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Filed March 20, 1970

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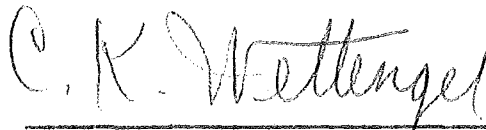
STATE OF WISCONSIN)
)
STATE PERSONNEL BOARD)

TO ALL TO WHOME THESE PRESENTS SHALL COME, GREETINGS:

I, C. K. Wettengel, Secretary of the State Personnel Board, and custodian of the official records of said board, do hereby certify that the amendments and changes to the rules relating to a length of service payment; an increase in annual leave rates; additional personal holidays; an increase in compensation at a rate of time-and-one-half for work required on legal holidays; and change in meal provisions for selected employes were duly approved and adopted by the Wisconsin State Personnel Board on March 13, 1970.

I further certify that said copy has been compared by me with the original on file with this board and that the same is a true copy thereof and of the whole of such original.

IN TESTIMONY WHEREOF, I have
set my hand at the State
Office Building, in the City
of Madison, this 16th day of
March, A.D., 1970.



C. K. WETTENGEL
SECRETARY



State of Wisconsin \ PERSONNEL BOARD

Warren P. Knowles
Governor

JOHN H. SHIELS, CHAIRMAN
1 WEST WILSON STREET
MADISON, WISCONSIN 53702

ORDER OF THE WISCONSIN STATE PERSONNEL BOARD
AMENDING, ADOPTING, CREATING RULES

Pursuant to authority vested in the Wisconsin State Personnel Board by Section 16.05(2) and Chapter 227, Wis. Stats., the Wisconsin State Personnel Board hereby repeals, amends, and adopts rules as follows:

Section Pers 5.07 of the Wisconsin Administrative Code is renumbered 5.07(1) and amended to read:

Pers 5.07 Maintenance Charges. (1) Except as provided in subsection (2), where full or part maintenance such as laundry, meals, lodging or quarters is furnished for the employe or the employe and his family, the employe shall be charged for the value of the allowance as established by the bureau based upon recommendations made by the employing departments. Any exception to this policy shall require the approval of the director. The bureau shall review these rates as required.

Section Pers 5.07(2) of the Wisconsin Administrative Code is created to read:

(2) As provided under section 16.105(5)(b), Wis. Stats. when a state agency provides meals to employes who are required as a condition of employment to take such meals in the performance of employer assigned duties or responsibilities, said meals shall be provided without charge to the employe. All of the following conditions must be met for an employe to be eligible for such meals:

- (a) An employe works a straight 8 hour shift without an unpaid lunch period.
- (b) Meals eaten while on duty must be taken at the employe's assigned work post.
- (c) Meals are presently delivered to the assigned work post or would have been if so requested and facilities are in operation at the time the meal is to be consumed.

Section Pers 5.085 of the Wisconsin Administrative Code is created to read:

Pers 5.085 Length of Service Pay. (1) Statutory authority. As provided under section 16.105(2)(bf), Wis. Stats. an eligible classified employe shall be paid an annual length of service payment. It is the intent of this subsection that no employe shall be given more than one length of service payment for the twelve month period beginning January 1 and ending the following December 31.

(2) Eligibility. All classified employees, except employees paid on a prevailing rate and employees on part-time (which is less than half-time, on a daily, weekly or monthly basis), short-term, project and student employments, who have completed ten or more years continuous service as defined in Wis. Adm. Code section Pers 18.02(2) prior to December 31, shall be paid a length of service payment specified under section 16.105(2)(bf), Wis. Stats. To be eligible an employee must have completed the required number of years of continuous service prior to or during the calendar year in which the payment is to be made.

(3) Computations. Computations for determining such continuous service and number of years of service shall be made according to provisions of Wis. Adm. Code sections Pers 18.02(2) and (3).

(4) Payment. (a) When the rate of length of service payment changes during the 10th, 15th, 20th or 25th calendar year, such payment shall be based upon the highest rate for which eligibility has been gained during the calendar year.

(b) The length of service payment for eligible employees shall be prorated according to the number of paid work hours during the period specified in (1) above excluding time considered to be overtime as defined in Wis. Adm. Code section Pers 5.09(1)(a) or additional employment as defined under Wis. Adm. Code section Pers 5.10(1). Any absences without pay totaling 30 calendar days or less in a calendar year may be counted in computing paid work hours.

(c) Pursuant to section 16.105(2)(bf), Wis. Stats. such payments shall be made on a date in December as determined by the director.

(d) Upon termination, retirement, or death of an eligible employee the length of service payment shall be prorated and paid on a date in December as determined by the director.

(5) Transfer of credits. Transfer of length of service credits shall be consistent with Wis. Adm. Code section Pers 18.04(2).

