or a comparable level in the compensation plan for the classified service, or one of the 10 executive salary groups under s. 20.923 (4) in any agency in which on January 1, 1978, the administrative head is a secretary. In the department of employment relations there shall be 2 unclassified division administrator positions in addition to the unclassified position of administrator of personnel. The maximum number of unclassified division administrator positions in any agency shall be the total number of classified and unclassified division administrator positions at the level specified in this paragraph which exist on January 1, 1978, in the agency, except that the following positions shall not be counted in the total and shall be in the classified service:

1. The administrator of any division in the department of revenue which functions primarily in the area of income, sales and excise tax administration.

2. The administrator of any division in the department of employe trust funds.

3. The administrator of any division in the department of justice which functions primarily in the area of criminal investigations.

4. The administrator of any division in the department of veterans affairs responsible for supervision of the Wisconsin veterans home at King.

(b) No unclassified position in addition to a position created under par. (a) may be created without the approval of the legislature.

**(7) EXCEPTIONAL EMPLOYMENT SITUATIONS.** The administrator shall provide, by rule, for exceptional methods and kinds of employment to meet the needs of the service during periods of disaster or national emergency, and for other exceptional employment situations such as to employ the mentally handicapped, the physically handicapped and the disadvantaged.

**(8) AUDITING OF PAYROLLS.** The administrator shall audit the payrolls of the classified and unclassified service, as necessary, to carry out this subchapter.

**History:** 1971 c. 40, 270; 1973 c. 333, 335; 1977 c. 29, 187; 1977 c. 196 ss. 34, 108, 130 (5); 1977 c. 272, 418, 449.

Administrative agency may not issue rule that is not expressly or impliedly authorized by statute. Limiting eligibility lists of applicants for civil service positions on the basis of race or sex is not authorized by (7). *State v. DILHR*, 77 W (2d) 126, 252 NW (2d) 353.

**230.09 Classification. (1)** The administrator shall ascertain and record the duties, responsibilities and authorities of, and establish grade levels and classifications for, all positions in the classified service subject to the approval of the board. He or she shall use job evaluation methods which in his or her judgment are appropriate to the class or occupational groups. Each classification so established shall include all positions which are comparable with respect to authority, responsibility and nature of work required. Each classification shall be established to include as many positions as are reasonable and practicable. In addition, each class shall:

(b) Be designated by the same official generic title. The official titles of classes so established shall be used in all reports and payrolls and in all estimates requesting the appropriation of money to pay employes.

(c) Be so constituted that the same evaluated grade level within a pay schedule can be applied to all positions in the class under similar working conditions.

(d) Where practical, be included in a series to provide probable lines of progression.

**(2)** (a) After consultation with the appointing authorities, the administrator shall allocate each position in the classified service to an appropriate class on the basis of its duties, authority, responsibilities or other factors recognized in the job evaluation process. The administrator may reclassify or reallocate positions on the same basis.

(am) The administrator shall maintain and improve the classification plan to meet the needs of the service, using methods and techniques which may include personnel management surveys, individual position reviews, occupational group classification surveys, or other appropriate methods of position review. Such reviews may be initiated by the administrator after taking into consideration the recommendations of the appointing authority, or at his or her own discretion. The administrator shall establish, modify or abolish classifications as the needs of the service require, and subject to the approval of the board.

(b) To accommodate and effectuate the continuing changes in the classification plan as a result of the classification survey program and otherwise, the administrator with approval of the board shall, upon initial establishment of a classification, assign that class to the appropriate pay rate or range, and upon subsequent review, the administrator with approval of the board may reassign classes to different pay rates or ranges. The administrator shall apply the principle of equal pay for work of equivalent

skills and responsibilities when assigning a classification to a pay range. The administrator shall give notice to appointing authorities and the personnel board in order that they may make recommendations prior to final action being taken on any such assignment or reassignment of classes.

(c) If anticipated changes in program or organization will significantly affect the assignment of duties or responsibilities to positions, the appointing authority shall, whenever practicable, confer with the administrator within a reasonable time prior to the reorganization or changes in program to formulate methods to fill positions which are newly established or modified to the extent that reclassification of the position is appropriate. In all cases, appointing authorities shall give written notice to the administrator and employe of changes in the assignment of duties or responsibilities to a position when the changes in assignment may affect the classification of the position.

(d) If after review of a filled position the administrator reclassifies or reallocates the position, the administrator shall determine whether the incumbent shall be regraded or whether the position shall be opened to other applicants.

(e) If an appointing authority appoints a person to a position at an approved grade level lower than that recognized for the position, the person in the position may be regraded, only upon recommendation of the appointing authority, subject to the statutes, classification plan and rules prescribed under this subchapter.

(f) If a position in the classified service is reclassified or reallocated, or if a position is allocated from the unclassified service to a classification in the classified service having a lower pay rate or pay range maximum than the incumbent's current basic pay rate, the pay rate of the incumbent shall be adjusted under the rules prescribed under this subchapter.

(g) When filling a new or vacant position, if the administrator determines that the classification for a position is different than that provided for by the legislature as established by law or in budget determinations, or as authorized by the joint committee on finance acting under s. 13.101 or as otherwise provided by law, or as specified by the governor acting under s. 16.54 or creating positions funded under s. 20.001 (2) (b) or (c), or is different than that of the previous incumbent, the administrator shall withhold action on the selection and certification process and notify the secretary of administration. The secretary of administration shall review the position to determine that sufficient funds exist for the position and that the duties and responsibilities of the proposed position reflect the intent of the legislature as established

by law or in budget determinations, or the intent of the joint committee on finance acting under s. 13.101 or as otherwise provided by law, or the intent of the governor acting under s. 16.54 or creating positions funded under s. 20.001 (2) (b) or (c). The administrator may not proceed with the selection and certification process until the secretary of administration has authorized the position to be filled.

(3) The administrator shall establish separate classifications for career executive positions under s. 230.24 and rules governing the salary administration of positions in such classifications.

History: 1971 c. 270 ss. 16, 26; 1977 c. 196 ss. 32, 109, 130 (5); 1977 c. 272, 273, 418.

**230.10 Compensation plan coverage. (1)**

Except as provided under sub. (2), the compensation plan provisions of s. 230.12 apply to all employes of the classified service, unless they are covered by a collective bargaining agreement under subch. V of ch. 111.

(2) The compensation plan in effect at the time that a representative is certified for a collective bargaining unit shall constitute the compensation plan for employes in the certified bargaining unit until a collective bargaining agreement becomes effective for that unit. If a collective bargaining agreement expires prior to the effective date of a subsequent agreement, and a representative continues to be certified to represent employes in that collective bargaining unit, the wage rates of the employes in such a certified bargaining unit shall be frozen until a subsequent agreement becomes effective, and employes in such a certified bargaining unit shall not be covered by the compensation plan under s. 230.12.

History: 1971 c. 270; 1977 c. 44; 1977 c. 196 ss. 35, 131; 1977 c. 272 s. 98.

**230.12 Compensation. (1) COMPENSATION PLAN.**

(a) *General provision.* The compensation plan is the listing of the dollar values of the pay rates and ranges and the within range pay steps of the separate pay schedules to which the classes and grade levels for positions in the classified service established under the classification plan are assigned. In addition, the compensation plan may, when applicable, include provisions for supplemental pay and pay adjustments, and other provisions required to implement the plan or amendments thereto. Provisions for administration of the compensation plan and salary transactions shall be provided in either the rules of the administrator or the compensation plan.

(b) *Separate schedules.* The several separate pay schedules may incorporate different pay

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structures and wage and salary administration features. Each schedule shall provide for pay ranges or pay rates and applicable methods and frequency of within range pay adjustments based on such considerations as competitive practice, appropriate principles and techniques of wage and salary administration and determination and the needs of the service. Not limited by enumeration, such considerations for establishment of pay rates and ranges and applicable within range pay adjustments may include provisions prevalent in schedules used in other public and private employment, professional or advanced training, recognized expertise, or any other criteria which assures state employee compensation is set on an equitable basis.

(bf) *Legislative action.* Provisions of the compensation plan that the joint committee on employment relations approves which require legislative action for implementation, such as changes in fringe benefits and any proposed amendments, deletions or additions to existing law, shall be introduced by the committee in companion bills, to be put on the calendar. Such bills shall not be subject to ss. 13.10 (1), 13.50 (6) (a) and (b) and 16.47 (2). The committee may, however, submit suitable portions of the bills to appropriate legislative committees for advisory recommendations on the proposed changes. The committee shall accompany the introduction of such proposed legislation with a message that informs the legislature of the committee's concurrence with the matters under consideration and which recommends the passage of such legislation without change. It is the intent of the legislature to make this process consistent with that set forth under s. 111.92.

(c) *Supplementary compensation.* 1. When applicable, the compensation plan may provide for pay supplements to reflect those circumstances not reflected by the basic pay rates or ranges as established in the compensation plan. Such pay supplements shall not be considered as part of an employee's basic pay.

2. The secretary may establish a plan of extra compensation for work performed during selected hours at an hourly rate or rates subject to approval of the joint committee on employment relations. Eligibility for such extra compensation shall be as provided in the rules of the secretary.

3. Meals furnished an employee by the employing state agency, while the employee is required by the agency to take meals in the performance of assigned duties or responsibilities, shall be furnished without charge to the employee or deduction from the employee's salary.

(d) *Uniforms and safety equipment.* The secretary, with approval of the joint committee on employment relations, may establish a schedule

of payments to employees for uniforms or protective clothing and equipment required to perform their duties.

(e) *Maintenance provisions.* The compensation plan shall also include the approved schedule of allowable charges for the deductions from the pay of employees who are furnished meals, wholesale provisions and other maintenance provisions. Where allowances such as laundry or meals are provided any classified employee or an employee and his or her family, and such allowance in kind is included as a part of the compensation, the appointing authority or department head in addition shall pay in cash the value of the food during the vacation period or noncumulative leave of absence, if not so utilized, to such an employee.

