

INDEX

Note: Statutory sections designated by "s."

Absences:

Formal leave without pay, rights on return
ER-MRS 16.03 (6)

Acting assignments:

Administrator's approval ER-MRS 32.02
Definition ER-MRS 32.01
Duration of ER-MRS 32.03
Letter of notification ER-MRS 32.04

Administrator, powers and duties of s. 230.05

Appeal procedure s. 230.44 (2), (3) & (4)

Appealable actions s. 230.44 (1)

Appointing authorities, powers and duties of s. 230.06

Aid recipients, employment of s. 230.147, ER-MRS 27.05 (2)

Appointing procedure for unskilled labor and service

classes ER-MRS 7.01, ER-MRS 7.02, s. 230.21

Career executive employment:

Candidate source and registers ER-MRS 30.03
Certification ER-MRS 30.05
External register ER-MRS 30.03 (3)
Incumbents of positions placed in program
ER-MRS 30.99
Internal register ER-MRS 30.03 (3)
Layoff ER-MRS 30.105
Permanent status ER-MRS 30.06 (1)
Policy ER-MRS 30.01
Reassignment ER-MRS 30.07
Redress rights ER-MRS 30.10
Reinstatement and restoration ER-MRS 30.11
Status agency ER-MRS 30.11 (1)
Trial agency ER-MRS 30.11 (1)
Trial period ER-MRS 30.06
Voluntary movement ER-MRS 30.08
Waiver of trial period ER-MRS 30.06 (1)

Certification and appointment:

Additional ER-MRS 12.07, s. 230.08 (7)
Appointment, definition ER-MRS 1.02 (2)
Certification, authorization for appointment
ER-MRS 12.02 (intro.), ss. 230.15, 230.19,
230.25 (2), 230.28 (1) (d), 230.31 (1), 230.32
(3) and 230.33 (1) & (2)
Certification, confirmation of appointment
ER-MRS 12.08
Certification, expanded, for a specified gender and
minorities
ER-Pers 12.05, ss. 230.01 (2), 230.08 (7),
230.25 (1m)
Certification, expanded for handicapped
ER-MRS 12.06, ER-MRS 12.07, ss. 230.01 (2),
230.08 (7), 230.25 (1m)
Certification for labor and service classes
ER-MRS 7.02
Certification, order for preference from registers ...
ER-MRS 12.02 (1), ss. 230.19, 230.30
Certification, request of appointing authority
ER-MRS 12.01, s. 230.06 (1)

Certification, selective
ER-MRS 12.03, s. 230.25 (1)
Certification, termination of s. 230.25 (2)
Certification, use of related registers
ER-MRS 12.04, s. 230.25 (1)
Noncompetitive appointment of disabled veterans ..
ss. 230.15 (2m), 230.275
Promotional register establishment
ER-MRS 12.02 (2), s. 230.19 (2)

Closed records, s. 230.13 ER-MRS 6.08 (2)

Code of ethics — see Ethics, code of

Definitions:

Agency, definition
ER-MRS 1.02 (1), s. 230.03 (3)
Appointment, definition
ER-MRS 1.02 (2), s. 230.15 (1)
Counterpart pay ranges, definition
ER-MRS 1.02 (4)
Demotion, definition ER-MRS 1.02 (5)
Employee, definition ER-MRS 1.02 (6)
Employing unit, definition
ER-MRS 1.02 (7), s. 230.30
Higher class, definition ER-MRS 1.02 (8)
Higher pay range, definition ER-MRS 1.02 (9)
Layoff, definition ER-MRS 1.02 (11)
Leave of absence, definition ... ER-MRS 1.02 (12)
Limited term appointment, definition
ER-MRS 1.02 (13), s. 230.26 (1)
Limited term employment, definition
ER-MRS 1.02 (14), s. 230.26 (1)
Lower class, definition ER-MRS 1.02 (15)
Lower pay range, definition ER-MRS 1.02 (16)
Month, definition ER-MRS 1.02 (17)
Original appointment, definition
ER-MRS 1.02 (18)
Pay range, definition ER-MRS 1.02 (19)
Permanent appointment, definition
ER-MRS 1.02 (20)
Permanent employment, definition
ER-MRS 1.02 (21)
Permanent status, definition
ER-MRS 1.02 (22), s. 230.28 (2)
Permanent status in class, definition
ER-MRS 1.02 (23), s. 230.28 (2)
Probationary period, definition
ER-MRS 1.02 (24), s. 230.28
Project appointment, definition
ER-MRS 1.02 (25), s. 230.27 (1)
Project employment, definition
ER-MRS 1.02 (26), s. 230.27 (1)
Project position, definition
ER-MRS 1.02 (26m), s. 230.27 (1)
Promotion, definition
ER-MRS 1.02 (27), ER-MRS 14.02 (5)
Recruitment option, definition .. ER-MRS 1.02 (28)

