

Chapter PW-PA 10 *R Reg Oct 1971*

**MERIT SYSTEM RULES FOR COUNTY AGENCIES
ADMINISTERING SOCIAL SECURITY AIDS,
ADULT SERVICES, CHILD WELFARE
SERVICES, AND JUVENILE
COURT SERVICES**

PW-PA 10.01	Statement of intent	PW-PA 10.13	Attendance and leave
PW-PA 10.02	Effect of rules	PW-PA 10.14	Performance reports
PW-PA 10.03	Exceptions to rules	PW-PA 10.15	Merit increases
PW-PA 10.04	Definitions	PW-PA 10.16	Personnel records
PW-PA 10.05	Classification plan	PW-PA 10.17	Applicability
PW-PA 10.06	Recruitment and appointment of paid employes	PW-PA 10.18	Compensation provisions
PW-PA 10.07	Recruitment and appointment of unpaid staff and volunteers	PW-PA 10.19	Adjustments to salary range schedules or option changes
PW-PA 10.08	Employe training and development	PW-PA 10.20	Beginning salary
PW-PA 10.09	Probationary period	PW-PA 10.21	Salary increases
PW-PA 10.10	Transfers and demotions	PW-PA 10.22	Demotion
PW-PA 10.11	Separations and reinstatement	PW-PA 10.23	Part-time employment
PW-PA 10.12	Appeals from termination, suspension, or demotion by permanent employes	PW-PA 10.24	Overtime payments
		PW-PA 10.25	Emergency assignments
		PW-PA 10.26	Trainee salary range and trainee salary
		PW-PA 10.27	Classification of county agencies
		PW-PA 10.28	Amendments

History: Chapter PW-PA 10 as it existed on December 31, 1970 was repealed and a new chapter PW-PA 10 was created, Register, December, 1970, No. 180, effective January 1, 1971.

PW-PA 10.01 Statement of intent. The intent of these rules is to promote the efficient administration of old-age assistance, of aid to the blind, to families with dependent children and to totally and permanently disabled persons, and of adult, child welfare and juvenile court services, in agreement with requirements for federal aid, including the establishment and maintenance of personnel standards on a merit basis.

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.02 Effect of rules. The following rules for the merit system have the full effect and force of law as provided in section 227.01 (3), Wis. Stats. These rules shall apply to all county agencies administering social security aids, and adult, child welfare and juvenile court services. Persons using these rules should also be aware of and familiar with the statutory sections relating to this merit system.

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.03 Exceptions to rules. The department may make exceptions to any of the merit system rules when it is assured that

granting such exceptions is not detrimental to the integrity of the merit system nor in conflict with Wisconsin statutes or federal statutes and regulations.

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.04 Definitions. (1) **DEPARTMENT.** Unless qualified, the state of Wisconsin department of health and social services.

(2) **SECRETARY.** The secretary of the department.

(3) **DIVISION.** Unless qualified, the division of family services of the department as constituted in section 46.03, Wis. Stats. The division shall be responsible with the approval of the secretary, for the performance of the functions of the department with respect to the application of the merit rules.

(4) **APPOINTING AUTHORITY.** The officer, board, person or group of persons having authority to make appointments.

(5) **AGENCY.** Either (a) the county agency charged with the administration of the social security aids and adult and child welfare services, or (b) the appropriate court having juvenile court jurisdiction.

(6) **DIRECTOR.** The administrator of an agency covered under these rules.

(7) **JUVENILE JUDGE.** That judge of the court(s) of record designated in a particular county in which juvenile matters will be heard pursuant to section 48.03 (1), Wis. Stats.

(8) **ACROSS-THE-BOARD INCREASES.** Increases granted equitably for all permanent employees and those employees who have completed 6 or more months of an extended original probationary period.

(9) **ADMINISTRATIVE LEAVE.** A voluntary leave of absence without pay at the request of the employee or an involuntary leave with pay at the request of the employer.

(10) **ALLOCATION.** The official act by which a position is initially placed in one of the classifications in the classified service.

(11) **CLASSIFICATION.** A group of positions sufficiently similar in duties performed, degree of supervision exercised, or required, requirements of education, experience or skill, and such other characteristics, that the same title and the same tests of fitness may be applied to each position in the group.

(12) **COST OF LIVING INCREASE.** An increase granted all permanent employees and those employees who have completed 6 or more months of an extended original probationary period for the purpose of adjusting salaries in accordance with fluctuations in the cost of living.