Section Pers 18.02 of the Wisconsin Administrative Code is amended to read:

Pers 18.02 Annual Leave of Absence. (1) Employees who earn annual leave of absence. All classified employees shall earn annual leave of absence except:

(a) Emergency employees.

(b) Provisional employees.

(c) Limited term employees.

(d) Employees who do not qualify under subsection 16.275(1)(e), Wis. Stats.

Annual leave may not be earned subsequent to an employee's last actual work day if immediately followed by termination.

(2) Continuous service. Continuous service shall include all the time the employe has been in continuous employment status in a permanent, seasonal, sessional, or unclassified position. The continuous service of an employe eligible for annual leave shall not be considered interrupted if he:

- (a) Was absent for not more than 30 consecutive calendar days.
- (b) Was on an approved leave of absence.
- (c) Left the service for any reason except to take other employment and is reemployed within 3 years, employment by any other political subdivision of this state shall not be construed as other employment.
- (d) Was absent on military leave.
- (e) Was absent due to injury or illness arising from state employment and covered by the workmen's compensation act, or section 16.31, Wis. Stats.

(3) Computing years of service. In determining the number of full years of service completed, credit shall be given for all time in employment status in a permanent, seasonal, sessional, or unclassified position. Any absence of more than 30 calendar days except for military leave and absence due to injury or illness arising out of state employment and covered by the Workmen's compensation act or section 16.31, Wis. Stats. shall not be counted. Only the most recent period of continuous service may be counted in determining an employe's length of service. Employes subject to section 16.275(1)(e), Wis. Stats. 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.

(4) Eligibility. After completion of the first 6 months in a permanent, seasonal or sessional position pursuant to section 16.22(1), Wis. Stats. or after the first 6 months of employment in an unclassified position or as a trainee unless covered under Wis. Adm. Code section Pers 18.04(3), employes shall be granted noncumulative annual leave based on accumulated continuous state service as follows:

- (a) Regular employes. Annual leave shall be based upon accumulated continuous state service, at the rate of 80 hours each year for a full year of service during the first 5 years of service; 120 hours each year for a full year of service during the next 10 years of service; 160 hours each year for a full year of service during the next 10 years of service; 200 hours each year for a full year of service after 25 years of service.
- (b) School year employes. Employes who are regularly employed on a school year basis for less than 12 months out of a year shall be granted prorata annual leave consistent with Wis. Adm. Code subsection (4)(a).
- (c) Seasonal and sessional employes. Employes who are regularly employed for less than 12 months out of a year shall be granted prorata annual leave consistent with Wis. Adm. Code subsection (4)(a).

(5) Computing annual leave. (a) Annual leave credits in any given year shall not be earned for any period of absence without pay, except that for administrative purposes, any approved leave or leaves of absence totaling 30 calendar days or less in a calendar year may be disregarded.

(b) Annual leave for employees covered in Wis. Adm. Code section Pers 18.02(4) shall be prorated during the fifth year of employment at the rate of 80 or 120 hours respectively; during the fifteenth year of employment at the rate of 120 or 160 hours respectively; during the twenty-fifth year of employment at the rate of 160 or 200 hours respectively.

(c) Upon termination of employment annual leave shall be prorated.

(d) To determine the annual leave earned during the calendar year by a beginning or ending employe and to prorate annual leave, use Table I for determining the hours of annual leave earned for the full months worked and add to this amount the number of hours of annual leave earned for the fractional part of the month worked from Table II.

TABLE I - HOURS OF ANNUAL LEAVE EARNED
FOR FULL MONTH WORKED

Full Months Worked	80 Hour Rate	120 Hour Rate	160 Hour Rate	200 Hour Rate
1	6	10	14	16
2	14	20	26	34
3	20	30	40	50
4	26	40	54	66
5	34	50	66	84
6	40	60	80	100
7	46	70	94	116
8	54	80	106	134
9	60	90	120	150
10	66	100	134	166
11	74	110	146	184

TABLE II - HOURS OF ANNUAL LEAVE EARNED FOR FRACTIONAL PART OF MONTH WORKED

<u>Beginning Employee</u>					<u>Ending Employee</u>				
Beginning Date of Month	Hours Earned				Ending Date of Month	Hours Earned			
	80 hour rate	120 hour rate	160 hour rate	200 hour rate		80 hour rate	120 hour rate	160 hour rate	200 hour rate
1 - 5	6	10	14	16	1 - 5	0	0	0	0
6 -10	6	8	10	14	6 -10	2	2	2	4
11-15	4	6	8	10	11-15	2	4	6	6
16-20	2	4	6	6	16-20	4	6	8	10
21-25	2	2	2	4	21-25	6	8	10	14
26-31	0	0	0	0	26-31	6	10	14	16

(6) Employee option. Pursuant to section 16.275(1)(a)4, Wis. Stats. an employe eligible for 200 hours annual leave each year may, at his option, elect to receive 40 hours or prorated portion thereof of such benefit under one of the following options each year:

- (a) As annual leave during the year earned or as authorized pursuant to Wis. Adm. Code section Pers 18.02(7).
- (b) In cash payment during the year earned at the employe's base pay rate exclusive of any add-ons as of the last day on the payroll in the calendar year.
- (c) As credit for a combined termination/sabbatical leave plan with such credit being accumulated without limitation.

