

Fiscal Estimate Narratives

DOA 10/6/2015

LRB Number	15-2783/1	Introduction Number	SB-285	Estimate Type	Original
Description State civil service and making an appropriation					

Assumptions Used in Arriving at Fiscal Estimate

2015 SB 285 makes numerous changes to the administration of current law regarding the state's civil service system. These changes include the following:

1. Eliminates the utilization of examinations in civil service hiring, instead requiring the utilization of competitive procedures such as resumes, applications and oral evaluations.
2. Directs the Department to establish and administer a statewide discretionary merit lump sum payment program. An appropriation is created, providing \$6 million in FY 17.
3. Decreases the timeline for certifying eligibility and making appointments from among those certified.
4. Directs the Department to develop progressive discipline standards to be utilized state-wide, and directs that discipline for just cause may only occur after progressive discipline that complies with these standards.
5. Generally eliminates restoration rights and reinstatement eligibilities with certain exception.
6. Changes the probationary period of classified appointments from 6 months to two years, and from one to two years for supervisory and management classified service appointments.
7. Requires an appointing authority to review the personnel file of a current state employee to whom they intend to make an offer of employment, and that the Division of Personnel Management shall provide the appointing authority with access to this file.
8. Changes the criteria for determination of employees to be laid off from seniority-based to primarily job performance-based.
9. Codifies a grievance process by which employees may challenge demotions, suspensions, discharges, layoffs or reductions in base pay, with specific timelines.
10. Directs the Department to consult with each agency and develop a plan for assuming responsibility for services relating to human resources, and to consult with certain agencies and develop a plan for the assuming responsibility for payroll and other services. This consultation and plan development must occur by January 1, 2017. Note that Section 9101 (5n) (c) requires submittal of these plans to the joint committee on finance for approval under section 13.10, Wis. Stats., no later than March 1, 2016, for implementation beginning July 1, 2016.
11. Directs the Administrator of the Division of Personnel Management and the Director of the Bureau of Merit Recruitment and Selection to review the following: classifications in the state's classified service and consider the feasibility of reducing the number of classifications and establishing a new system of classification; the Wisconsin Human Resources Handbook; the compensation plan under section 230.12(1) of the statutes; the feasibility of requiring all state agencies to use electronic personnel files; and the feasibility of requiring all state agencies to use a uniform personnel evaluation system.

The requirements of the Division of Personnel Management (Division) resulting from 2015 SB 285 would increase the workload of the Division, although some of the increased workload would be temporary in nature. Workload of a temporary nature would result from the development of standards/processes (e.g., progressive discipline standards) and from conducting studies and consulting/planning requirements (e.g., review of classifications; statewide utilization of electronic personnel files; consulting with all agencies regarding the consolidation of human resources and payroll functions within the Division). Additional workload of an ongoing nature would result from the provision related to the elimination of reinstatement/restoration rights. These provisions would result in the increased need to utilize the full hiring process, which would also result in increased workload for other state agencies. An increase in workload may result from the provision that decreases the timeline for certain functions (e.g., certification of eligible applicants, response to grievances).

The FTE positions that may be needed to provide for this workload, but the number and costs associated with the FTE is not determinable at this time.

Long-Range Fiscal Implications