(13) **DEMOTION.** The movement of an employee with permanent status from a position in one classification to a position of another classification having a lower maximum salary.

(14) **DESIRABLE QUALIFICATIONS.** The preferred requirements of education and experience and other qualifications as described for a given classification in the classification plan.

(15) **DISMISSAL.** The termination of employment of an employee for cause.

(16) **ELIGIBLE.** Any person who is on a register for appointment, promotion, or reinstatement.

(17) **EMPLOYEE.** (a) *Paid:* Any person who is employed and paid by the agency under these merit system rules.

(b) *Unpaid:* Any person who without pay performs tasks normally assigned to a paid employee. This person must meet the experience and training standards under the merit system rules.

(18) **EXEMPT POSITION.** A position herein designated as a position exempt from the application of this rule. The exempt positions in the agencies are the following:

(a) Assistant district attorneys or corporation counsels serving as legal counsel.

(b) Students of a recognized graduate school of social work engaged in field training.

(c) Members of county welfare boards paid only for attendance at meetings.

(d) Volunteer workers who render services without pay. (See also Wis. Adm. Code, section PW-PA 10.04 (49).)

(19) **FRINGE BENEFITS.** Benefits such as, but not limited to, seniority, longevity, vacation, sick leave, retirement, health insurance and life insurance.

(20) **LAY-OFF.** The termination of employment because of shortage of funds or curtailment of services.

(21) **LIMITED TERM EMPLOYMENT.** Employment restricted to positions where the nature and conditions of employment do not lead to a career, and where the use of normal procedures for recruitment and examination are not practical.

(22) **LONGEVITY PAY.** A fringe benefit pay based on length of service in some specific unit such as, but not limited to, the welfare department, the county, or the county merit system. It must be available to all county welfare department employees to be considered a fringe benefit, rather than as part of the base salary.

(23) **MAXIMUM QUALIFICATIONS.** The maximum requirements of education and experience and other qualifications as prescribed for a given classification in the classification plan.

(24) **MERIT INCREASE.** An increase in salary granted a permanent employee or an employee who has completed 6 or more months of an extended probationary period solely in recognition of and to encourage meritorious service.

(25) **MINIMUM QUALIFICATIONS.** The requirements of education and experience and other qualifications as prescribed for a given classification in the classification plan.

(26) **OBJECTIVE LEVEL.** The classified position to be obtained upon successful completion of the training period.

(27) **OPTION.** The minimum starting salary for each group within the county merit system salary range schedule which is selected by

the county board of supervisors or its designee or the county judge for juvenile court attached staff.

(28) ORIGINAL APPOINTMENT. The first appointment of an individual to any agency through selection from a register.

(29) PERMANENT EMPLOYEE. An employee who has gained permanent status in an agency upon the successful completion of an original probationary period.

(30) PERMANENT STATUS IN CLASS MINIMUM OR "PSICM". One step above the minimum salary for the given classification based upon the option selected by the county board of supervisors or its designee or the county judge for juvenile court attached staff.

(31) POSITION. An office or employment in an agency (whether part-time or full-time, temporary or permanent, occupied or vacant, paid or unpaid) composed of specific duties.

(32) PROBATIONARY PERIOD. The first 6 months of employment beginning with the date of original appointment to a permanent position except for director positions and for those classifications where the division considers it appropriate the probationary period shall be 12 months.

(33) PROMOTION. The movement of an employee from a position in one classification to a position in a different classification having a higher maximum salary.

(34) PROVISIONAL APPOINTMENT. An appointment to fill a position pending the establishment of a register for such position.

(35) RE-ALLOCATION. The reassignment of a position to a different classification in the classification plan with no change in duties and responsibilities.

(36) RECLASSIFICATION. The reassignment of a position to a different classification because of changes in the duties and responsibilities of the position.

(37) REGISTER. A legally promulgated list of eligibles for a classification in the order of their final ratings in the merit examination.

(38) REINSTATEMENT. The restoration without competition of an employee or former employee to a position in the same or a closely related classification in which he was previously employed.

(39) RESIGNATION. The termination of employment of an employee made at the request of the employee.

(40) SALARY INCREASE. An increase in salary within the salary range for the classification granted for other than merit, cost of living, or across-the-board.