(3) COMPENSATION PLAN; ESTABLISHMENT AND REVISION. (a) *Submission to the joint committee on employment relations.* The secretary shall submit to the joint committee on employment relations a proposal for any required changes in the compensation plan which may include across the board pay adjustments for positions in the classified service. The proposal shall include the amounts and methods for within range pay progression, for pay transactions, and for performance awards. The proposal shall be based upon experience in recruiting for the service, data collected as to rates of pay for comparable work in other public services and in commercial and industrial establishments, recommendations of agencies and any special studies carried on as to the need for any changes in the compensation plan to cover each year of the biennium. The proposal shall also take proper account of prevailing pay rates, costs and standards of living and the state's employment policies.

(ad) *Timing of proposed changes.* Notwithstanding any other statute, the secretary may delay timing for announcement of any recommended changes in the compensation plan under this section until after some or all of the collective bargaining agreements under subch. V of ch. 111 for that biennium are negotiated. Any such action taken under this paragraph is not appealable under s. 230.44.

(b) *Public hearing on the proposal; adoption of plan.* The secretary shall submit the proposal for any required changes in the compensation plan to the joint committee on employment relations. The committee shall hold a public hearing on the proposal. The proposal, as may be modified by the joint committee on employment relations together with the unchanged provisions of the current compensation plan, shall, for the ensuing fiscal year or until a new or modified plan is adopted under this subsection,

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constitute the state's compensation plan for positions in the classified service. Any modification of the secretary's proposed changes in the compensation plan by the joint committee on employment relations may be disapproved by the governor within 10 calendar days. A vote of 6 members of the joint committee on employment relations is required to set aside any such disapproval of the governor.

(c) *Interim adjustments.* Subject to pars. (a) and (b), the secretary may propose amendments to one or more parts of the compensation plan at such times as the needs of the service require.

(d) *Legislative employees.* This subsection shall not apply to employes of the legislature under s. 13.20 (2).

(e) *University of Wisconsin system faculty and academic staff employees.* The secretary, after receiving recommendations from the board of regents, shall submit to the joint committee on employment relations a proposal for adjusting compensation and employe benefits for employes under ss. 20.923 (5) and (6) (m) and 230.08 (2) (d). The proposal for such pay adjustments may contain recommendations for across-the-board pay adjustments, merit or other adjustments and employe benefit improvements. Paragraph (b) and sub. (1) (bf) shall apply to the process for approval of all pay adjustments for employes under ss. 20.923 (5) and (6) (m) and 230.08 (2) (d). The proposal as approved by the joint committee on employment relations and the governor shall be based upon a percentage of the budgeted salary base for employes under ss. 20.923 (5) and (6) (m) and 230.08 (2) (d) to be appropriated under s. 20.865 (1) (ci) and (d). The amount included in the proposal for merit and adjustments other than across-the-board pay adjustments shall be available for discretionary use by the board of regents.

(4) **COMPENSATION PLAN IMPLEMENTATION PROVISIONS.** (a) When an approved compensation plan or an amendment thereto becomes effective, required individual pay adjustments shall be made in accordance with determinations made by the administrator to implement the approved plan.

(b) The administrator may, without prior approval of the joint committee on employment relations, grant an across the board adjustment, or appropriate portion thereof, previously approved by the committee under this section to employes who did not receive the adjustment on the effective date of the plan. "Employes" as used in this paragraph means those employes who are removed from a collective bargaining unit represented by a certified representative as the result of an approved transaction after the

effective date of the administrator's plan but prior to the effective date of any general adjustments provided under the bargaining unit agreement. No such across the board increase may become effective prior to the effective date of the individual employe transaction. In like manner an appointing authority may grant within range pay adjustments to similarly affected employes, subject to sub. (5) and applicable funding limitations.

(5) **WITHIN RANGE PAY ADJUSTMENTS.** (a) *Pay advancement techniques, application.* The varying circumstances and needs of the widely diverse occupational groups of state service must be recognized and met through several methods of systematic pay advancement. To this end the compensation program shall contain either individual or combinations of pay advancement techniques, and the pay schedules therein may contain provisions for a variety of methods of within range progression, including, but not limited to discretionary performance awards, equity adjustments, "time in grade" adjustments, and other appropriate within range adjustments as may be provided in the compensation schedule.

(b) *Date.* Any authorized pay adjustments under this section shall be awarded by each appointing authority for the agency subject to par. (d) on the date or dates in the approved plan.

(c) *Increase limits.* Unless otherwise defined in the pay schedule the total amount for all such within range increases shall not exceed the amount for such increases specified and approved by the joint committee on employment relations in its action on the secretary's proposal for such increases.

(d) *Individual increase limit.* No appointing authority shall award an employe cumulative performance award increases or other types of cumulative within range pay adjustments exceeding a total of 10% of the employe's base pay during a fiscal year.

(6) **ADDITIONAL HOURS OF WORK PROVISIONS.** Provisions relating to compensation for hours of work in addition to the standard basis of employment under s. 230.35 (5) (a) shall be provided for in the rules of the secretary. Employes shall be compensated in cash or time off for additional hours of work at the rate of one and one-half times the regular rate, except for employes in positions specifically exempted by the rules of the secretary.

(7) **EXCEPTIONAL PERFORMANCE AWARDS.** Consistent with applicable provisions of sub. (5) it is the declared public policy that pay awards to employes in the classified service shall be granted consistent with sound personnel

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practice to recognize exceptional performance. Such exceptional performance awards shall be noncumulative and awarded to employees in accordance with eligibility determinations of the secretary consistent with the provisions of the approved compensation plan and the schedules contained therein. Funding for such exceptional performance awards shall be derived from any unspent moneys under sub. (5) and from the within range awards granted to an employe during the current fiscal year under sub. (5) who terminates with the agency. Exceptional performance awards shall be made on a lump sum basis, within the limits approved for such awards and shall not be considered part of an employe's basic pay.

**(7m) PAY ADJUSTMENT FILING REQUIREMENTS.** Except as provided in sub. (7), in the rules of the secretary, and in the compensation plan, pay increases shall be made only on the dates prescribed under sub. (8). Appointing authorities shall at such times each year as specified by the secretary file with the secretary and with the department of administration a list of employes showing their then existing pay rates and their proposed new pay rates.

**(8) EFFECTIVE DATE OF COMPENSATION ADJUSTMENTS.** Except as provided in s. 20.923 (3), all compensation adjustments for state employes shall be effective on the beginning date of the pay period nearest the statutory or administrative date.

*History:* 1971 c. 55, 125, 215; 1971 c. 270 ss. 20, 27, 28, 30 to 32; 1971 c. 336; 1973 c. 12, 51, 90; 1975 c. 28, 39, 199, 224; 1977 c. 29, 44; 1977 c. 196 ss. 36, 130 (3), (5), (11), 131; 1977 c. 272, 418, 449.

**230.13 Closed records.** The secretary and the administrator may keep records of the following personnel matters closed to the public:

- (1) Evaluations of applicants.
- (2) Names of applicants other than those certified for employment.
- (3) Dismissals.
- (4) Demotions.
- (5) Disciplinary actions.
- (6) Pay survey data obtained from identifiable nonpublic employes.
- (7) Names of nonpublic employers contributing pay survey data.

*History:* 1971 c. 270; 1977 c. 196 s. 37.

**230.14 Recruitment.** (1) Recruitment for classified positions shall be an active continuous process conducted in a manner that assures a diverse, highly qualified group of applicants; shall be conducted, except as provided under sub. (2), on the broadest possible base consistent with sound personnel management practices; and shall contribute to the achievement of

a balanced work force. Due consideration shall be given to the provisions of s. 230.19.

(2) The administrator may recruit outside of this state only if the administrator determines that there is a critical shortage in this state of persons possessing the skills or qualifications required for the position.

(3m) In advertising openings in the classified civil service, the state may not require as a condition of application that an applicant be a college graduate unless the opening must be filled by an incumbent holding a license or registration in an occupation regulated by law and college graduation is required to obtain the occupational license or registration.

*History:* 1977 c. 196.

**230.145 Notice of vacancy.** If it is possible that a vacant position will be filled with a person from within the civil service, every announcement of the vacancy shall clearly state such possibility.

*History:* 1977 c. 196.

**230.15 Appointments, promotions, changes in classified service.** (1) Appointments to, and promotions in the classified service, shall be made only according to merit and fitness, which shall be ascertained so far as practicable by competitive examination. When the state becomes responsible for a function previously administered by another governmental agency, a quasi-public, or a private enterprise, or when positions in the unclassified service, excluding employes of the legislature, are determined to be more appropriately included in the classified service, the director shall determine appropriate eligibility, pay, employe benefits and status identified in ss. 230.28 and 230.35.

(2) If a vacancy occurs in a position in the classified service when peculiar and exceptional qualifications of a scientific, professional, or educational character are required, and if presented with satisfactory evidence that for specified reasons competition in such special cases is impracticable, and that the position can best be filled by the selection of some designated person of high and recognized attainments in such qualities, the administrator may waive competition requirements unless the vacancy is to be filled by promotion. Any actions taken under this subsection shall be reported to the board.

(3) No person shall be appointed, transferred, removed, reinstated, restored, promoted

or reduced in the classified service in any manner or by any means, except as provided in this subchapter.

History: 1971 c. 270 ss. 23, 46; 1973 c. 90; 1977 c. 196 ss. 39, 131.

### 230.16 Applications and examinations.

(1) (a) The administrator shall require persons applying for admission to any examination under this subchapter or under the rules of the administrator to file an application with the division a reasonable time prior to the proposed examination.

(am) The administrator may require in connection with the application such supplementary work history, educational transcripts, statements of physicians or others having knowledge of the applicant, as needed for qualification evaluations.

