Chapter Pers 20

EMPLOYE TRAINING AND DEVELOPMENT

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Pers 20.01 Definition of state training programs. State training programs include all formal and informal, off-the-job and on-the-job developmental activities and devices that are conducted as part of, or associated with state employment, which increase the knowledge, skill and general competency of employes, and which aid in establishing favorable employe attitudes and work habits.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Pers 20.02 Training policy. Recognizing that training is an integral part of the management process, the director, in order to implement the state training policy as set forth in section 16.33 (1), Wis. Stats., shall assist operating agencies by promoting, formulating, conducting, coordinating and assisting in state training programs to the end that transaction of the state's business will be performed effectively, efficiently, and with the greatest economy to the state through satisfied employes.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Pers 20.03 Trainee classification. (1) USE OF TRAINEE CLASSIFICATION. The director may authorize the use of the trainee classification when:

(a) Qualified applicants are not available for the objective classification, or

(b) Filling the position as a trainee will be more appropriate than appointment in the objective classification, or

(c) Special conditions exist as part of the provisions for the use of gifts, grants, bequests, or other devices from individuals, partnerships, associations, or corporations for providing employes with the training and/or experience to meet the qualifications of the objective classification.

(2) TRAINEE PAY RANGE. The pay range for a position classified as trainee shall be subject to the approval of the director.

(a) The minimum of such range shall be comparable to the minimum pay of classifications having similar qualifications.

(b) The maximum of such range shall not exceed the minimum pay of the objective classification for which the employe is trained, except as provided for in (4).

(c) When a raised hiring rate as set forth in Wis. Adm. Code section Pers 5.02(1) (b) is approved for the objective classification, the provisions of paragraphs (a) and (b) may be adjusted accordingly.

(3) PAY OF A TRAINEE. The starting pay rate and pay increases during the training program shall be subject to the approval of the director. Appointment may be made at that point in the pay range commensurate with previous training and/or experience.

(4) PAY OF AN EMPLOYE WITH PERMANENT STATUS IN CLASS APPOINTED AS TRAINEE. This subsection applies to the pay of an employe appointed to fill a vacancy in a trainee position either in the same agency or in a different agency. The term step as used in this subsection refers to the pay step amount in the pay range from which the employe moves when appointed to the trainee position.

(a) When the employe's pay rate is less than one step, at, or above the maximum for the trainee pay range, his or her present pay rate shall be increased by an amount equal to one step, provided that the action taken constitutes a promotion based on the pay range maximum of the class for which the employe is being trained. In those cases where an employe is being trained for a class which has the same or a lower pay range maximum than that assigned to the employe's current class, no pay increase shall be granted upon appointment to the trainee position. An employe's pay rate will not be reduced upon appointment to a trainee position, except when his/her rate of pay exceeds the maximum of the pay range for the objective level classification. In these cases, the employe's rate of pay will be reduced to the maximum of the pay range for the objective classification.

(b) When the employe's present pay rate is less than one step below the minimum of the trainee pay range, or is above the minimum but less than the maximum of such range, his present rate shall be increased by an amount equal to one step, or determined in accordance with subsection (3), whichever is higher.

(c) When the employe's present rate is more than one step below the minimum of the trainee pay range, his present rate shall be increased to the minimum of the trainee pay range, or determined in accordance with subsection (3).

(5) STATUS AND RIGHTS. A trainee shall be on a probationary period for the duration of his training program as provided in section 16.22 (5), Wis. Stats.

(a) However, the appointment of an employe with permanent status in class to a trainee position within the agency shall, as provided in section 16.22 (1), Wis. Stats., be deemed a change in job status, and shall not affect the permanent status and rights previously acquired within such agency. At any time during the probationary period the appointing authority may remove and restore the employe to his or her former position and former pay rate without the right of appeal. Any other removal, suspension without pay, or discharge during the probationary period shall be subject to section 16.28 (1), Wis. Stats. Upon successful completion of the training program the trainee shall assume the class title of the objective classification. He or she shall serve a probationary period in the objective classification.

(b) An employe with permanent status in class appointed to a trainee position in another agency, or a person entering a trainee position on an original appointment, may be separated at the discretion of the appointing authority, at any time prior to achieving

permanent status in class in the objective class without the right of appeal. Upon successful completion of the training program the trainee shall assume the class title of the objective classification. He or she shall serve a probationary period in the objective classification.

(c) The appointment of an employe who has qualified at the objective classification following completion of the training program shall not be considered a promotion for salary purposes. The employe shall be paid the initial rate in the objective class which shall be the minimum of the pay range for such class. However, if an employe earned a higher rate of pay in a class in which he or she had permanent status in class immediately prior to entry in the training program, the appointing authority may set the employe's pay at any rate in the pay range for the objective class, not to exceed the previously earned rate. Determination of this rate shall be made at time of appointment in the objective class and reported to the director. In cases where the objective class for which the employe is being trained is in the same or lower pay range than the class of the employe's position in which he or she had permanent status in class immediately prior to entry in the training program, no probationary increase shall be granted upon completion of the probationary period. However, such employe shall be paid not less than the permanent status in class minimum upon completion of such probationary period.

(6) APPROVAL AND REPORTING. No person shall be appointed to a trainee position prior to approval of the written training program by the director. The written training agreement shall be submitted to the director at the time of appointment.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (2) (b) and (4) (a), Register, September, 1975, No. 237, eff. 10-1-75.

Pers 20.04 Employe performance evaluation and development. In accordance with standards and procedures established by the director as provided under section 16.32(1), Wis. Stats., each appointing authority subject to the approval of the director shall establish an employe performance evaluation and development program directed at motivating and assisting state employes to furnish state services to the public as fairly, efficiently and effectively as possible. The program shall provide for a written performance evaluation to be developed and discussed by the appointing authority for and with each classified employe in a permanent position at least once each year.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; r. and recr. Register, September, 1975, No. 237, eff. 10-1-75.