(41) SALARY RANGE SCHEDULE. A compensation plan which is published by the division annually on or about August 1 consisting of options, minimum and maximum salaries, and intervening steps for each classified position under these merit system rules.

(42) SENIORITY PAY. See longevity pay, (Wis. Adm. Code, section PW-PA 10.04 (22)).

(43) **SOCIAL SECURITY AIDS.** Old-age assistance, aid to families with dependent children, aid to the blind, and aid to the totally and permanently disabled persons as referred to in sections 49.18, 49.19, 49.20 to 49.37, and 49.61, Wis. Stats.

(44) **STEP.** A specific amount designated for a given classification by the county merit system salary range schedule which shall be the controlling factor in determining the amount granted upon completion of probation, upon promotion, upon reclassification, in the limitation of merit increases to two steps, and adjusting to "PSICM".

(45) **SUSPENSION.** A disciplinary action for cause in which an employee is removed from his position without pay for up to a maximum of 30 days in any one calendar year.

(46) **TEMPORARY APPOINTMENT.** An appointment from a register for a period not to exceed 6 months.

(47) **TRAINEE.** An employee participating in an on-the-job training program in a specific field to qualify him for an objective level position.

(48) **TRANSFER.** A change from one position to another in the same classification or another classification on the same level of qualification within the agency or to another agency.

(49) **VOLUNTEER.** A person in an agency who is unpaid and who performs tasks not normally assigned to employees.

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.05 Classification plan. (1) **ADMINISTRATION OF PLAN.** Each agency shall employ persons paid or unpaid in accordance with the classification plan published by the division which shall include for each classification an appropriate title, a description of the duties and responsibilities, and the minimum and/or maximum requirements of education, experience and other qualifications.

(2) **ALLOCATION OF POSITIONS.** Each position in the agency shall be allocated by the division to one of the classifications established by the plan.

(3) **REVISION OF PLAN.** Existing classifications may be abolished or changed, or new classifications added by the division.

(4) **REALLOCATION OR RECLASSIFIED POSITIONS.** Positions reallocated to different classifications or reclassified shall be processed according to procedures established by the division.

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.06 Recruitment and appointment of paid employees. All appointments shall be made in accordance with procedures prescribed by the division. These procedures shall be based on one or more of the following principles:

(1) Wide recruitment.

(2) Competition

(3) Assessment by realistic methods of those skills needed to fulfill the immediate job requirements.

(4) Selection only from those certified.

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.07 Recruitment and appointment of unpaid staff and volunteers. (1) Unpaid employees in any classification shall meet the training and experience qualifications required by these rules.

(2) Volunteers shall have the necessary training and experience to enable them to perform tasks assigned by the agency which are not normally performed by employees.

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.08 Employee training and development. (1) **TIME AND EXPENSES.** The agency shall make time and expenses available to staff for training required by the division.

(2) **TRAINEES.** (a) The division may authorize the filling of a position by a trainee when:

1. A position at the objective classification has been authorized within the agency, and

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 of the use of gifts, grants, bequests, or other devices from individuals, partnerships, associations, or corporations for providing employees with the training and/or experience to meet the qualifications of the objective classification.

(b) The length of the training period shall vary according to the given trainee's training and experience in relation to the objective level qualifications. The training period shall be no less than one month, nor more than 24 months for any given position.

(c) Approval and reporting. No person shall be appointed as a trainee to a position without prior written approval by the division of the agency's proposed training program.

(d) Trainee agreement:

1. When an appointing authority appoints a trainee, it shall enter into a written agreement with the employee, specifying what training is needed, the anticipated time required to complete the training, and the salary progression of the trainee during his traineeship.

A copy of such agreement shall be:

a. Given to the trainee,

b. Maintained in the trainee's personnel file, and

c. Sent to the division.

2. Modifications of this agreement can be made by mutual consent of the appointing authority and the trainee. However, such modifications shall be in writing and copies shall be given to the trainee, maintained in the trainee's personnel file, and sent to the division.

(e) Trainee status and rights:

1. A trainee shall be in a trainee status throughout the period of the training program, and as such shall not earn any rights of a permanent employee except that no later than after 6 months of employment he shall be eligible for the fringe benefits of the agency.

2. Upon successful completion of his training program, the trainee shall be appointed to the objective classification and he shall serve a probationary period in the objective classification.

