

PERSONNEL BOARD

scribed for the class of the position concerned except as provided by section 16.105 (1m) and (2) (b) Wis. Stats., and Wis. Adm. Code section Pers 3.03 (5)

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64; emerg. rule, am. eff. 2-22-66; am. Register, May, 1966, No. 125, eff. 6-1-66.

**Pers 5.09 Overtime.** (1) **DEFINITION OF OVERTIME.** Time that an employe is compensated for working in the capacity of his own classification in the same department in excess of required working hours pursuant to subsection 16.275 (7), Wis. Stats. and these rules.

(2) **POLICY ON OVERTIME.** (a) It is the policy of the state to reduce to a minimum the necessity for overtime work.

(b) Compensation for overtime work shall normally be by compensatory time off.

(c) Overtime shall be compensated as provided in the state's compensation plan.

(d) Overtime work that is to be paid for in cash or by compensatory time off shall normally be on an hour for hour basis.

(e) All overtime payments shall be separately recorded on the payroll.

(f) Where compensatory time off is granted for overtime work it shall be taken within 6 calendar months after it has been earned.

(g) Any additional salary shall cease to be payable without the right of appeal whenever the employe's scheduled hours of work are reduced to the normal level.

(h) All overtime work for either compensatory time off or for cash payment must be authorized by the appointing officer. For classes in salary schedule 1, range 12, and above, and classes in schedules 4 and 5, approval of the director is also required for overtime that is compensated by cash payment.

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.

**Pers 5.10 Additional employment.** (1) **DEFINITION.** Additional employment is of 2 types:

(a) Employment in the same employing unit but in a different class of position than that of the employe's regular position.

(b) Employment in a different employing unit of the same department or in a different department in the same or different class of position than that of the employe's regular position.

(2) **POLICY ON ADDITIONAL EMPLOYMENT.** The policy on additional employment shall be consistent, where applicable, with that expressed on overtime.

(3) **PROCESSING.** Additional employment shall be processed as limited term employment and subject to the provisions of chapter Pers 10.

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.

**Pers 5.11 Deviations.** (1) **DEFINITION.** Where the conditions of employment cannot be fulfilled by adhering to the standard work week provided in subsection 16.275 (7), Wis. Stats.

(2) **COMPENSATION FOR DEVIATION WORK WEEKS.** Compensation for such work weeks shall be as provided for in the state's compensation plan.

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(3) **APPROVAL REQUIRED.** Requests for deviation work weeks shall be submitted by the appointing officer to the Department of Administration, attn. Bureau of Personnel, for the director's prior approval. Such requests shall define the extent and duration of the deviation, and contain a recommendation as to pay for the additional time required, and personnel by name and classification who will be included. Before submitting such requests the appointing officer shall make the necessary budgetary provisions.

(4) **REPORTING AND RECORDING PAY FOR DEVIATION WORK WEEKS.** (a) Approval is for the length of the period specified and if on continuous basis shall coincide with the fiscal year.

(b) Any additional pay authorized for deviation work weeks shall be separately recorded on the payroll.

(c) Any additional salary shall cease to be payable without the right of appeal whenever the employe's scheduled hours of work are reduced to the standard basis of employment.

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.

**Pers 5.12 Supervisory pay; responsibility pay.** Supervisory pay as provided in the teacher's salary schedule and responsibility pay as provided in the physician's salary schedule shall be separately recorded by the director and by the employing department, and shall cease to be payable, without the right of appeal whenever the supervisory duties or program responsibilities cease.

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.

**Pers 5.13 Pay for jury service.** See subsection 16.275 (5), Wis. Stats.

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.

**Pers 5.14 Audit of records.** As provided in subsection 16.05 (3) and section 16.26, Wis. Stats. the director shall have access to all records kept by departments relating to personnel and employment processes.

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.

**Pers 5.15 Employment interview travel expenses.** As provided by subsection 20.940 (3), Wis. Stats., an applicant who is eligible for selection for employment may be reimbursed for all or part of his actual and necessary travel expenses incurred in connection with an employment interview by the employing department provided:

- (1) The position is of a professional or technical nature, and
- (2) A critical shortage exists of persons eligible for selection, and
- (3) Prior authorization for such reimbursement has been obtained from the director.

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.

**Pers 5.16 Total remuneration.** The rates of pay prescribed shall be deemed to include pay in every form EXCEPT: approved overtime; lawful reimbursement for necessary expenses authorized and incurred incident to the employment; special equipment; clothing; or services considered necessary for performance of the job.

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.

*Emergency Pers 5.17 eff 7-1-67*  
Register, May, 1966, No. 125