

## Chapter ER-MRS 11

### EMPLOYMENT REGISTERS

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**Note:** Chapter Pers 11 was renumbered chapter ER-Pers 11, effective March 1, 1983. Chapter ER-Pers 11 was renumbered chapter ER-MRS 11 under s. 13.93 (2m) (b) 1., Stats., Register, October, 1994, No. 466.

**ER-MRS 11.01 Establishment and maintenance of registers.** (1) The director shall establish and maintain employment registers needed to fill positions in the classified service.

(2) Employment registers under s. ER-MRS 11.02, may be established by functional grouping of titles, class title, subtitle or recruitment option.

(3) Names may be integrated into employment registers when, in the judgment of the director, the needs of the service will be benefited.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, February, 1981, No. 302, eff. 3-1-81; am. (2), Register, May, 1988, No. 389, eff. 6-1-88; correction in (2) made under s. 13.93 (2m) (b) 7., Stats., Register, October, 1994, No. 466; corrections in (1), (3) made under s. 13.92 (4) (b) 6., Stats., Register September 2015 No. 717.

**ER-MRS 11.02 Types of registers.** (1) **OPEN COMPETITIVE.** Open competitive registers are registers that are established through competition open to all qualified applicants within and outside of the service.

(3) **GEOGRAPHIC.** Registers may be established on a geographic basis with the approval of the director.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (1) and (2), r. and recr. (3), Register, February, 1981, No. 302, eff. 3-1-81; am. (2), Register, May, 1988, No. 389, eff. 6-1-88; correction in (3) made under s. 13.92 (4) (b) 6., Stats., Register September 2015 No. 717; **CR 18-066: r. (2) Register July 2018 No. 751, eff. 8-1-18.**

**ER-MRS 11.03 Term of eligibility on an employment register.** (1) **OPEN COMPETITIVE REGISTERS.** Eligibility on a register continues for 6 months from the date the register was established or, on an integrated register, 6 months from the date the individual is placed on the register. The director may allow a register to expire after 3 months, but only after considering the impact of such an action on the policy of this state to provide for equal employment opportunity and to take affirmative action, as specified in s. 230.01 (2), Stats.

(2) **REACTIVATION OF REGISTER.** The director may reactivate a register up to one year from the date it was established. The appointing authority may request an extension of the reactivation, not to exceed a total of 3 years. Names on the reactivated register may be integrated with those on a subsequently established register.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; r. (2), renum. (1) (a) and (b) to be (1) and (2) and am. (2), Register, February, 1981, No. 302, eff. 3-1-81; am. (1), Register, December, 1999, No. 528, eff. 1-1-00; corrections in (1), (2) made under s. 13.92 (4) (b) 6., Stats., Register September 2015 No. 717; **CR 18-006: am. (title), (2) Register July 2018 No. 751, eff. 8-1-18.**

**ER-MRS 11.04 Removal of names from registers; refusal to certify applicants.** (1) In addition to the reasons given in s. ER-MRS 6.10, the director may remove a name from a register or refuse to certify an applicant under any of the following circumstances:

(a) *Appointment.* When a person is appointed, the person's name shall be removed from the register, but may be restored on such register upon written request.

(b) *Failure to respond to inquiry.* When a person does not respond within the established deadline, not less than 2 work days following an invitation to participate in subsequent steps.

(c) *Unable to locate.* When a person cannot be located by reasonable means.

(d) *Non-selection after 3 appointments.* For each 3 appointments made from a register, up to 2 persons who have been considered for appointment 3 times and not selected may be removed from the register. Such removals shall be based upon a job-related reason reported to the director by the appointing authority.

(f) *Limitations on certifications.* After a person has been certified from a register to 3 vacancies, the person's name may be suspended from the register and not included in subsequent certifications from the register when, in the judgment of the director, such action is consistent with sound, technical, personnel management practices as required by s. 230.17, Stats., and with affirmative action as required by s. 230.03 (2) (a) to (c), Stats.

(g) *Failure to accept condition of employment.* When a person will not accept a previously established condition of employment for the classification.

(h) *Failure to appear for scheduled interview.* When a person does not appear for a mutually agreed upon scheduled interview and does not provide a valid reason for such failure to appear within one work day of the interview date.

(2) Names may be reactivated on or restored to the registers whenever information is received by the director which nullifies the reason for removal.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (1) (intro.), (a), (b), (d) and (2), cr. (1) (f), Register, February, 1981, No. 302, eff. 3-1-81; cr. (1) (g), Register, February, 1983, No. 326, eff. 3-1-83; am. (1) (intro.), (d) to (f), Register, May, 1988, No. 389, eff. 6-1-88; correction in (1) (intro.) made under s. 13.93 (2m) (b) 7., Stats., Register, October, 1994, No. 466; cr. (1) (h), Register, July, 2000, No. 535, eff. 8-1-00; corrections in (1) (intro.), (d), (f), (2) made under s. 13.92 (4) (b) 6., Stats., Register September 2015 No. 717; **CR 18-006: am. (1) (b), r. (1) (e), am. (1) (h) Register July 2018 No. 751, eff. 8-1-18.**

**ER-MRS 11.05 Statement of availability.** It shall be the responsibility of an applicant to inform the director of any change in the applicant's availability, contact information, and the conditions under which the applicant will accept employment.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, February, 1981, No. 302, eff. 3-1-81; correction made under s. 13.92 (4) (b) 6., Stats., Register September 2015 No. 717; **CR 18-006: am. Register July 2018 No. 751, eff. 8-1-18.**