(b) The division shall furnish application forms without charge to all persons requesting them.

(2) Competitive examinations shall be free and open to all applicants who are residents of this state and who have fulfilled the preliminary requirements stated in the examination announcement. To assure that all state residents have a fair opportunity to compete, examinations shall be held at such times and places as, in the judgment of the administrator, most nearly meet the convenience of applicants and needs of the service. If a critical need for employees in specific classifications or positions exists, the administrator may open competitive examinations to residents of other states.

(3) The administrator may appoint boards of examiners of at least 2 persons for the purpose of conducting oral examinations as a part of the examination procedure for certain positions. All board members shall be well-qualified and impartial and at least 1 shall be from outside of the civil service. All questions asked and answers made in any examination of applicants shall be recorded and made a part of the records of the applicants.

(4) All examinations, including minimum training and experience requirements, for positions in the classified service shall be job-related in compliance with appropriate validation standards and shall be subject to the approval of the administrator. All relevant experience, whether paid or unpaid, shall satisfy experience requirements.

(5) In the interest of sound personnel management, consideration of applicants and service to agencies, the administrator may set a standard for proceeding to subsequent steps in an examination, provided that all applicants are fairly treated and due notice has been given. The standard may be at or above the passing

point set by the administrator for any portion of the examination. The administrator shall utilize appropriate scientific techniques and procedures in administering the selection process, in rating the results of examinations and in determining the relative ratings of the competitors.

(6) If any applicant is unable to complete the examination in the form presented to the applicant due to a handicap, the division shall provide a reader, an appropriate place to take the examination or other similar prerequisites to ensure equality of opportunity in the examination.

(7) A preference shall be given to any qualifying veteran who gains eligibility on any competitive employment register and who does not currently hold a permanent appointment or have mandatory restoration rights to a permanent appointment to any position. A preference means that if a veteran gains eligibility on any competitive employment register and does not currently hold a permanent appointment or have mandatory restoration rights to a permanent appointment to any position, 5 points shall be added to his or her grade. If a veteran has a disability which is directly traceable to war service, the veteran shall be accorded a total of 10 points. "Veteran" as used in this subsection means any person who served on active duty under honorable conditions in the U.S. armed forces who was entitled to receive either the armed forces expeditionary medal, established by executive order 10977 on December 4, 1961, or the Viet Nam service medal established by executive order 11231 on July 8, 1965, or for at least one day during a war period, as defined in s. 45.35 (5) (a) to (g) or under section 1 of executive order 10957 dated August 10, 1961. This subsection applies to the award of credit to veterans under ss. 62.13 (4) (d), 63.05 (2), 63.37 and 66.19 (1).

(8) The administrator may designate persons in or out of the official service of the state or of any municipality or county who shall, if in the service, with the consent of the head of the state or local agency or office in which such person serves, act as local examiner. Such persons in the performance of such duties as the administrator orders, shall be under the direct and sole control of the administrator; and their duties shall be considered part of the duties of the offices in which they are serving, and time shall be allowed therefor during office hours.

(9) The officials in control of municipal and county buildings, upon requisition by the director, shall furnish adequate rooms and building services for the administration of examinations.

(10) Every precaution shall be taken to prevent any unauthorized person from gaining any knowledge of the nature or content of the

examinations that is not available to every applicant.

**(11)** Records of examinations, including a transcript or recorded tape of oral examinations, given under this subchapter shall be retained for at least one year. Inspection of such records shall be regulated by rules of the administrator.

**History:** 1971 c. 270 ss. 12, 24, 35 to 37; 1977 c. 196 ss. 40, 111, 130 (5), (6); 1977 c. 272.

**230.17 Applicants and eligibles may be barred; bonds may be required. (1)** The administrator shall provide by rule, the conditions, not otherwise provided by law, under which an applicant may be refused examination or reexamination, or an eligible refused certification. These conditions shall be based on sufficient reason and shall reflect sound technical personnel management practices and those standards of conduct, deportment and character necessary and demanded to the orderly, efficient and just operation of the state service.

**(2)** If the administrator refuses to examine an applicant, or after an examination to certify an eligible, as provided in this section, the administrator, if requested by the applicant so rejected within 10 days of the date of receipt of the notice of rejection, shall give the applicant a full and explicit statement of the exact cause of such refusal to examine or to certify. Applicants may appeal to the commission the decision of the administrator to refuse to examine or certify under s. 230.44 (1) (a). Upon request of an applicant or an eligible for a civil service position who has a handicap, the department of health and social services shall obtain from the administrator a detailed description of all duties entailed by such position and shall determine and report its findings to the administrator, as to the ability of the applicant, or eligible, to perform the duties of such position. Such findings shall be conclusive as to the qualifications of any applicant, or eligible, so examined.

**(3)** When any position to be filled involves fiduciary responsibility, the appointing authority, where otherwise permitted by law, may require the appointee to furnish bond or other security, and shall notify the administrator of the amount and other details thereof. Any surety company authorized to do business in this state shall be a sufficient security on any such bond.

**History:** 1971 c. 270; 1977 c. 196 s. 42, 130 (5).

**230.18 Political or religious affiliations; no discrimination.** No question in any form of application or in any examination may be so framed as to elicit information concerning the partisan political or religious opinions or affiliations of any applicant nor may any inquiry be

made concerning such opinions or affiliations and all disclosures thereof shall be discounted except that the administrator may evaluate the competence and impartiality of applicants for positions such as clinical chaplain in a state institutional program. No discriminations may be exercised in the recruitment, application, examination or hiring process against or in favor of any person because of the person's political or religious opinions or affiliations or because of age, sex, handicap, race, color, national origin or ancestry except as otherwise provided.

**History:** 1971 c. 270; 1977 c. 196 s. 43.

**230.19 Promotion. (1)** The administrator shall provide employes with reasonable opportunities for career advancement, within a classified service structure designed to achieve and maintain a highly competent, balanced work force.

**(2)** If, in the judgment of the administrator, the group of applicants best able to meet the requirements for vacancies in positions in the classified service are available within the classified service, the vacancies shall be filled by competition limited to persons in the classified service who are not employed under s. 230.26 or 230.27 unless it is necessary to go outside the classified service to create a balanced work force as defined in s. 230.03 (4m) in a classified civil service classification within an agency.

**History:** 1971 c. 270 s. 50; 1977 c. 196 ss. 44, 112.

**230.20 Recommendations. (1)** Selection of classified state employes shall be based solely on merit and no employment recommendation shall be based on political or religious affiliations or on membership in associations not primarily related to merit in employment.

**(2)** An appointing authority may consider only those recommendations which he or she believes provide an objective evaluation of an applicant's character, training, experience, skills or abilities as they relate to the requirements for the position.

**(3)** Applicants for promotion shall not solicit recommendations from any source.

**History:** 1971 c. 270; 1977 c. 196 s. 45; 1977 c. 273.

**230.21 Unskilled labor and critical recruitment selection. (1)** The administrator may, to meet the needs of the service, establish separate recruitment, examination and certification procedures for filling positions in unskilled labor and service classes.

**(2)** The administrator may designate classifications in which applicants are in critically short supply and may develop such recruitment, examination and certification processes as will

provide agencies with prompt certification when qualified applicants can be found, provided that due notice has been given and proper competitive standards have been maintained.

History: 1971 c. 270; 1977 c. 196 ss. 45, 130 (3), (5).

**230.215 Part-time employment and flexible-time schedules. (1) DECLARATION OF POLICY.** The legislature finds and declares:

(a) That employment practices which provide flexibility in scheduling hours of work often result in increased worker productivity, reduced absenteeism, improved employe morale and a more economical and efficient use of energy, highways and other transit systems.

(b) That traditional full-time work patterns fail to meet the needs of many potentially productive citizens who, due to age, health or family circumstances, are effectively prevented from engaging in full-time employment.

(c) That a greater number of permanent part-time employment opportunities are necessary to allow citizens a higher level of participation in the work force and to permit a greater utilization of the skills, talents and abilities of all citizens who want to work.

(d) That it is the intent of the legislature that all agencies of state government participate in developing and creating flexible-time work schedules, additional permanent part-time positions and other alternative work patterns in order to maximize, in a manner consistent with the needs of state service, the employment options available to existing and potential state employes.

(e) That it is the intent of the legislature that all agencies of state government make available permanent part-time employment opportunities in classified positions.

**(2) FLEXIBLE-TIME EMPLOYMENT SCHEDULING.** In this subsection "flexible-time schedule" means a work schedule which includes required days or hours during which an employe subject to the work schedule must be present for work and designated hours during which the employe, with the approval of his or her supervisor, may elect a time of arrival to and departure from work. Every agency shall develop a plan for the establishment of employe flexible-time schedule experiments. The plan shall attempt to maximize efficiency of agency operations, the level of services to the public, energy conservation and employe productivity and shall consider traffic congestion, transit facilities and other relevant factors.

**(3) PART-TIME EMPLOYMENT.** (a) An agency may, with the approval of the secretary and with the approval of the secretary of administration under s. 16.50, restructure budgeted permanent positions as such positions become

vacant or if an employe voluntarily requests a job-sharing or permanent part-time employment opportunity. No employe occupying a full-time permanent position may be involuntarily terminated, demoted, transferred or reassigned in order to restructure that position for permanent part-time employment and no such employe may be required to accept a permanent part-time position as a condition of continued employment.

(b) If the secretary, upon review of the report submitted under sub. (4), determines that an agency's past or proposed actions relating to permanent part-time employment opportunities do not adequately reflect the policy under sub. (1) (e), the secretary may recommend procedures designed to enable the agency to effect such policy.

**(4) REPORTS.** Each agency, in complying with s. 15.04 (4), shall include a report on the progress or failure of the plans of such agency in achieving the policies stated under sub. (1) and shall submit a copy of such report to the secretary.