3. The appointment of a permanent employee as a trainee to a classified position within the agency shall 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 training period or the probationary period at the objective classification the appointing authority may remove the employee from his trainee status and restore him to his former position and salary without the right of appeal.

4. A permanent employee appointed as a trainee to a given classified position in another agency or a person entering a trainee program on an original appointment, may be separated without the right of appeal, at the discretion of the appointing authority, at any time prior to achieving permanent status in the objective classification.

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.09 Probationary period. (1) **DURATION.** (a) All original appointments to permanent positions shall be made from officially promulgated registers for a probationary period of 6 calendar months, except that:

1. For director positions and for those other classifications where the division considers it appropriate, the probationary period shall be 12 months. At any time, but not to exceed 6 months, persons in such positions shall be eligible for the fringe benefits of the agency.

(2) **SUCCESSFUL COMPLETION.** (a) Permanent status begins on the first work day following completion of the probationary period.

(b) Failure to give the employee written notice of dismissal prior to the completion of the probationary period automatically gives the employee permanent status by default.

(3) **PROMOTION DURING PROBATION.** (a) The serving of a probationary period shall not, of itself, prevent an employee from being promoted to a position in a higher classification, provided he is certified from an appropriate register.

(b) If an employee is promoted during a probationary period, a new probationary period for the classification to which he is promoted shall begin with the date of appointment to such latter classification.

(4) **TRANSFER DURING PROBATION.** (a) The probationary period time served prior to a transfer may be carried over and applied to the new probationary period, or the appointing authority may require a new probationary period.

(b) In the case of persons employed in positions requiring 12 month probationary periods who transfer during probation, the total probationary period served in one agency may not exceed 12 months, and in all agencies may not exceed 18 months.

(c) For trainees, the total training period served for an objective classification in one agency may not exceed 24 months, and in all agencies may not exceed 30 months.

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.10 Transfers and demotions. (1) **TRANSFERS.** (a) The agency to which an employee wishes to transfer shall immediately

notify, in writing, the division and the agency from which the employee is transferring of the acceptance and the effective date of transfer.

(b) A permanent employee who transfers between agencies may be required to serve a probationary period at the discretion of the appointing officer. If, during this period, his services are found to be unsatisfactory he may be separated at the discretion of the appointing officer without the right of appeal.

(c) The transfer of an employee from a position of one classification to a position of another classification, on the same level within the agency may be made with prior approval of the division provided the employee has the qualifications for the position for the new classification.

(d) The transfer of an employee from a classified position in the state service to a classification under these rules, of the same or lower level, may be made upon the request of the agency.

(2) **DEMOTIONS.** A permanent employee may be demoted for cause, but the employee shall have the right to appeal.

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.11 Separations and reinstatement. (1) **RESIGNATIONS.** Every effort shall be made by the appointing authority to obtain a written resignation from a permanent employee who voluntarily leaves the service. Failure of an employee to submit such resignation at least 2 weeks prior to the effective date of resignation shall result in forfeiture of reinstatement eligibility.

(2) **DISMISSALS.** When dismissing an employee the appointing authority shall:

(a) Give the employee prior written notification. Such notification shall include:

1. Specific reasons for dismissal.
2. The permanent employee's right of appeal.

(b) Send 2 copies of the notification to the division.

(3) **SUSPENSION.** When suspending an employee the appointing authority shall:

(a) Give the employee prior written notification. Such notification shall include:

1. Specific reasons for the suspension.
2. The permanent employee's right of appeal.

(b) Send 2 copies of the notification to the division.

(4) **LAYOFFS.** The appointing authority may lay off any employee, without prejudice, because of lack of funds or curtailment of work or in order to permit reinstatement of employees released from periods of military service in the armed forces of the United States. No permanent employee, however, shall be laid off while there are limited term, temporary, provisional or probationary employees serving in the same classification in the same agency. The order of layoffs shall be based upon performance reports and seniority, under a formula established by the division, and all such layoffs shall be reported to the division.

(5) **REINSTATEMENT.** (a) Layoffs have priority. An employee who has been laid off or demoted in lieu of layoff shall be reinstated when a vacancy for which he is qualified occurs in the agency, according to the inverse order of the layoff. The appointing authority shall notify each person laid off that he may establish reinstatement eligibility through the division within one year from the date of layoff, and that he may request that this eligibility be extended for one year intervals not to exceed 3 years from date of layoff.

