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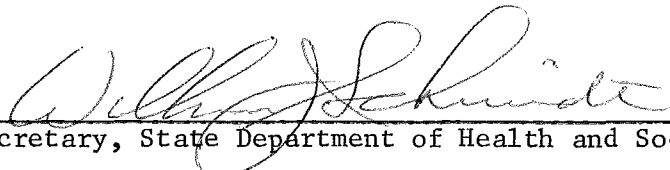
PW-PA 10.02-04

STATE OF WISCONSIN )  
 ) ss.  
DEPARTMENT OF HEALTH AND SOCIAL SERVICES)

I, Wilbur J. Schmidt, Secretary of the State Department of Health and Social Services, and custodian of the official records of said Department, do hereby certify that Rules PW-PA 10.02-10.04 were amended by the State Health and Social Services Board on March 22, 1972 as shown by the copy annexed hereto.

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

IN TESTIMONY WHEREOF, I have hereunto set my hand at the State Office Building in the City of Madison, this 28 day of March, A.D. 1972

  
Secretary, State Department of Health and Social Services

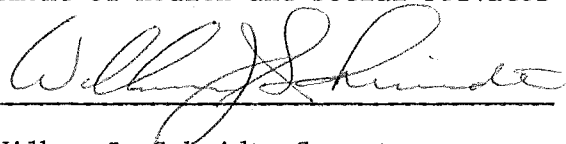
ORDER OF THE STATE DEPARTMENT OF HEALTH  
AND SOCIAL SERVICES AMENDING  
RULES PW-PA 10.02-10.04

Pursuant to authority vested in the State Department of Health and Social Services by section 15.05 (1) (b), Wis. Stats., the State Department of Health and Social Services hereby amends Rules PW-PA 10.02-10.04. (The rules as amended are attached hereto.)

Rules PW-PA 10.02-10.04 as amended shall take effect on May 1, 1972 pursuant to the authority granted by section 227.026 (1) (b), Stats.

Dated: March 28, 1972

State Department of Health and Social Services



Wilbur J. Schmidt, Secretary

Sections PW-PA 10.02, 10.03 and 10.04  
of the WISCONSIN ADMINISTRATIVE CODE

PW-PA 10.02 - DELEGATION

- (1) A civil service system shall receive full delegation in writing from the division if the system:
  - (a) requests in writing full delegation
  - (b) offers sufficient evidence to substantiate it meets Wis. Adm. Code section PW-PA 10.03
- (2) If a delegated civil service system fails to maintain any requirement of Wis. Adm. Code section PW-PA 10.03 the division shall notify the civil service system in writing of its failure to meet requirement(s) of Wis. Adm. Code section PW-PA 10.03 and grant them 60 days to come into compliance.
- (3) If the delegated civil service system does not come into compliance within 60 days the division shall:
  - (a) rescind in writing that part of the delegation that is not being met; or
  - (b) rescind in writing the full delegation.

PW-PA 10.03 - REQUIREMENTS FOR A MERIT SYSTEM OF PERSONNEL ADMINISTRATION

- (1) The system shall cover all grant aided agencies required by the federal government to be under a merit system and shall be impartially administered by a qualified merit system officer who may be responsible to the chief executive, a top level official, a board or commission.
- (2) All positions in the system shall be defined and classified based upon an analysis of duties and responsibilities.
- (3) All positions in the system shall be placed in a hierarchial structure and compensated accordingly.
- (4) For assessing conformance with minimum salary levels the county position with comparable qualifications shall have a salary at least equal to Typist I, Administrative Assistant I, Social Worker I and Director in the Division of Family Services County Merit System pay minimums.
- (5) The groups from which recruitment is conducted for any position shall be broad enough so that at least 3 persons are qualified to apply.
- (6) Within the recruitment area all qualified applicants shall have equal opportunity to compete for positions under Wisconsin Statutes covering equal opportunity and fair employment practices.
- (7) The appointing authority has a right to at least 3 names of certified candidates from which to select.
- (8) The appointing authority shall appoint according to the rules of the merit system.
- (9) A fixed probationary period for a given class shall be a part of the examination process. An employee is deemed a permanent employee if not terminated before the end of the fixed probationary period.

- (10) The merit system shall insure that personnel records shall be maintained by the agency on all employees and the agency shall record all personnel actions pertaining to the employee.
- (11) The employee shall be given a written statement of agency work rules and fringe benefits.
- (12) Lay-off procedures shall insure that no permanent employee in a given class is laid off while non-permanent employees are employed.
- (13) Reinstatement procedures shall give priority to laid off employees.
- (14) All permanent employees shall have a right to appeal termination of employment to an impartial body, or shall have a hearing by an impartial body prior to termination of employment. The ruling of this body shall be binding.
- (15) The merit system shall provide that employee performance and potential shall be evaluated systematically in order to improve individual effectiveness, to assess training needs and plan training opportunities and to provide a basis for decisions on placements, promotions, separations, salary advancements and other personnel actions.
- (16) No employee of an agency shall accept compensation, gift or gratuity from any person, persons, or organizations which may be involved in decisions made or influenced by him, or which will otherwise create conflict between his duty in the public interest and his private interest.
- (17) The merit system shall enable any agency to meet and maintain minimum state and federal statutes, rules and regulations for personnel practices, training and staffing patterns.

PW-PA 10.04 - EFFECT OF RULES

- (1) The following rules for the merit system have the full effect and force of law as provided in section 227.01 (3), Wis. Stats.
- (2) Full delegation to develop and administer a merit rule is available to counties that meet all requirements of Wis. Adm. Code section PW-PA 10.03.
- (3) All other counties shall meet:
  - (a) Wis. Adm. Code sections 10.05 through 10.20 in administering personnel practices to agency employees whose positions are covered by a bargaining unit;
  - (b) Wis. Adm. Code sections 10.05 through 10.26 in administering personnel practices to agency employees whose positions are not covered by a bargaining unit
- (4) Agencies and collective bargaining groups using these rules should also be aware of and familiar with the statutory sections relating to county personnel administration and the state's supervisory role.
- (5) These rules were adopted in accordance with Sec. 49.50 (2), Wis. Stats., by the Department of Health and Social Services, and the administration of such rules shall be delegated to the Division of Family Services.