**(5) NONAPPLICATION.** Section 230.35 (5) does not apply to employes subject to part-time employment and employe flexible-time scheduling under this section.

History: 1977 c. 196

**230.22 Entry professional selection. (1)**

The administrator may establish by rule an entry professional class program for use in a wide range of entry professional positions.

**(2)** In connection with this program the administrator may establish separate classifications and corresponding pay provisions to provide state departments an entry professional program, through which they can compete on campuses and in the labor market for the best available applicants.

**(3)** Examination and certification under the program created under this section shall be consistent with other provisions of this subchapter.

**(4)** The administrator may provide for cooperative programs leading to eligibility for permanent appointment in order to enable state departments and institutions of higher education to attract and train the highest caliber of undergraduate or graduate students for government employment.

History: 1971 c. 270; 1977 c. 196 ss. 46, 113, 130 (5).

**230.24 Career executive selection. (1)**

The administrator may by rule develop a career executive program that emphasizes excellence in administrative skills in order to provide agencies with a pool of highly qualified executive

candidates, to provide outstanding administrative employes a broad opportunity for career advancement and to provide for the mobility of such employes among the agencies and units of state government for the most advantageous use of their managerial and administrative skills. To accomplish the purpose of this program, the administrator may provide policies and standards for recruitment, examination, probation, employment register control, certification, classification, salary administration, transfer, promotion and reemployment separate from procedures established for other employment. The administrator shall determine the positions which may be filled from career executive employment registers.

(2) A vacancy in a career executive position may be filled through an open competitive examination, a competitive promotional examination or by restricting competition to employes in career executive positions in order to achieve and maintain a highly competent, balanced work force in career executive positions. The appointing authority shall consider the guidelines under s. 230.19 when deciding how to fill a vacancy under this paragraph.

History: 1971 c. 270; 1977 c. 196 ss. 49, 114, 130 (3), (5).

### 230.25 Certification, appointments and registers.

(1) Appointing authorities shall give written notice to the administrator of any vacancy to be filled in any position in the classified service. The administrator shall certify, under this subchapter and the rules of the administrator, from the register of eligibles appropriate for the kind and type of employment, the grade and class in which the position is classified, the 5 names at the head thereof if the register of eligibles is less than 50. If the register is more than 50, the top 10%, with any fraction rounded to the next whole number, up to a maximum of 10 names, shall be certified. Up to 2 persons considered for appointment 3 times and not selected may be removed from the register for each 3 appointments made. Certification under this subsection shall be made before granting any preference under s. 230.16 (7).

(1m) After certifying names under sub. (1), additional names shall be certified in rank order of those who with the combination of veterans preference points awarded under s. 230.16 (7) and examination score earn a total score equal to or higher than the lowest score of those certified on the basis of examination only. The number of veterans added to the list may not exceed the number of names certified under sub. (1).

(2) Unless otherwise provided in this subchapter and rules pursuant thereto, appointments shall be made by appointing authorities to

all positions in the classified service from among those certified to them in accordance with sub.

(1). Appointments shall be made within 60 days after the date of certification unless an exception is made by the administrator. If an appointing authority does not make an appointment within 60 days after certification he or she shall immediately report in writing to the administrator the reasons therefor. If the administrator determines that the failure to make an appointment is not justified under the merit system, the administrator shall issue an order directing that an appointment be made.

(3) The term of eligibility on original entrance and promotional registers is 6 months and thereafter the register expires but may be reactivated by the administrator for up to 3 years from the date of the establishment of the register. The eligibility of individuals for reinstatement or restoration is 3 years except as provided in ss. 230.28 and 230.34.

(4) (a) The administrator may establish a new and separate register for a specific position or class only when in the administrator's judgment there is no appropriate existing register from which appointments may be made.

(b) The administrator may establish separate registers for various geographic areas of the state if the needs of the service so require, provided proper publicity has been given of the intent to establish such registers.

History: 1971 c. 270 ss. 45, 48; 1977 c. 196 ss. 50, 115, 130 (5), 131; 1977 c. 273.

### 230.26 Limited term appointments. (1)

The administrator may provide by rule for selection and appointment for limited term appointments which shall be short-term, project and appointments for less than 600 hours per year. Provisional and emergency appointments shall be deemed short-term appointments and shall be subject to subs. (2) and (3).

(2) If there are urgent reasons for filling a vacancy in any position in the classified service and the administrator is unable to certify to the appointing authority, upon requisition by the latter, a list of persons eligible for appointment from an appropriate employment register, the appointing authority, may nominate a person to the administrator for noncompetitive examination. If the nominee is certified by the administrator as qualified, the nominee may be appointed provisionally to fill the vacancy until an appointment can be made from a register established after announcement of competition for the position, except that no provisional appointment may be continued for more than 45 working days after the date of certification from the register. Successive appointments may not be made under this subsection.

(3) An appointment may be made by an appointing authority in an emergency without regard to the selection provisions of this subchapter, but in no case to continue longer than 20 work days. Successive emergency appointments for the same position may not be made under this subsection.

(4) Fringe benefits specifically authorized by statutes, with the exception of worker's compensation, unemployment compensation, group insurance, retirement and social security coverage, shall be denied employes hired under this section. Such employes may not be considered permanent employes and do not qualify for tenure, vacation, paid holidays, sick leave, performance awards or the right to compete in promotional examinations.

History: 1971 c. 270 ss. 54, 55; 1975 c. 147 s. 54; 1977 c. 196 s. 51.

**230.27 Project appointments.** In this section "project employment" means employment of at least 600 hours per year, other than short-term employment, in a planned undertaking which is not a regular and continuing function of the employing agency and which has an established probable date of termination. The administrator may provide by rule for the selection and appointment of persons to project employment. An employe in a project employment position shall after 6 months receive all rights and privileges specifically authorized for state employes by statute except tenure, transfer, reinstatement, promotion eligibility and layoff benefits. Such employes' vacation, holidays under s. 230.35 (4) (d) and sick leave shall be on a prorated basis. Appointments under this section may not extend for a period of more than 4 years, commencing with authorization for the position.

History: 1977 c. 196.

**230.28 Probationary period. (1)** (a) All original and all promotional appointments to permanent, sessional and seasonal positions, with the exception of those positions designated as supervisor or management under s. 111.81, in the classified service shall be for a probationary period of 6 months, but the administrator at the request of the appointing authority and in accordance with the rules related thereto may extend any such period for a maximum of 3 additional months. Dismissal may be made at any time during such periods. Upon such dismissal, the appointing authority shall report to the administrator and to the employe removed, the dismissal and the reason therefor. The administrator may remove an employe during

the employe's probationary period if the administrator finds, after giving notice and an opportunity to be heard, that such employe was appointed as a result of fraud or error.

(am) All probationary periods for employes in supervisor or management positions shall be one year unless waived after 6 months under par.

(c)

(b) The administrator may authorize a longer probationary period not to exceed 2 years for any administrative, technical or professional position, in order to provide the appointing authority assurance that the employe has had adequate exposure to the various responsibilities which are a part of the position or classification.

(c) Upon request by the appointing authority, the administrator may waive any portion of the lengthened probationary period but in no case before a 6-month probationary period has been served.

(d) A promotion or other change in job status within an agency shall not affect the permanent status in class and rights, previously acquired by an employe within such agency. An employe demoted under s. 230.34 (1) shall not retain the permanent status in class previously acquired in the classification from which demoted.

(2) A probationary employe's supervisor shall complete a performance evaluation under s. 230.37 of the employe's work. The evaluation shall be in writing and shall indicate whether or not the employe's services have been satisfactory and whether or not the employe will be retained in his or her position. A copy of the evaluation shall be given to the employe at a reasonable time before the completion of the employe's probation. An employe shall gain permanent status unless terminated by the appointing authority prior to the completion of his or her probationary period.

(3) If an employe is removed from a position during the probationary period, and the administrator determines that the person is suitable for appointment to another position, the person's name may be restored to the list from which it was certified.

(4) A person reinstated in an employing unit other than one in which the person previously served in permanent status in the class in which the person is being reinstated, or an employe who transfers from one employing unit to another or an employe who moves to a different employing unit in conjunction with a voluntary demotion, may be required by the appointing authority to serve a probationary period. Provisions for the duration of such probationary period shall be provided in the rules of the administrator.

(5) An employe whose position is classified as "trainee" shall be on a probationary period for the duration of the training program and may be separated during that period without the right of appeal, at the discretion of the appointing authority. Upon qualifying for the objective classification, the employe shall serve a probationary period as specified in sub. (1).

History: 1971 c. 270, 336; 1977 c. 196 ss. 52, 117, 130 (4), (5), 131; 1977 c. 273.

**230.29 Transfers.** A transfer may be made from one position to another only if specifically authorized by the administrator.

History: 1971 c. 270; 1977 c. 196 s. 54, 130 (5).

**230.31 Restoration of employment and reinstatement privileges. (1)**

Any person who has held a position and obtained permanent status in a class under the civil service law and rules and who has separated from the service without any delinquency or misconduct on his or her part but owing to reasons of economy or otherwise shall be granted the following considerations for a 3-year period from the date of such separation:

(a) If on layoff status, the person shall be placed, in inverse order of layoff, on an appropriate mandatory restoration register for the unit used for layoff and on a service-wide restoration register. Use of such registers shall be subject to the rules of the administrator.

(b) Such person shall be eligible for reinstatement in a position having a comparable or lower [pay] rate or range for which such person is qualified.

(2) The administrator may also provide for the reinstatement of persons who have served in seasonal and sessional employment and for persons who separate from a position while serving a probationary period.

History: 1971 c. 270 s. 60; 1977 c. 196 s. 56, 130 (5); 1977 c. 273, 418.