(b) A permanent employee who has resigned and submitted a letter of resignation at least 2 weeks prior to the effective date of separation shall be eligible to apply for reinstatement with permanent status to the appropriate classification in the same agency at any time within one year after the date of separation, and the appointing authority may request the individual's reinstatement within 3 years from date of separation.

(c) Upon written request to the division, the name of a permanent employee who has resigned and who has submitted a letter of resignation at least 2 weeks prior to the effective date of separation may be placed on a reinstatement register for the same, or a lower level closely related, classification in which he was last employed. Eligibility for reinstatement to the register shall be for one year, and upon request of an appointing authority may be extended to 3 years.

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.12 Appeals from termination, suspension, or demotion by permanent employees. (1) No permanent employee of an agency shall have more than one avenue of appeal if terminated, suspended or demoted. Each permanent employee so affected may choose to be covered under the appeal procedure in these rules or through a contractual grievance procedure.

(2) If an employee chooses to appeal under these rules, he shall submit in writing to the division (2 copies) not later than 30 calendar days after the date of action by the appointing authority, a request for a formal hearing. The division shall arrange to have such hearing held within 60 calendar days after receipt of the appeal. The appointing authority shall be notified of the appeal, and both the employee and appointing authority shall be notified reasonably in advance of the hearing.

(3) Both the appointing authority and the employee shall have the right to present witnesses and give evidence before the appeal board. The appeal board shall make a decision based upon the record presented at the hearing. Orders of the appeal board shall be binding upon the appointing authority. The order may be appealed to the proper court.

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.13 Attendance and leave. The county board of supervisors or its designee shall adopt written policy covering attendance, vacation, sick leave, educational leave, administrative leave, and other types of leave. Such policies shall be uniformly applicable, insofar as possible, to all employees of an agency. A copy of such policies and each subsequent revision or addition shall be filed with the division, and a copy shall be provided each employee and every new employee.

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.14 Performance reports. (1) Each agency shall have in effect a uniform system of evaluation through performance standards consistent with good personnel management practices. These evaluations shall be prepared and recorded annually for all permanent employees and shall be considered in all personnel actions such as promotions, demotions, terminations for cause, and in determining the order of layoffs.

(2) Since merit increases are granted solely in recognition of and to encourage meritorious service, the evaluation shall provide justification to the employee for either the award or the denial of a merit increase. The performance report shall be signed by the supervisor and employee at the time of evaluation and a copy of the report given to the employee.

(3) A written evaluation of any trainee's performance shall be given to the trainee by the appointing authority or his designee prior to each salary adjustment throughout the training period. Copies of such evaluation shall be maintained in the trainee's personnel file.

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.15 Merit increases. (1) Each county board or its designee or juvenile judge shall submit a plan for division approval prior to the annual distribution of merit increases. Prior approval of the division is necessary for the modification of the merit increase plan as adopted.

(2) All merit increases shall be based upon quality and quantity of work as reflected by performance reports, and upon other recorded measures of performance.

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.16 Personnel records. Each agency shall maintain personnel records for each employee, showing name, title, salary, change in status, annual performance reports, and such other personnel information as may be necessary for effective personnel administration. Personnel records other than name, classification, title and salary shall be confidential and shall be available only to the employee or the employee's designee, the county department's administrative and supervisory staff, welfare board members, and the authorized divisional representatives who have a legitimate and just cause to review such record(s) for a specific, official program or personnel transaction. In disputes regarding application of this rule the division makes the final decision.

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.17 Applicability. (1) All positions in the agency other than exempt shall be filled by persons selected in accordance with these rules.

(2) An individual who presents evidence that he has received permanent merit status in a given classification in an agency of another state, may within one year after separation be appointed upon certification by the division to a position similar as to duties and qualifications provided he meets the current qualifications as to education and experience of the classification. Such person shall successfully complete the required probationary period before gaining permanent status.

(3) An individual in an agency not covered under these rules, upon the initial extension of the merit system to such agency, may apply to and shall be admitted to the examination covering the position in which he is presently employed. Upon completion of the qualifying examination, the individual shall be employed in that position in the merit system agency.

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.18 Compensation provisions. (1) The county merit system compensation plan shall be divided into 5 groups:

(a) *Group I shall include:*

Administrators and advanced degree or equivalent qualification positions.

(b) *Group II shall include:*

Other B.A. degree requirement positions.