(7) When annual leave may be taken. In determining annual leave schedules the appointing officers 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. Annual leave allowance shall be taken during the calendar year except as follows:

- (a) Employes who are required by their appointing officer to defer all or part of their annual leave for a given calendar year shall be permitted to take it within the first 6 months of the ensuing calendar year.

- (b) However, employes who are unable to take unused annual leave as provided in (a) above due to their work responsibilities shall be granted additional time in which to use such annual leave. Any such extension shall be approved by the appointing officer and reported to the director on forms prescribed by the director.

Section Pers 18.07 of the Wisconsin Administrative Code is renumbered Pers 18.07(1) and amended to read:

Pers 18.07 Holidays. (1) Legal holidays. Legal holidays are January 1; May 30; July 4; the first Monday in September; the fourth Thursday in November or the day appointed by the governor as a day of Thanksgiving; December 25; the day following if January 1, May 30, July 4 or December 25 falls on Sunday; the afternoon on Good Friday; and the afternoons of December 24 and 31. In order to carry out the intent of sections 16.275(6)(a), (am) and (an), Wis. Stats., to grant employes 7 1/2 days annually for legal holidays, an employe shall be granted:

- (a) Equivalent compensatory time off when the legal holiday falls on his regularly scheduled day off.
- (b) Compensatory time off or cash payment, either of which shall be at a rate of time and one-half his regular rate when the employe is required to work on a legal holiday.

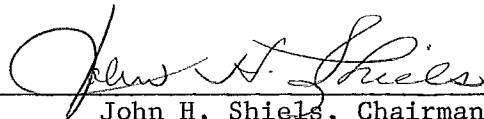
When such compensatory time off shall be granted is discretionary with the appointing officer, and he may permit such time to be anticipated and used on the same basis as annual leave, as provided under Wis. Adm. Code section Pers 18.02(7), except that paragraph 7(b) shall not apply.

Section Pers 18.07(2) of the Wisconsin Administrative Code is created to read:

(2) Personal holidays. Personal holidays shall be taken pursuant to section 16.275(6)(ar), Wis. Stats. and shall be granted during the calendar year earned, and shall be noncumulative after July 1, 1970.

The rules contained herein shall take effect on May 1, 1970, as permanent rules in accordance with section 227.026(1), Wis. Stats.

EFFECTIVE MAY 1, 1970



John H. Shields, Chairman
Wisconsin State Personnel Board



State of Wisconsin \ PERSONNEL BOARD

Warren P. Knowles
Governor

JOHN H. SHIELS, CHAIRMAN
1 WEST WILSON STREET
MADISON, WISCONSIN 53702

March 16, 1970

Governor Warren P. Knowles
Executive Department
115 East, Capitol
Madison, Wisconsin 53702

Re: Amendments and Changes in the
Wisconsin Administrative Code,
Rules of the Personnel Board

Dear Governor Knowles:

Pursuant to s.s. 16.05(2), Wisconsin Statutes, the Wisconsin State Personnel Board is transmitting to you for your consideration amendments and changes to the Wisconsin Administrative Code, Rules of the Personnel Board, regarding a length of service payment; an increase in annual leave rates; additional personal holidays; an increase in compensation at a rate of time-and-one-half for work required on legal holidays; and change in meal provisions for selected employees.

The enclosed rules are the rules that were adopted by the Board as emergency rules effective December 7, 1969. The amendments and changes to the rules were promulgated by the Director of the Bureau of Personnel, Department of Administration, after critical study and consultation with many interested and informed parties.

In accordance with the law and upon proper notice, the Wisconsin State Personnel Board held a public hearing on the said amendments and changes to the rules of the Personnel Board on March 13, 1970. On the same day, the Board reviewed the proposed changes and approved them.

If you determine that the amendments and changes should be approved, kindly endorse your approval thereon and have your office advise the Department of Administration, Bureau of Personnel, so that it may promptly make the certifications and transmittals required to place the new rules into effect.

Respectfully submitted,

JOHN H. SHIELS
CHAIRMAN, PERSONNEL BOARD
STATE OF WISCONSIN

Received by:

Date:

Warren P. Knowles
3/19/70

Enclosure