**230.32 Restoration after military leave.**

(1) Any classified employe of this state, except a limited term employe, who enlists, is ordered or is inducted into active service in the armed forces of the United States or who is requested to work for the federal government during a national emergency or a limited national emergency, shall be restored to the same or similar position in the classified service and his or her employment shall be deemed not to have been interrupted by such leave except for the receipt of pay or other compensation, accumulation of sick leave and accumulation of vacation for the period of such absence and the employe shall be given all the benefits of seniority, status, pay,

pay advancement, performance awards and pension rights under ch. 41 and subch. I of ch. 42 as though the state employment was continuous, if:

(a) The employe presents to the appointing authority a certificate or other evidence that he or she has satisfactorily completed the period of training or service, and discharge is other than dishonorable or other than by reason of the sentence of a general court martial, or other than on the ground of being a conscientious objector who refused to perform military duty or refused to wear the uniform or otherwise to comply with lawful orders of competent military authorities, or other than as a deserter or of an officer by the acceptance of a resignation for the good of the service.

(b) The period of service is not more than 4 years unless involuntarily retained for a longer period.

(c) The employe is still qualified to perform the duties of such position.

(d) The employe makes application for restoration within 180 days after release from such training or services, or hospitalization continuing after discharge because of injuries or sickness resulting from such training or service.

(e) The circumstances of the employing agency have not changed so as to make it impossible or unreasonable to so restore such employe.

(2) (a) Any employe with permanent status in class who leaves state service for the reasons specified in this section and who has used the yearly vacation in anticipation of a full year's employment is presumed not to have interrupted employment as far as vacation pay is concerned, and any portion of the vacation for which the employe was paid which is unearned at the time of being called to duty may be made up upon return to state service. If the employe does not return to the state service, the employe shall within 2 years after termination of leave repay the state the amount not earned. The application of this provision is retroactive to all state employes called to active duty under P.L. 87-117 (10 USC 263).

(b) Any classified employe who was serving the probationary period, except in the capacity of a substitute, when he or she left state service shall, under this section, be restored to that point of service in the probationary period as though state employment had not been so interrupted.

(c) Any classified employe who had attained restoration rights as a seasonal employe when he or she left state service shall, under this section, be restored to such seasonal position or eligibility as though the service or eligibility had not been so interrupted.

(3) (a) Any classified employe who leaves state service and enters the armed forces of the

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United States shall, under this section, be granted written military leave of absence by the appointing authority. Notice of such leave from state service and the terms of any such leave shall be given in writing by the appointing authority to the administrator for purposes of record.

(b) Any classified employe who leaves state service for civilian employment in response to a specific request or order of the federal government or any of its agencies in connection with manpower redistribution and utilization shall, under this section, make written application to the appointing authority for civilian leave of absence presenting such specific request or order of the federal government as supporting evidence. Such civilian leave shall be allowed by the appointing authority and its terms, which shall conform to the rules of the administrator, shall be in writing. Notice of such leave from state service shall be made in writing by the appointing authority to the administrator for purposes of record.

(c) All such military or civilian leaves of absence as heretofore may have been granted are validated and shall be deemed to be sufficient and effective hereunder. Such leaves shall be recorded with the administrator.

(4) Any person appointed to fill the position of an employe on such military or civilian leave shall be designated as a substitute or replacement employe and upon the return and reemployment of the original employe the substitute employe shall be transferred to a similar position with the same employing agency if one is available, or if not, he or she shall be eligible for reinstatement in accordance with this subchapter and the rules of the administrator. The status of any person who is appointed to fill the place of an employe on military or civilian leave under this section shall be governed by the rules of the administrator pursuant thereto.

(5) The restoration of classified former employes of the state shall be governed by this section and by the rules of the administrator.

(6) Any classified employe on June 5, 1953, who entered the service of the United States in civilian war emergency employment on or after January 1, 1942, and who was not at the time of such entry an employe of the state, and who on November 16, 1946, in accordance with P.L. 79-549 was transferred to the service of this state shall have such seniority rights as though having been a member of the classified service of the state during the period of employment in the service of the United States.

History: 1971 c. 270 ss. 73, 74; 1977 c. 196 ss. 56, 130 (5); 1977 c. 273; 1977 c. 418 s. 924 (13m).

**230.33 Leave of absence and pay while serving in unclassified position.** Employes who have completed an original appointment probationary period in the classified service and are appointed to a position in the unclassified service shall be subject to the following provisions relative to leave of absence, restoration rights, reinstatement privileges and pay:

(1) A person appointed by the governor, elected officer, judicial body or by a legislative body or committee, or by any other appointing authority when both the classified and unclassified positions are within his or her department, shall be granted a leave of absence without pay for the duration of the appointment and for 3 months thereafter, during which time the person has restoration rights to the former position or equivalent position in the department in which last employed without loss of seniority. The person shall also have reinstatement privileges for 3 years following appointment to the unclassified service or for one year after termination of the unclassified appointment whichever is longer. Restoration rights and reinstatement privileges shall be forfeited if the reason for termination of the unclassified appointment would also be reason for discharge from the former position in the classified service.

(2) A person appointed to an unclassified position by an appointing authority other than an elected officer, judicial body, legislative body or committee, to a department other than the one in which the person was a classified employe may be granted a leave of absence without pay at the option of the person's former appointing authority in accordance with the leave of absence provisions in the rules of the administrator. An employe granted a leave of absence shall have the same restoration rights and reinstatement privileges as under sub. (1). If not granted a leave of absence, the employe shall be entitled only to the reinstatement privileges under sub. (1).

(3) An employe appointed to a position in the unclassified service from the classified service shall be entitled to receive at least the same pay received in the classified position while serving in such unclassified position.

(4) This section shall supersede any provision of law in conflict therewith but shall not diminish the rights and privileges of employes appointed to the unclassified service from the classified service prior to April 30, 1972.

History: 1971 c. 270 s. 69; 1973 c. 12; 1975 c. 189, 421; 1977 c. 196 ss. 56, 130 (5); 1977 c. 273.

**230.335 Rights of unclassified division administrators.** If any employe in a classified position of division administrator is made unclassified under chapter 196, laws of 1977, and if

the incumbent division administrator is not thereafter appointed to such position, or if the incumbent is hired and subsequently terminated for any reason except just cause, the incumbent division administrator shall have appointment rights, including bumping if necessary, to a comparable or lower level position which is within the agency wherein the division administrator position is located. The incumbent shall have 90 days after notice of termination to exercise such appointment rights.

History: 1977 c. 196.

**230.34 Demotion, suspension, discharge and layoff. (1)** (a) An employe with permanent status in class may be removed, suspended without pay, discharged, reduced in pay or demoted only for just cause. This paragraph shall apply to all employes with permanent status in class in the classified service, except that for employes in a certified bargaining unit covered by a collective bargaining agreement, the determination of just cause and all aspects of the appeal procedure shall be governed by the provisions of the negotiated agreement.

(b) No suspension without pay shall be effective for more than 30 days. The appointing authority shall, at the time of any action under this section, furnish to the employe in writing the reasons therefor. The reasons for such action shall be filed in writing with the administrator within 5 days after the effective date thereof.

(c) The administrator shall establish guidelines for uniform application of this authority among the various agencies.

**(2)** Employes with permanent status in class in permanent, sessional and seasonal positions in the classified service and employes serving a probationary period in such positions after promotion or transfer may be laid off because of a reduction in force due to a stoppage or lack of work or funds or owing to material changes in duties or organization but only after all original appointment probationary and limited term employes in the classes used for layoff, are terminated.

(a) The order of layoff of such employes may be determined by seniority or performance or a combination thereof or by other factors.

(b) The administrator shall promulgate rules governing layoffs and appeals therefrom and alternative procedures in lieu of layoff to include voluntary and involuntary demotion and the exercise of a displacing right to a comparable or lower class, as well as the subsequent employe right of reinstatement.

**(2m)** Employes in positions funded by non-state funds made available contingent on special employe eligibility requirements such as length

of prior unemployment, specific occupational disadvantages or need for remedial work experience, shall be exempt from inclusion with the employes whose positions are in classes considered for layoff under sub. (2). In the case of reduction in force in such nonstate funded positions, layoffs and layoff procedures established pursuant to the rules of the administrator may be limited to employes whose positions are dependent upon specific funding contingencies.

**(3)** The appointing authority shall confer with the administrator relative to a proposed layoff a reasonable time before the effective date thereof in order to assure compliance with the rules.

**(4)** Resignations shall be regulated by the rules of the administrator.

History: 1971 c. 270 ss. 61, 76; 1975 c. 189, 200; 1977 c. 196 ss. 56, 130 (3), (5); 1977 c. 273.

On an appeal from discharge the appointing officer has the burden of persuasion that the discharge was for a just cause and the facts must be established to a reasonable certainty by the greater weight or clear preponderance of the evidence. *Reinke v. Personnel Board*, 53 W (2d) 123, 191 NW (2d) 833.

In deciding the issue of cause for termination, it is necessary to determine the specific requirements of the individual governmental position. *Safransky v. Personnel Board*, 62 W (2d) 464, 215 NW (2d) 379.

Trial court erroneously applied evidentiary standards required in discharge cases to review of layoff case. *Weaver v. Wis. Pers. Bd.* 71 W (2d) 46, 237 NW (2d) 183.

**230.35 State office hours; standard work week; leaves of absence; holidays. (1)** (a) Except as provided in sub. (1m), appointing authorities shall grant to each person in their employ, except limited-term employes, based on accumulated continuous state service, annual leave of absence without loss of pay at the rate of:

1. Eighty hours each year for a full year of service during the first 5 years of service;

2. One hundred twenty hours each year for a full year of service during the next 5 years of service;

2m. One hundred thirty-six hours each year for a full year of service during the next 5 years of service;

3. One hundred sixty hours each year for a full year of service during the next 5 years of service;

3m. One hundred seventy-six hours each year for a full year of service during the next 5 years of service;

4. Two hundred hours each year for a full year of service after 25 years of service but the employe, subject to the rules of the director, may elect to receive not to exceed 40 hours of such 200 hours earned annual leave among one or more of these options:

a. As vacation during the year earned;

b. In cash during the year earned;

c. As credit for termination leave;

d. As accumulated sabbatical leave.