(c) *Group III shall include positions such as but not limited to:*

1. Administrative assistant positions.
2. Assistant accountant positions.

(d) *Group IV shall include positions such as but not limited to:*

1. Juvenile court workers (less than B.A. requirement juvenile court attached staff positions operating under merit system).
2. Complementary services supervisors.
3. Social work aides.
4. Case aides.
5. Homemakers.
6. Project assistants.

(e) *Group V shall include:*

1. Secretarial positions.
2. Clerical positions.

(2) The division shall establish salary ranges in accordance with a schedule published annually on or about August 1. This salary range schedule shall be established by the division according to the following rules:

(a) Salary ranges shall be similar insofar as possible to those applicable to state civil service employees doing comparable work;

(b) Groups I and II shall have salary ranges with no more than 3 options for minimum rates;

(c) Group III positions shall have salary ranges with no more than 4 options for minimum rates;

(d) Groups IV and V shall have salary ranges with no more than 5 options for minimum rates;

(e) For counties of 100,000 or more population, the division may provide additional options which such counties may adopt.

(f) All options shall be at one step intervals.

(3) Salary ranges shall be reviewed annually and when necessary adjusted by each county board of supervisors or its designee or the county judge for juvenile court attached staff any time after July 31 of that year but no later than January 1 of the following year.

(4) The county board of supervisors or its designee or the county judge for juvenile court attached staff shall select one of the options

for each group under the salary schedules to establish a minimum rate for each group of positions.

(5) The options selected may be changed at any time for one or more groups.

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.19 Adjustments to salary range schedules or option changes. (1) Whenever a different salary range schedule or option is adopted by the county, the salary adjustments in subsection (2) below, shall be made to assure that incumbent staff are not placed in a position of being paid the same or less than newly hired staff with comparable or less experience.

(2) Adjustments to salary range schedules or option changes shall not be considered as, nor offered as substitutes for, merit increases, cost of living, or across-the-board increases.

(a) Each classification shall be allocated to the proper salary range in its group.

(b) Each probationary employee's salary, if lower than, shall be increased to the minimum of the salary option adopted by the county for his classification.

(c) Each permanent employee's salary, if lower than, shall be increased to the permanent status in class minimum (PSICM) prior to any cost of living, across-the-board or merit increases.

(d) Each trainee's salary shall be increased the same dollar amount as is represented by the difference between the minimum salaries under the old salary range and the new salary range of the objective classification for which he is training.

(e) No employee shall be paid in excess of the maximum salary in his class excluding overtime, longevity or seniority, except:

1. If an employee is presently receiving a salary above the maximum rate of pay for his classification at the time the classification plan is revised, he shall continue to receive his present rate of pay. Until the maximum salary rate for his classification exceeds his present rate of pay, the employee shall not be eligible to receive any salary increases.

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.20 Beginning salary. (1) **ENTRANCE SALARY.** The entrance salary for an employee who meets minimum training and experience requirements on original appointment shall be the prescribed minimum rate for the given range consistent with the grouping of positions. This does not apply to trainees.

(2) **HIRING ABOVE THE MINIMUM.** (a) All hiring above the minimum shall have prior approval of the division. Such hiring above the minimum shall be limited to no more than 3 steps above the agency's established minimum for that group. Such approved hiring above the minimum shall not establish a new minimum for the group.

(b) A request to the division to hire an individual above the established minimum shall include a description of the training, experience, special competence, or other significant factors on which the agency is basing the recommendation for a starting salary above

the minimum. The agency shall also certify that the recommended salary is parallel to and soundly related to the salary and qualifications of other agency employees involved in similar work.

(3) **SALARY ON TRANSFER.** (a) *With permanent status:* The employee shall be paid no less than the permanent status in class minimum (PSICM) of the classification of the new agency to which he transfers, but may be paid at any rate within the range that is no higher than the last rate received.

(b) *Transfer during probation:* The employee may be paid any salary at or between the minimum of the classification in the new agency and his present salary. In no case shall his new salary be less than the minimum of the classification in the new agency.

(4) **SALARY UPON REINSTATEMENT.** (a) A permanent employee reinstated to the same agency shall be paid a salary at any rate within the range between permanent status in class minimum (PSICM) and the last rate received, plus intervening across-the-board or cost of living salary adjustments granted agency-wide during his absence from the agency.