Reinstatement, definition . . .	ER-MRS 1.02 (29), ss. 230.31, 230.33 & 230.34 (2) (b)	Guidelines for outside employment	ER-MRS 24.045
Restoration, definition	ER-MRS 1.02 (30), ss. 230.31, 230.32 & 230.34 (2) (b)	Hospitality, relation to state business	ER-MRS 24.035
Seasonal employment, definition	ER-MRS 1.02 (31)	Policy	ER-MRS 24.02
Sessional employment, definition	ER-MRS 1.02 (32)	Standards of conduct	ER-MRS 24.04
Transfer, definition	ER-MRS 1.02 (33)	Violations	ER-MRS 24.06
Vacancy, definition	ER-MRS 1.02 (34)	Examinations — see recruitment and examination	
Year, definition	ER-MRS 1.02 (35)	Exceptional methods and kinds of employment:	
Demotion:		Appointee status	ER-MRS 27.07
Authority for	s. 230.34	Authority for	s. 230.08 (7)
Exclusions	ER-MRS 17.02	Definitions	ER-MRS 27.02
For disciplinary purposes . . .	ER-MRS 17.04 (1), s. 230.34 (1)	Establishment of exceptional employment list	ER-MRS 27.06
As a result of layoff	ER-MRS 22.08 (2), s. 230.34 (2) (b)	Identifying exceptional employment situations	ER-MRS 27.03
Kinds of demotion, status and rights	ER-MRS 17.04, ss. 230.34 (1), (2) (b)	Purpose	ER-MRS 27.01, s. 230.01 (2)
Notice to employee	ER-MRS 17.03, s. 230.34 (1) (b)	Qualifying for exceptional employment situations	ER-MRS 27.04
Voluntary, between agencies	ER-MRS 17.04 (4), s. 230.34 (1) (c)	Use of exceptional employment lists	ER-MRS 27.05
Voluntary, different employing unit	ER-MRS 17.04 (3) (intro.), (c)	Use of exceptional methods of employment	ER-MRS 27.05
Voluntary, probation may be required	ER-MRS 17.04 (3) (b), (c), (d)	Force and effect of rules	ER-MRS 1.01
Voluntary, restoration rights denied	ER-MRS 17.04 (3) (a)	Invalid appointments	s. 230.41
Voluntary, same employing unit	ER-MRS 17.04 (3) (intro.), (b)	Kinds of employment and types of appointments	s. 230.15
Voluntary, within an agency	ER-MRS 17.04 (3)	Labor and service classes, appointing procedure for	ER-MRS 7
Discharge, authority for	s. 230.34 (1) (a)	Layoffs:	
Disciplinary actions:		Alternatives to termination from the service as a result of	ER-MRS 22.08
Authority, and options	s. 230.34 (1)	Appeal notice	ER-MRS 22.07, s. 230.44 (1) (c)
Authority for appointing authorities to take disciplinary action	s. 230.06 (1) (b)	Authority for	s. 230.34 (2)
Appeal of	s. 230.44 (1) (c)	Definition	ER-MRS 1.02 (11)
Demotion, suspension or discharge, appeal of	s. 230.44 (1) (c)	Demotion as a result of	ER-MRS 22.08 (2)
Employing units, establishment and revision	s. 230.30	Displacement as a result of	ER-MRS 22.08 (3)
Employment registers:		Employees in non-state funded positions	s. 230.34 (2m)
Authority for	s. 230.25	Employees released first	ER-MRS 22.04
Establishment and maintenance	ER-MRS 11.01, s. 230.25	Employing unit, definition . . .	ER-MRS 1.02 (7), s. 230.30
Integration of	ER-MRS 11.01 (3), s. 230.25	Employing units, establishment and revision	s. 230.30
Reactivation of . . .	ER-MRS 11.03 (2), s. 230.25 (3)	Failure to accept reasonable offer of appointment	ER-MRS 22.09
Removal of names	ER-MRS 11.04 (1), ss. 230.17 (1) & 230.25 (1)	Layoff group, definition	ER-MRS 22.02 (2), 22.035
Statement of availability	ER-MRS 11.05	Notice prior to	ER-MRS 22.07
Term of eligibility . .	ER-MRS 11.03, s. 230.25 (3)	Plan subject to approval	ER-MRS 22.05, s. 230.34 (3)
Types . .	ER-MRS 11.02, ss. 230.24 & 230.25 (4) (b)	Procedure for	ER-MRS 22.06
Employment relations commission, powers and duties of	s. 230.45	Procedure, application of	ER-MRS 22.03
Ethics, code of:		Procedure, purpose for	ER-MRS 22.01
Action to avoid possible conflict . .	ER-MRS 24.05	Reinstatement eligibility and conditions	ER-MRS 22.11
Authority and purpose	ER-MRS 24.01 s. 19.45 (11) (a)	Restoration rights and conditions . .	ER-MRS 22.10
Criminal penalties	ER-MRS 24.07, s. 19.58	School year employees	ER-MRS 22.13
Definitions	ER-MRS 24.03	Seasonal and sessional employees	ER-MRS 22.12, s. 230.34 (2)
		Seniority, computation of	ER-MRS 22.06 (3)
		Temporary layoff	ER-MRS 22.14