(b) An employe, with the approval of his or her appointing authority, may anticipate the annual leave which he or she could earn during the current calendar year except that no employe shall be eligible to take annual leave until he or she has completed the first 6 months of a probationary period for an original appointment.

(c) When the rate of annual leave changes during the 5th, 10th, 15th, 20th or 25th calendar year, the annual leave for that year shall be prorated.

(d) Annual leaves of absence shall not be cumulative except under par. (a) 4 and sub. (1m) and except that unused annual leave shall, subject to the rules of the administrator, be used in the year following the one in which it was earned, but no employe shall lose any unused annual leave because the employe's work responsibilities prevented the useage of the unused annual leave during the first 6 months of the year following the year in which it was earned.

(e) Permanent classified employes, permanent part-time employes and seasonal employes with permanent seasonal status in class who are regularly employed for less than 12 months out of a year shall be granted pro rata annual leave consistent with par. (a). These employes, with the approval of their appointing authority, may anticipate the vacation which they will earn during their current period of employment.

(g) The continuous service of an employe eligible for annual leave shall not be considered interrupted if the employe either:

1. Was on an approved leave of absence, including but not limited to military leave, leave to serve in the unclassified service, leave for absence due to injury or illness arising out of state employment and covered by the worker's compensation act; or

2. Left the service through resignation or layoff and is reemployed or recalled within 3 years.

(gm) Each employe of the state on October 17, 1971 shall be granted credit towards accumulated continuous service for all service in Wisconsin as a national guard technician which has not been credited under any other provision of this section.

(h) The length of time between an employe's resignation and reemployment under par. (g) 2 shall not be counted in computing years of continuous service under this subsection. Employes subject to par. (e) shall be deemed to have completed one full year of service for each such seasonal, sessional or other part-time annual period of service in computing years of continuous service under this subsection.

(j) The appointing authority shall respect the wishes of the eligible employes as to the time of taking their annual leave insofar as the needs of the service will permit.

(m) Payment for any unused authorized leave to which an employe is entitled upon termination, shall be made in a separate and distinct amount.

**(1m)** (a) Employes appointed to career executive positions under the program established pursuant to s. 230.24 or positions designated in s. 20.923 (4), (8), (9) and (12) shall be entitled to annual leave of absence without loss of pay based upon accumulated continuous state service at the rate of:

1. 120 hours each year for a full year of service during the first 5 years of service;
2. 160 hours each year for a full year of service during the next 5 years of service;
3. 176 hours each year for a full year of service during the next 5 years of service;
4. 200 hours each year for a full year of service during the next 5 years of service;
5. 216 hours each year for a full year of service after 20 years of service.

(b) Employes at the 160-hour rate may, in the year earned, elect to receive not to exceed 40 hours of such 160 hours earned annual leave among one or more of these options:

1. Vacation during the year earned;
2. As credit for termination leave;
3. As accumulated sabbatical leave.

(c) Employes at the 200-hour rate may, in the year earned, elect to receive not to exceed 80 hours of such 200 hours earned annual leave among one or more of these options:

1. Not to exceed 40 hours in cash during the year earned;
2. Vacation during the year earned;
3. As credit for termination leave;
4. As accumulated sabbatical leave.

(d) Employes at the 176-hour rate shall be treated the same as employes at the 160-hour rate for optional uses of vacation under par. (b). Employes at the 216-hour rate shall be treated the same as employes at the 200-hour rate for optional uses of vacation under par. (c).

(e) Employes who previously were covered under sub. (1) (a), or other statutory provision regarding annual leave, who become subject to this subsection shall have their present continuous service credits for annual leave purposes applied to the career executive schedule at the appropriate rate. In no case shall the employe receive a reduction in annual leave hours earned by such change in schedules.

(f) The continuous service of an employe eligible for annual leave under this subsection shall not be considered interrupted if the employe leaves the service and is reemployed by the

state in another position covered under this subsection. If reemployed in a position not covered under this subsection the employe shall be required to meet the continuous service requirements of sub. (1) (g). This paragraph applies to all persons who are employes covered under this subsection on or after July 1, 1973.

(2) Leave of absence with pay owing to sickness and leave of absence without pay, other than annual leave, shall be regulated by rules of the administrator, except that unused sick leave shall accumulate from year to year. After July 1, 1973 employes appointed to career executive positions under the program established pursuant to s. 230.24 or positions designated in s. 20.923 (4), (8), (9) and (12) shall have any unused sick leave credits restored if they are reemployed in a career executive position or in a position under s. 20.923 (4), (8), (9) and (12), regardless of the duration of their absence. Restoration of unused sick leave credits if reemployment is to a position other than those specified above shall be in accordance with rules of the administrator.

(2m) An employe of the state who as a result of long and faithful service has accumulated unused sick leave under sub. (2) shall, at the time of retirement or death, receive full conversion credit at current basic pay rate for those days. The conversion credit shall be recorded and used on behalf of the employe or surviving dependents to offset the cost of health insurance premiums under s. 40.16 (3). "Dependents" means the spouse of the employe or an employe's unmarried child as defined by the rules of the group insurance board. The appointing officer shall notify the group insurance board within 60 days of the employe's retirement of the amount of credit the employe is eligible to receive. The administration of this benefit shall be subject to ch. 40, and the rules of the group insurance board.

(2r) Retirement and group insurance benefits for employes in permanent part-time or project positions as defined in s. 230.27 shall be governed by the applicable provisions of chs. 40, 41 and 42, except that the state shall contribute 50% of the employer's contribution for standard health insurance coverage as specified under s. 40.16 (2) for insured employes in permanent part-time positions or project positions who work at least 600 but less than 1,044 hours per year.

(3) (a) Officials and employes of the state who have permanent status and who are members of the national guard, the state guard, or any other reserve component of the military forces of the United States or this state now or hereafter organized or constituted under federal

or state law, are entitled to leaves of absence without loss of time in the service of the state, to enable them to attend military schools and annual field training or annual active duty for training, and any other state or federal tours of active duty, except extended active duty or service as a member of the active armed forces of the United States which have been duly ordered but not exceeding 15 days, excluding Saturdays, Sundays and holidays enumerated in sub. (4) in the calendar year in which so ordered and held. During this leave of absence, each state official or employe shall receive base state pay less the base military pay received for and identified with such attendance but such reduction shall not be more than the base state pay. Such leave shall not be granted for absences of less than 3 days. A state official or employe serving on state active duty as a member of the national guard or state guard, may elect to receive pay from the state under s. 20.465 (1) in an amount equal to base state salary for such period of state active duty. Leave granted by this section is in addition to all other leaves granted or authorized by any other law. For the purpose of determining seniority, pay or pay advancement and performance awards the status of the employe shall be considered uninterrupted by such attendance.

(b) Officials and employes of the state who are called to report for a preinduction physical for the military service shall be granted a leave of absence with pay for the time actually and necessarily spent in response to such call.

(c) Officials and employes of the state summoned for grand or petit jury service are entitled to leaves of absence without loss of time for the time of absence required pursuant to the summons and thereafter. There shall be no deduction from, nor interruption of pay from the state because of such absence.

(d) Employes of the state are entitled to reasonable paid leaves of absence to compete in promotional examinations and interviews. The director shall promulgate rules governing the lengths of time allowable for such leaves, their frequency and the provisions for their use.

(4) (a) Except as otherwise provided in sub. (5) (c), the office of the agencies of state government shall be kept open on all days of the year except Saturdays, Sundays and the following holidays:

1. January 1;
2. The last Monday in May, which shall be the day of celebration for May 30;
3. July 4;
4. The first Monday in September;
5. The 4th Thursday in November;
6. December 25;

7. The day following if January 1, July 4 or December 25 falls on Sunday;

8. After 12 noon on Good Friday, in lieu of the period specified in s. 757.17;

9. The afternoons of December 24 and 31.

(b) Compensatory time off or payment, either of which shall be at the rate of time and one-half, shall be granted to state employes for work performed on the holidays enumerated in pars. (a) 1 to 6, 8 and 9.

(c) It is the intent of the legislature that all employes except provisional, emergency and limited-term employes be granted 7-1/2 paid holidays annually in addition to any other authorized paid leave, the time to be at the discretion of the appointing authorities.

(d) In addition to the holidays granted under pars. (a) and (c), all employes except provisional, emergency and limited term employes shall earn a total of 3 paid personal holidays each calendar year. Eligibility to take the personal holidays during the year earned is subject to the following:

1. Employes serving the first 6 months of a probationary period for an original appointment or as a trainee may anticipate the personal holidays earned during each year and be eligible to take the personal holidays during the probationary period, subject to subsequent completion of the first 6 months of the probationary period and also subject to subd. 3. If an employe does not complete the first 6 months of probationary service, any holiday time taken under this paragraph shall then be considered approved leave without pay, and the agency shall recover from the employe the value of such time.

2. Employes who have completed the first 6 months of a probationary period for an original appointment or as a trainee shall be eligible to take the paid holidays throughout the calendar year earned, subject to subd. 3.

3. Such holidays shall be taken at the discretion of the appointing authority who shall respect the wishes of the eligible employes as to the time of taking the holidays under this paragraph insofar as the needs of the service will permit.

4. Personal holidays earned each year shall be noncumulative. However, if an appointing authority denies an employe the opportunity to take a personal holiday during the calendar year earned, the employe shall be permitted to carry over such day to the next year. In no event may such denial and carryover occur in subsequent successive years.

(e) Appointing authorities shall give employes time off for voting under s. 6.76 without any deduction of compensation for time lost thereby.