(b) A permanent employee hired from a reinstatement register by a different agency may be placed on probation, and shall be compensated at any rate within the minimum of the range and the last rate received plus intervening across-the-board or cost of living salary adjustments granted agency wide by the present employer during the time of the employee's absence from county merit system employment.

(c) In any reinstatement in which an employee is required to serve a probationary period, completion of such probationary period shall not make the employee eligible to receive a probationary increase, except if after the completion of the probationary period an employee is below the permanent status in class minimum (PSICM), his salary shall be adjusted by the amount necessary to place him at permanent status in class minimum.

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.21 Salary increases. (1) **PROBATIONARY.** Upon successful completion of the established probationary period for the classification, a one-step salary increase shall be granted effective the first day of the pay period following completion of probation except for positions requiring a 12 month probationary period, the one step probationary increase shall be granted at the end of 6 months even though the probation extends for 6 additional months. An increase is not mandatory upon completion of the extended probationary period.

(2) **PROMOTIONAL.** In this section, new range and step refer to the salary schedule range and step amount in such range for the classification to which an employee is promoted.

(a) *Immediate increase.* An employee's present salary rate shall be increased to the minimum of the new range or one step, whichever is greater.

(b) *Salary.* Upon completion of the probationary period the employee shall receive an increase of one step, to be granted effective the first day of the pay period following completion of probation,

except for positions requiring a 12 month probationary period, a one step probationary increase shall be granted at the end of 6 months even though probation extends for 6 additional months. An increase is not mandatory upon completion of the extended probationary period.

(3) **RECLASSIFICATION.** In this section, new range and step refer to the salary schedule range and step amount in such range for the classification to which an employee is reclassified. When a position is reclassified to a classification in a salary range with a higher maximum, the incumbent who has permanent status in that position and is authorized to perform the duties of the class to which the position is reclassified shall receive a salary increase to the permanent status in class minimum (PSICM) of the new classification or a one-step increase, whichever is greater.

(4) **REALLOCATION.** In this section, new range and step refer to the salary schedule range and step amount in such range for the classification to which an employee is reallocated.

(a) When a position is reallocated to another classification, the incumbent who has permanent status in that position shall continue to receive his present salary or the permanent status in class minimum (PSICM) of the new class, whichever is greater.

(b) When a position is reallocated to another classification, the incumbent who does not have permanent status in that position shall continue to receive his present salary or the minimum of the new class, whichever is greater.

(c) If the incumbent has permanent status and is presently receiving a salary above the maximum of the salary range for the proper classification, he shall continue to receive his present rate of pay. Until the maximum salary rate for the proper classification exceeds his present rate of pay the employee shall not be eligible to receive any salary increases.

(5) **MERIT INCREASES.** Merit increases shall be limited to permanent employees, and shall not exceed 2 steps in the salary range for an individual employee during any calendar year.

(6) **ORDER OF APPLICATION OF SIMULTANEOUS SALARY INCREASES.**

(a) Except as provided in Wis. Adm. Code, section PW-PA 10.19, where applicable, salary adjustments resulting from personnel transactions having the same effective date shall be made and occur in the following order:

1. Reallocation.
2. Reclassification.
3. Probationary increase.
4. Promotional increase.
5. Merit increase.

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.22 Demotion. (1) When an employee is demoted, voluntarily or involuntarily, the rate paid shall be any rate within the salary schedule range for the classification to which he is demoted, which is not greater than the last rate received immediately prior to his demotion, subject to the following: He shall be paid not less than

the permanent status in class minimum (PSICM) for the classification to which he is demoted. If the employee's salary is above the maximum of the classification to which he is demoted, the employee's salary shall be reduced to the maximum of the classification to which he is demoted.

(2) In any demotion where an employee is required to serve a probationary period, completion of such probationary period shall not make the employee eligible to receive a salary increase.

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.23 Part-time employment. When employment is on a part-time basis or for a portion of a month, the proportionate part of the rate for the time actually employed shall be paid.

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.24 Overtime payments. Overtime payments for non-supervisory personnel may be paid up to 1½ times the hourly rate computed on the basis of the regular monthly salary.

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.25 Emergency assignments. In an emergency situation the director, or in his absence the county board of welfare, or the juvenile judge for court attached staff, may detail a permanent employee to duties usually performed by another classification for a period not to exceed 3 months. If the duties are in a classification at a higher level the county board of supervisors or juvenile judge shall recommend a salary to be paid commensurate with the employee's qualifications and with the duties that are being assumed and shall inform the division of such emergency.