Transfer as a result of ER-MRS 22.08 (1)
 Vacancies, how filled ER-MRS 22.025
 Voluntary termination in lieu of less senior employee
 ER-MRS 22.06 (4)

Leave of absence and pay while serving in unclassified position s. 230.33, see **absences**

Limited term appointments:
 Approval by administrator ER-MRS 10.03
 Authority for s. 230.26 (1)
 Definition ER-MRS 1.02 (13), s. 230.26 (1)
 Employee status ER-MRS 10.05
 Procedures and records ER-MRS 10.04

Misdemeanors, how punished s. 230.43

Political activities, public office s. 230.40

Probationary period:
 Absence from employment, waiver of probationary
 time ER-MRS 13.05 (1)
 Administrative, technical and professional positions .
 ER-MRS 13.02 (3)
 Attainment of permanent status in class
 ER-MRS 13.09
 Authority for s. 230.28
 Change in job status in agency, not to affect perma-
 nent status s. 230.28 (1) (d)
 Definitions ER-MRS 13.01
 Dismissal during ER-MRS 13.08
 Dismissal notice required ER-MRS 13.08 (2)
 Duration ER-MRS 13.02, s. 230.28 (1) (a)
 Extension of ER-MRS 13.02 (2) and 13.05 (2)
 For trainee, intern, apprentice or understudy
 ER-MRS 13.03 (3), s. 230.28 (5)
 Lengthened probationary period
 ER-MRS 13.02 (3), s. 230.28 (1) (b)
 Notification of probationary requirement
 ER-MRS 13.04 (2)
 Notification of waiver ER-MRS 13.04 (3)
 Performance evaluation during s. 230.28 (2)
 Permissive
 ER-MRS 13.02 (4), 13.04, s. 230.28 (4)
 Resignation during ER-MRS 13.05 (4)
 Restoration of names to employment registers
 s. 230.28 (3)
 Supervisory or managerial
 ER-MRS 13.02 (5), s. 230.28 (1) (am)
 Termination due to pending layoff
 ER-MRS 13.05 (3)
 Time not counted ER-MRS 13.07
 Transfer while serving ER-MRS 15.07
 Waiver of lengthened probationary period
 s. 230.28 (1) (c)
 Waiver of probation for supervisory or managerial
 employees
 ER-MRS Pers 13.02 (5), s. 230.28 (1) (am)
 Waiver of probation time due to absence
 ER-MRS 13.05 (1)
 When required ER-MRS 13.03

Project appointment:
 Authority for s. 230.27 (2)
 Definition ER-MRS 1.02 (25), s. 230.27 (1)
 Duration of ER-MRS 34.01, s. 230.27 (1)
 Exclusions ER-MRS 34.02
 Procedures and records ER-MRS 34.09
 Termination ER-MRS 34.08

Use of ER-MRS 34.03

Promotion:
 Authority for s. 230.19
 Between agencies ER-MRS 14.03 (2)
 Definition ER-MRS 1.02 (27)
 Exclusions ER-MRS 14.02
 Kinds of, status and rights
 ER-MRS 14.03, s. 230.28 (1) (d)
 Policy ER-MRS 14.015, s. 230.19 (1)
 Recommendations s. 230.20