(f) Monday to Friday the offices of the agencies of state government shall open at 7:45

a.m. and close at 4:30 p.m., with intermissions from 11:45 a.m. to 12:30 p.m. Agencies may, with the permission of the governor, adjust opening and closing hours and intermission periods to relieve traffic congestion or as the needs of the service otherwise require.

(5) (a) Except as provided under s. 230.215 (5), the standard basis of employment for the state service is 40 hours each 7 consecutive calendar day period, except that when the needs of an employing unit cannot be fulfilled by adhering to the standard basis of employment, additional hours of work may be required by the appointing authority. During a proclaimed national emergency, the governor may extend the work week and adjust the working hours to use the available manpower of any or all agencies as he or she deems essential.

(b) The standard basis of employment shall be divided into 5 work days of 8 hours each except as provided under s. 230.215 (5), and except that when the conditions of employment cannot be satisfied by adhering to this division or when the public would not be inconvenienced, deviations may be permitted upon recommendation of the appointing authority and subsequent approval by the administrator.

(c) The governor may order some or all of the offices and other work stations of the departments of state government closed for specified periods of time or may order such other deviations in office hours or the standard basis of employment as may be necessitated by weather conditions, energy shortages or emergency situations. The governor's order may specify how any time off or other deviation occasioned by the order may be covered for state employes.

History: 1971 c. 91, 125, 183, 211, 226; 1971 c. 270 ss. 70, 71, 83, 104; 1973 c. 51, 243; 1975 c. 28, 39, 41; 1975 c. 147 s. 54; 1975 c. 189, 199, 421, 422; 1977 c. 44; 1977 c. 187 s. 135; 1977 c. 196 ss. 56, 118, 130 (3), (5), (12), 131; 1977 c. 273; 1977 c. 418 ss. 726, 727, 924 (13m).

### 230.36 Hazardous employment, injuries, pay continued. (1)

Whenever a conservation warden, conservation patrol boat captain, conservation patrol boat engineer, state forest ranger, conservation field employe of the department of natural resources who is subject to call for fire control duty, member of the state patrol, state motor vehicle inspector, lifeguard, investigator employed by the division of criminal investigation of the department of justice, special tax agent, state drivers' license examiner, member of the state fair police department, university of Wisconsin system policeman and other state facilities policeman and patrolman, security officer, watchman, engineer, engineering aid, building construction superintendent, fire watchman employed at the Wisconsin veterans home, or guard or institutional aid or a state

probation and parole officer or any other employe whose duties include supervision and discipline of inmates or wards of the state at a state penal institution, including central state hospital or the Ethan Allen school or while on parole supervision outside of the confines of the institutions, or supervision of persons placed on probation by a court of record, or supervision and care of patients at a state mental institution, and university of Wisconsin hospital and clinics suffers injury while in the performance of his or her duties, as defined in subs. (2) and (3); or any other state employe who is ordered by his or her appointing authority to accompany any employe listed in this subsection while such listed employe is engaged in the duties defined in sub. (3), or any other state employe who is ordered by his or her appointing authority to perform the duties, when permitted, in lieu of such listed employe and while so engaged in the duties defined in sub. (3), suffers injury as defined in sub. (2) the employe shall continue to be fully paid by the employing agency upon the same basis as paid prior to the injury with no deduction from sick leave credits, compensatory time for overtime accumulations or vacation. Such full pay shall continue, while the employe is unable to return to work as the result of the injury, or until the termination of his or her employment upon recommendation of the appointing authority. At any time during the employe's period of disability the appointing authority may order physical or medical examinations to determine the degree of disability at the expense of the employing agency.

NOTE: Chapter 418, laws of 1977, amends sub. (1), effective January 1, 1981, to read:

"(1) If a conservation warden, conservation patrol boat captain, conservation patrol boat engineer, state forest ranger, conservation field employe of the department of natural resources who is subject to call for fire control duty, member of the state patrol, state motor vehicle inspector, lifeguard, excise tax investigator employed by the department of revenue, investigator employed by the division of criminal investigation of the department of justice, special tax agent, state drivers' license examiner, member of the state fair police department, university of Wisconsin system police officer and other state facilities police officer and patrol officer, security officer, watcher, engineer, engineering aid, building construction superintendent, fire fighter employed at the Wisconsin veterans home, or guard or institutional aid or a state probation and parole officer or any other employe whose duties include supervision and discipline of inmates or wards of the state at a state penal institution, including the Ethan Allen school or while on parole supervision outside of the confines of the institutions, or supervision of persons placed on probation by a court of record, or supervision and care of patients at a state mental institution, and university of Wisconsin hospital and clinics suffers injury while in the performance of his or her duties, as defined in subs. (2) and (3); or any other state employe who is ordered by his or her appointing authority to accompany any employe listed in this subsection while such listed employe is engaged in the duties defined in sub. (3), or any other state employe who is ordered by his or her appointing authority to perform the duties, when permitted, in lieu of such listed employe and while so

engaged in the duties defined in sub. (3), suffers injury as defined in sub. (2) the employe shall continue to be fully paid by the employing agency upon the same basis as paid prior to the injury with no deduction from sick leave credits, compensatory time for overtime accumulations or vacation. Such full pay shall continue, while the employe is unable to return to work as the result of the injury, or until the termination of his or her employment upon recommendation of the appointing authority. At any time during the employe's period of disability the appointing authority may order physical or medical examinations to determine the degree of disability at the expense of the employing agency."

(2) "Injury" as used in this section is physical harm to an employe caused by accident or disease.

(3) As used in this section "performance of duties" means duties performed in line of duty by:

(a) A forest ranger or field employe of the department of natural resources who is subject to call for forest fire control duty or fire watchman employed at the Wisconsin veterans home, and lifeguard, at all times while:

1. Driving or riding in a vehicle, aircraft or boat under circumstances which require hazardous maneuvering or speed in excess of the normal or posted limits in the performance of fire control duties;

2. Engaged in an effort to save lives, recover dead bodies, or protect public or private property;

3. Going to or returning from a fire and while engaged in the suppression of a fire; or

4. Engaged in public demonstration or training exercises provided such demonstration or training exercises are authorized by the appointing authority.

(b) A conservation warden, [conservation patrol boat captain,] conservation patrol boat engineer, member of the state patrol, state motor vehicle inspector, university of Wisconsin police officer, security officer, watcher, member of the state fair police department, special tax agent, excise tax investigator employed by the department of revenue and investigator employed by the division of criminal investigation of the department of justice at all times while:

1. In the process of making an arrest or investigating any violation or suspected violation of the law or the quelling of a riot or any other violence;

2. Engaged in an effort to save lives, recover dead bodies or protect public or private property;

3. Driving or riding in a vehicle, aircraft or boat under circumstances which require hazardous maneuvering or speed in excess of the normal or posted limits in the performance of law enforcement duties; or

4. Engaged in public demonstration or training exercises provided such demonstration or

training exercises are authorized by the appointing authority.

NOTE: The bracketed words were left out of chapter 418, laws of 1977, without being shown as deleted.

(c) A guard, institution aid, or other employe at the university of Wisconsin hospital and clinics or at state penal and mental institutions, including central state hospital or the Ethan Allen school and state probation and parole officers, at all times while:

NOTE: Chapter 418, laws of 1977, amends par. (c) (intro.) by deleting "central state hospital or", effective January 1, 1981.

1. In the process of quelling a riot or disturbance or other act of violence;

2. In the process of restraining patients, inmates, probationers or parolees and apprehending runaways or escapees, including probationers and parolees;

3. When injury is occasioned as the result of an act by a patient, inmate, probationer or parolee;

4. In the process of making an arrest or investigating any violation or suspected violation of law pursuant to police powers authorized by s. 46.05 (2) and rules adopted pursuant thereto;

5. Going to or returning from a fire, engaging in the suppression of a fire, evacuating patients or inmates because of a fire or engaging in fire drills; or

6. When disease is contracted as a result of exposure to such disease arising out of the care of inmates or patients.

(d) A drivers' license examiner at all times while examining drivers, conducting road tests or checking motor vehicles.

(e) An engineering aid, engineer or building construction superintendent at all times while:

1. Driving or riding in vehicles which require hazardous maneuvering of extremely slow speed while marking or measuring physical characteristics of highways.

2. Surveying or inspecting within the right of way of highways on which traffic is maintained.

3. Surveying or inspecting on construction sites where heavy equipment is operating.

4. Investigating or inspecting highways, structures or terrain under hazardous conditions.

(4) An employe denied benefits under this section may appeal to the commission under s. 230.45 (1) (d).

(5) The employing agency which makes payments under this section is entitled to the right of subrogation for reimbursement to the extent that the injured employe may recover the reimbursed items in an action or claim in tort against any 3rd party. The repayment shall not exceed the total sums paid to such employe under this section and shall be limited to the total sum

credited to such employe, as damages for pay and fringe benefits actually received in the settlement of any claim caused by the negligence of such 3rd party.

History: 1971 c. 164, 270; 1973 c. 333 s. 201m; 1975 c. 39, 189, 199, 224, 422; 1977 c. 26; 1977 c. 196 ss. 57, 119, 130 (4); 1977 c. 418 ss. 728, 729, 924 (50); 1977 c. 447 ss. 146, 206

### 230.37 Standards of performance and ratings.

(1) In cooperation with appointing authorities the secretary shall establish a uniform employe performance evaluation program to provide a continuing record of employe development and, when applicable, to serve as a basis for decision-making on employe pay increases and decreases, potential for promotion, order of layoff and for other pertinent personnel actions. Similar evaluations shall be conducted during the probationary period but may not infringe upon the authority of the appointing authority to retain or dismiss employes during the probationary period.

(2) When an employe becomes physically or mentally incapable of or unfit for the efficient and effective performance of the duties of his or her position by reason of infirmities due to age, disabilities, or otherwise, the appointing authority shall either transfer the employe to a position which requires less arduous duties, if necessary demote the employe, place the employe on a part-time service basis and at a part-time rate of pay or as a last resort, dismiss the employe from the service. The appointing authority may require the employe to submit to a medical or physical examination to determine fitness to continue in service. The cost of such examination shall be paid by the employing agency. In no event shall these provisions affect pensions or other retirement benefits for which the employe may otherwise be eligible.

