

Chapter ER-Pers 30

CAREER EXECUTIVE EMPLOYMENT

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Note: Chapter Pers 30 was renumbered Chapter ER-Pers 30, except Pers 30.12, effective March 1, 1983.

ER-Pers 30.01 Policy. (1) In accordance with s. 230.24, Stats., these administrative rules are promulgated: to provide state agencies with a pool of highly qualified executive candidates for competitive appointment to executive level positions in such a way as to achieve and maintain a balanced work force; to provide employees with the opportunity for advancement as well as flexibility and mobility within and between state agencies; and to make optimum use of employees' managerial and administrative skills.

(2) The career executive program is an integral part of the civil service system of the state of Wisconsin and subject to all statutes and the rules of the administrator. In accordance with the provisions of s. 230.24, Stats., where other statutes and rules conflict with s. 230.24, Stats., and the rules promulgated to effect such statute, the provisions of s. 230.24, Stats., shall take precedence.

(3) On transactional movement into a career executive position, the employee becomes a career executive.

History: Cr. Register, March, 1974, No. 219, eff. 4-1-74; am., Register, February, 1981, No. 302, eff. 3-1-81; cr. (3), Register, February, 1983, No. 326, eff. 3-1-83.

ER-Pers 30.02 Included positions. (1) After consultation with the appointing authority for each position, and after an analysis of the position based on criteria established herein, the administrator shall determine the positions that shall be included in the career executive program. Positions to be included in the program shall be predominantly administrative in nature and be allocated to a classification assigned to pay range 18 or above of pay schedule 1 or at a comparable level as provided in the classification and compensation plan.

(2) As provided in ss. 230.44 or 230.45, Stats., the appointing authority may appeal the decision of the administrator.

History: Cr. Register, March, 1974, No. 219, eff. 4-1-74; am., Register, February, 1981, No. 302, eff. 3-1-81.

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ER-Pers 30.03 Career executive candidate source and registers.

(1) Career executive candidates may be classified civil service employes or persons from outside of the classified civil service. All candidates shall have demonstrated knowledges and skills acquired through work experience and training which, in the judgment of the administrator, will provide reasonable prospects for success in the type of positions included in the program.

(2) Emphasis shall be placed on obtaining career executive candidates from within the classified civil service.

(3) The register maintained for candidates who are classified civil service employes, referred to as the internal register, shall be maintained separate from the register for other candidates, referred to as the external register, when a register for other candidates is established.

History: Cr. Register, March, 1974, No. 219, eff. 4-1-74; am. (1) and (2), (3) renum. from Pers 30.04 (4) and am., Register, February, 1981, No. 302, eff. 3-1-81.

ER-Pers 30.05 Certification. (1) The highest ranking candidates shall be determined through a comparison of their qualifications, including technical or professional qualifications, where applicable, with the qualification requirements for the position as determined through position analysis. All such candidates shall meet the standard for the position as established by the administrator. Except as provided in ss. ER-Pers 30.07, 30.08 and 30.11 (2), certification for appointment to a vacant career executive position shall be limited to no more than the 10 highest ranking candidates on the internal register and no more than the 10 highest ranking candidates on the external register.

(2) Certification from the external register when such register is established, may occur simultaneously with the certification from the internal register. Certification from the external register may also be provided at any time after candidates from the internal register have been certified, but prior to the time an appointment is made. No candidate from the external register who has earned a score lower than the candidate with the lowest score certified from the internal register shall be certified, except when the latter register contains fewer than 10 candidates.

History: Cr. Register, March, 1974, No. 219, eff. 4-1-74; am., (1), r. and recr. (2), r. (3), Register, February, 1981, No. 302, eff. 3-1-81.

ER-Pers 30.06 Career executive trial period. (1) Upon initial appointment to the career executive program, a career executive employe, prior to attaining permanent status, shall serve a 2 year continuous service trial period. However, one year, or any portion thereof, may be waived by the appointing authority at any time after a one year continuous service trial period has been served after both the employe and the administrator have been notified in writing. If an employe transfers to a different agency while serving a trial period, the trial period shall be extended to provide for 6 continuous months of service in the receiving agency. Upon successful completion of the trial period, a career executive employe attains permanent status. Except as provided in sub. (3) and s. ER-Pers 30.11, career executive employes shall be required to complete only one trial period regardless of subsequent movement to other career executive positions, including movement between agencies.

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(a) Within the "status" agency, if terminated during the first 6 months of the trial period, and

(b) Within the "trial" agency, if terminated after the first 6 months of the trial period.

(2) If the position to which the employe is to be restored has been abolished, the employe shall be given consideration for any other vacant position in the same or counterpart pay range for which the employe is qualified to perform the work after being given the customary orientation provided for newly hired workers. If no such vacant position exists, the employe shall be treated as if he or she had been restored to the previous position and the provisions for making layoffs under ch. ER-Pers 22 shall apply.

(3) If an employe terminates employment as a career executive under conditions other than those specified in sub. (1) above, the employe shall have the same reinstatement and restoration status and rights as provided in ch. ER-Pers 16.

History: Cr. Register, March, 1974, No. 219, eff. 4-1-74; am. (1), renum. (2) to be (3) and am., cr. (2), Register, February, 1981, No. 302, eff. 3-1-81.

Pers 30.12 Performance evaluation. (1) The appointing authority shall complete at least once each year a performance evaluation of each career executive, incorporating the principles of management by objectives.

(2) Performance evaluations shall be joint evaluations by the career executive and his or her supervisor and shall be focused on improved program management, on development of the career executive's competence and on the improvement of the organizational and motivational environment within which he or she is functioning.

(3) Performance evaluations signed by the career executive and the supervisor shall become a part of the permanent personnel file of the career executive.

Note: Chapter 196, laws of 1977 vested the authority for employe performance evaluation and development in the secretary, department of employment relations rather than the administrator, division of personnel. Despite this statutory change, Pers 30.12 shall remain in effect until the secretary acts to repeal this rule.

History: Cr. Register, March, 1974, No. 219, eff. 4-1-74.

ER-Pers 30.99 Provisions regarding incumbents of positions placed in the career executive program. (1) Each incumbent shall be given the option of being placed in the career executive program without certification in accordance with s. ER-Pers 30.05, or of remaining in his or her existing position under the non-career executive employment provisions. This option shall remain in effect for one year after the incumbent's position is placed in the program. Should the employe choose the second option, his or her existing position shall not be included in the career executive program as long as it is occupied by the incumbent. Any subsequent entrance by the employe to the program shall require competitive appointment under the provisions of s. ER-Pers 30.05.

(2) Incumbents who exercise their option to be placed in the career executive program shall earn permanent status immediately upon entering the program. However, incumbents serving a probationary period at

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the time of entry shall not earn permanent status until they successfully complete the probationary period.

(3) The provisions specified in subs. (1) and (2) shall also apply to persons on authorized leave of absence from positions placed in the career executive program, commencing with their return.

History: Cr. Register, March, 1974, No. 219, eff. 4-1-74; r. (1), renum. (2) to be (1) and am., renum. (3) and (4) to be (2) and (3), Register, February, 1978, No. 266, eff. 3-1-78; am., Register, February, 1981, No. 302, eff. 3-1-81.