Recommendations for appointments s. 230.20

Recruitment and examination:
 Applicant, disqualification of
 ER-MRS 6.10 s. 230.17
 Appointments, invalid s. 230.41
 Authority for
 ss. 230.14, 230.145, 230.15, 230.16, 230.17,
 230.22
 Critical recruitment selection
 ER-MRS 6.12, s. 230.14 (2)
 Employment register, exceptions to
 ER-MRS 6.04, s. 230.25 (4)
 Examination, anonymity of competitors
 ER-MRS 6.09 (1)
 Examination information, not released
 ER-MRS 6.08 (2), ss. 230.13, 230.16 (10) &
 (11)
 Examination information, release of
 ER-MRS 6.08 (1), ss. 230.13 & 230.16 (11)
 Examination results, notice of ER-MRS 6.07
 Examination, security of
 ER-MRS 6.09 (2), s. 230.16 (10) & (11)
 Examinations, how based
 ER-MRS 6.05 (3) (a), s. 230.16 (4)
 Notice and appeal provisions s. 230.17 (2)
 Recruitment, base of, ER-MRS 6.01
 s. 230.14 (1)
 Recruitment, evaluation of applicant
 ER-MRS 6.05 (1), s. 230.15, s. 230.16 (1) (am)
 Recruitment, information sources
 ER-MRS 6.02, s. 230.14, s. 230.19 (2)
 Recruitment, when employee on leave of absence . .
 ER-MRS 6.025

Reinstatement and restoration:
 Authority for
 ss. 230.31, 230.32, 230.33, and 230.40 (3)
 Reinstatement, after downward reallocation or reclas-
 sification of a position
 ER-MRS 16.035 (3), s. 230.31 (1) (a)
 Reinstatement, after resignation or layoff during pro-
 bationary period ER-MRS 16.04 (2)
 Reinstatement, different employing unit, same agency
 ER-MRS 16.04 (1) (b), s. 230.31 (1)
 Reinstatement, failure to return from leave of absence
 ER-MRS 16.035 (4)
 Reinstatement, persons having permanent status in
 class ER-MRS 16.04 (1), s. 230.31 (1)
 Reinstatement, return from unclassified service
 ER-MRS 16.035 (2), s. 230.33
 Reinstatement, same employing unit
 ER-MRS 16.04 (1) (c)

Reinstatement, to a different agency, probation may be required ER-MRS 16.04 (1) (a), s. 230.28 (4)

Reinstatement, types and conditions of ER-MRS 16.035 (1), s. 230.31 (1) (a) & (2)

Reinstatement and restoration, approval by administrator ER-MRS 16.02, s. 230.06

Reinstatement and restoration, definition, ER-MRS 1.02 (29) & (30), 16.01

Reinstatement and restoration, permissive and mandatory ER-MRS 16.01

Reinstatement and restoration, return to a lower position ER-MRS 16.015, s. 230.31 (1) (a)

Reinstatement, return from seasonal or sessional lay-off s. 230.31 (2)

Restoration, leave to unclassified service ER-MRS 16.03 (4), s. 230.33

Restoration, non-completion of probation upon promotion within an agency ER-MRS 14.03 (1) & 16.03 (5), s. 230.28 (1) (d)

Restoration, order of employment relations commission or court . ER-MRS 16.03 (3), s. 230.44 (4)

Restoration, return from approved leave without pay ER-MRS 16.03 (6), s. 230.35 (1) (g) 1.

Restoration, return from military ER-MRS 16.03 (2), s. 230.32

Restoration, types and conditions of ER-MRS 16.035 (1), s. 230.31 (1)

Rules, force and effect of ER-MRS 1.01

Seniority, computation of ER-MRS 22.06 (3), ER 18.02 (2) and (3)

Transfer:

Authority for s. 230.29

Authorization by administrator ER-MRS 15.02, s. 230.29

Between agencies ER-MRS 15.03

Between different employing units of the same agency ER-MRS 15.04

Carryover of probationary time served ER-MRS 15.07 (2)

Definition ER-MRS 1.02 (32)

Eligibility for ER-MRS 15.01

Involuntary ER-MRS 15.01

Probationary period not required ER-MRS 15.04, 15.05

Probationary period required ER-MRS 15.04, 15.05

Voluntary ER-MRS 15.01

While serving a probationary period ER-MRS 15.07

Within same employing unit ER-MRS 15.05

Unclassified division administrators, rights of .. s. 230.335

Unskilled labor and service classes, appointing procedure for ER-MRS 7.01 & 7.02, s. 230.21