History: 1971 c. 270 ss. 66, 81; 1977 c. 196 s. 59, 130 (4); 1977 c. 273

### 230.40 Political activities; public office.

(1) No person holding a position in the classified civil service may directly or indirectly solicit or receive subscriptions or contributions for any partisan political party or any political purpose while on state time or engaged in official duties as an employe. No person may orally solicit or by letter transmit any solicitation to a state office or be in any manner concerned in soliciting any assistance, subscription, or support for any partisan political party or purpose from any person holding any position in the classified civil service while on state time or engaged in official duties as an employe. No person holding any position in the classified civil service may during the hours when on duty engage in any form of political activity calculated to favor or improve

the chances of any political party or any person seeking or attempting to hold partisan political office, nor engage in any political activity when not on duty to such an extent that the person's efficiency during working hours will be impaired or that he or she will be tardy or absent from work. Any violation of this section is adequate grounds for dismissal.

(2) If a person in the classified service declares an intention to run for partisan political office the person shall be given a leave of absence for the duration of the election campaign and if elected shall separate from the classified service on assuming the duties and responsibilities of such office.

(3) A person who separates from the classified service to fill an elective position shall have reinstatement privileges for 3 years following termination from the classified service or for one year following termination from the elective position, whichever is longer.

(4) A person in the classified service may be granted upon concurrence by the person's appointing authority a leave of absence to participate in partisan political campaigning.

(5) Persons on leave from the classified service under subs. (2) and (4) shall not be subject to the restrictions of sub. (1), except as they apply to the solicitation of assistance, subscription or support from any person holding any position in the classified service.

History: 1971 c. 270 s. 82; 1973 c. 334; 1977 c. 196 s. 61; 1977 c. 273

State employes covered by the Hatch Act cannot be discharged for partisan political participation while on leaves of absence under (2) and (4). 63 Atty. Gen. 217

**230.41 Invalid appointments.** Any person employed or appointed contrary to this subchapter, or to the rules established thereunder, shall be paid by the appointing authority so employing or appointing, or attempting to employ or appoint him, the compensation agreed upon for any service performed under such appointment or employment, or attempted appointment or employment, or in case no compensation is agreed upon, the actual value of such services and any expenses incurred in connection therewith, and shall have a cause of action against such appointing authority, for such sum and for the costs of the action. No appointing authority shall be reimbursed by the state for any sums so paid or recovered in any such action.

History: 1971 c. 270 s. 80; 1977 c. 196 s. 61

**230.43 Misdemeanors; how punished.**

(1) **OBSTRUCTION OR FALSIFICATIONS OF EXAMINATIONS.** (a) Any person who wilfully, alone or in cooperation with one or more persons, defeats, deceives or obstructs any person in

respect of the rights of examination or registration under this subchapter or any rules prescribed pursuant thereto, or

(b) Who wilfully, or corruptly, falsely marks, grades, estimates or reports upon the examination or proper standing of any person examined, registered or certified, pursuant to this subchapter, or aids in so doing, or

(c) Who wilfully or corruptly makes any false representations concerning the same, or concerning the person examined, or

(d) Who wilfully or corruptly furnishes any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any persons so examined, registered or certified, being appointed, employed or promoted, or

(e) Who personates any other person, or permits or aids in any manner any other person to personate him or her in connection with any examination, registration, application or request to be examined or registered, shall for each offense be guilty of a misdemeanor.

(2) **PROHIBITED APPOINTMENTS.** Whoever, after a rule has been duly established and published, makes an appointment to office or selects a person for employment, contrary to such rule, or wilfully refuses or neglects otherwise to comply with, or to conform to, this subchapter, or violates any of such provisions, shall be guilty of a misdemeanor. If a person is convicted under this subsection, any public office which such person may hold shall by force of such conviction be rendered vacant, and such person shall be incapable of holding public office for a period of 5 years from the date of such conviction.

(3) **PENALTY.** Misdemeanors under this section are punishable by a fine of not less than \$50 nor more than \$1,000, or by imprisonment for not more than 2 years or both.

(4) **RIGHTS OF EMPLOYEE.** If an employe has been removed, demoted or reclassified, from or in any position or employment in contravention or violation of this subchapter, and has been reinstated to such position or employment by order of the commission or any court upon review, the employe shall be entitled to compensation therefor from the date of such unlawful removal, demotion or reclassification at the rate to which he or she would have been entitled by law but for such unlawful removal, demotion or reclassification. Interim earnings or amounts earnable with reasonable diligence by the employe shall operate to reduce back pay otherwise allowable. Amounts received by the employe as unemployment benefits or welfare payments shall not reduce the back pay otherwise allowable, but shall be withheld from the employe and immediately paid to the unemployment reserve

fund or, in the case of a welfare payment, to the welfare agency making such payment. The employe shall be entitled to an order of mandamus to enforce the payment or other provisions of such order.

(5) **TAXPAYERS' SUITS.** The right of any taxpayer to bring any action to restrain the payment of compensation to any person appointed to or holding any office or place of employment in violation of this subchapter shall not be limited or denied by reason of the fact that the office or place of employment has been classified as, or determined to be, not subject to competitive examination; however, any judgment or injunction in any such action shall be prospective only, and shall not affect payments already made or due to such persons by the proper disbursing officers, in accordance with the rules of the administrator in force at the time of such payments.

**History:** 1971 c. 270 ss. 64, 75, 84 to 86; 1977 c. 196 ss. 64, 130 (5); 1977 c. 273.

**230.44 Appeal procedures. (1) APPEALABLE ACTIONS AND STEPS.** (a) *Decision of administrator.* Appeal of a personnel decision of the administrator, including but not limited to a refusal to examine an applicant or certify an eligible under s. 230.17, orders by the administrator under s. 230.05 (4) and actions and decisions of the administrator under s. 230.09, shall be to the commission.

(b) *Action delegated by administrator.* Appeal of an action delegated by the administrator to an appointing authority under s. 230.05 (2) shall be to the commission.

(c) *Demotion, layoff, suspension or discharge.* If an employe has permanent status in class, the employe may appeal a demotion, layoff, suspension, discharge or reduction in pay to the commission, if the appeal alleges that the decision was not based on just cause.

(d) *Illegal action or abuse of discretion.* A personnel action after certification which is related to the hiring process in the classified service and which is alleged to be illegal or an abuse of discretion may be appealed to the commission.

(2) **FORM.** All appeals filed under this section shall be in writing.

(3) **TIME LIMITS.** Any appeal filed under this section may not be heard unless the appeal is filed within 30 days after the effective date of the action, or within 30 days after the appellant is notified of the action, whichever is later, except that if the appeal alleges discrimination under subch. II of ch. 111, the time limit for that part of the appeal alleging such discrimination shall be 300 days after the alleged discrimination occurred.

(4) **HEARING.** (a) A hearing under this section shall be open to the public unless the appellant requests that the hearing be closed.

(b) An employe shall attend a hearing under this subsection and testify when requested to do so by the commission. Any person not under the civil service who appears before the commission by order shall receive for his or her attendance the fees and mileage provided for witnesses in civil actions in courts of record under ch. 885, which shall be audited and paid by the state in the same manner as other expenses are audited and paid, upon the presentation of properly verified vouchers approved by the commission and charged to the proper appropriation for the commission. No witness subpoenaed at the insistence of a party other than the commission is entitled to compensation from the state for attendance or travel, unless the commission certifies that his or her testimony was relevant and material to the matter investigated.

(c) After conducting a hearing on an appeal under this section, the commission shall either affirm, modify or reject the action which is the subject of the appeal. If the commission rejects or modifies the action, the commission may issue an enforceable order to remand the matter to the person taking the action for action in accordance with the decision. Any action brought against the person who is subject to the order for failure to comply with the order shall be brought and served within 60 days after the date of service of the commission's decision.

(d) The commission may not remove an incumbent or delay the appointment process as a remedy to a successful appeal under this section unless there is a showing of obstruction or falsification as enumerated in s. 230.43 (1).

(e) Any party in an action under this section may be present at a hearing in the action under this section, in person, by attorney or by any other agent.

(f) The commission shall issue a decision on an action under this section within 90 days after the hearing on the action is completed.

**History:** 1977 c. 196.

**230.45 Powers and duties of personnel commission. (1)** The commission shall:

(a) Conduct hearings on appeals under s. 230.44.

(b) Receive and process complaints of discrimination under s. 111.33 (2).

(c) Serve as final step arbiter in a state employe grievance procedure relating to conditions of employment, subject to rules of the secretary providing the minimum requirements and scope of such grievance procedure.

(d) Hear appeals under s. 230.36 (4).

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(e) Hear appeals, when authorized under county merit system rules under s. 49.50, from any interested party.

(f) Review and act on decisions of impartial hearing officers under s. 111.91 (3).

(h) Keep minutes of its own proceedings and other official actions. All such records shall, subject to reasonable rules, be open to public inspection. Records of the administrator which are confidential shall be kept confidential by the commission.

(i) Adopt rules necessary to carry out this section. Notice of the contents of such rules and amendments thereto shall be given promptly to the administrator and appointing authorities affected thereby.

History: 1977 c. 196.

**230.46 Duties of council on affirmative action.** The council on affirmative action in the department shall evaluate the progress of affirmative action programs throughout the civil service system, seek compliance with state and federal regulations and recommend improvements in the state's affirmative action efforts as an employer. In carrying out its responsibilities, the council may recommend legislation, consult with agency personnel and other interested persons, conduct hearings and take other appropriate action to promote affirmative action. The council shall report at least once per year to the governor and the legislature.

History: 1977 c. 196.