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.26 Trainee salary range and trainee salary. (1) SALARY RANGE. (a) The minimum of such range shall be 3 steps below the objective classification level.

(b) The maximum of such range shall not exceed the minimum salary of the objective classification for which the employee is being trained.

(2) SALARY. (a) In an original appointment in the county merit system. The salary paid a trainee shall be commensurate with the length of training required by the individual trainee to meet the objective qualifications of training and experience. The following formula shall govern the entrance level and progression of salary during the trainee period:

1. Trainee requiring 19-24 months of training. Three steps below the minimum objective level.

2. Trainee requiring 13-18 months of training. Two steps below the minimum objective level.

3. Trainee requiring 6-12 months of training. One step below the minimum objective level.

4. Trainee requiring 1-5 months of training. At least \$10 below but no more than one step below minimum objective level.

(b) When the present salary of a permanent employee promoted as a trainee to a position with a higher objective level within an agency or between agencies is less than the minimum objective rate his sal-

ary shall be governed by Wis. Adm. Code, section PW-PA 10.26¹(2) (a), or his present salary whichever is greater.

(c) When the present salary of a permanent employee laterally transferred or voluntarily demoted as a trainee to a position with the same or lower objective level within an agency or between agencies is above the objective salary level his current salary rate shall be maintained throughout the training period.

1. At the end of the training program, the employee must be maintained at his present salary or increased to PSICM of the objective salary range, whichever is greater. There is no probationary period at the objective level except as stated in Wis. Adm. Code, section PW-PA 10.10¹(1) (b).

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.27 Classification of county agencies. (1) Counties shall be assigned for the year January 1, 1971 through December 31, 1971 only, on the basis of their full-time permanent positions as of July 1, 1970.

(2) The classification of the director shall be the same as the classification of the agency

(3) An incumbent director whose classification is reduced because his agency has been reallocated to a lower classification shall retain reinstatement and transfer rights of his former classification for a period of 3 years.

(4) The classification of the segments shall be:

(a) *Class I Agencies: 1-10 full-time permanent positions*

Adams	Green Lake	Ozaukee
Calumet	Iowa	Price
Crawford	Iron	St. Croix
Door	Juneau	Taylor
Florence	Kewaunee	Vilas
Forest	La Fayette	Washburn
Green	Marquette	Waushara

(b) *Class II Agencies: 11-18 full time permanent positions*

Ashland	Lincoln	Richland
Bayfield	Monroe	Rusk
Buffalo	Oconto	Sauk
Burnett	Oneida	Sawyer
Columbia	Pepin	Shawano
Langlade	Pierce	Vernon

(c) *Class III Agencies: 19-28 full-time permanent positions*

Barron	Grant	Polk
Chippewa	Jackson	Portage
Clark	Jefferson	Trempealeau
Dodge	Marinette	Waupaca
Dunn	Menominee	

(d) *Class IV Agencies: 29-59 full-time permanent positions*

Douglas	Manitowoc	Walworth
Eau Claire	Marathon	Washington
Fond du Lac	Outagamie	Wood
La Crosse	Sheboygan	

(e) *Class V Agencies: 60-99 full-time permanent positions*

Brown	Racine	Waukesha
Kenosha	Rock	Winnebago

(f) *Class VI Agencies: 100-199 full-time permanent positions*

Dane

(g) *Class VII Agencies: 700 or more permanent full-time positions*

Milwaukee

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

PW-PA 10.28 Amendments. If and when it appears desirable in the interests of good administration, the health and social services board may make additions to or amend this rule.

Adopted: January 29, 1940.

Amended: June 18, 1940.

Amended: October 9, 1941.

Amended: August 4, 1943.

Repealed, Renumbered and Reenacted: October 10, 1945.

Amended: July 24, 1949.

Amended: September 8, 1949.

Repealed and Reenacted: October 9, 1955.

Amended: March 1, 1959.

Amended: October 1, 1960.

Amended: February 1, 1963.

Amended: December 1, 1964.

Repealed and Recreated: August 24, 1966.

Repealed and Recreated: December 1, 1968.

Repealed and Recreated: October 28, 1970.

History: Cr. Register, December, 1970, No. 180, eff. 1-1-71.

Next page is numbered 99