

Chapter Pers 20

EMPLOYEE TRAINING AND DEVELOPMENT

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Pers 20.01 Definition of state training programs. State training programs include all formal and informal, off-the-job and on-the-job developmental activities and devices that are conducted as part of, or associated with state employment, which increase the knowledge, skill and general competency of employes, and which aid in establishing favorable employe attitudes and work habits.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Pers 20.02 Training policy. Recognizing that training is an integral part of the management process, the director, in order to implement the state training policy as set forth in section 16.33 (1), Wis. Stats., shall assist operating agencies by promoting, formulating, conducting, coordinating and assisting in state training programs to the end that transaction of the state's business will be performed effectively, efficiently, and with the greatest economy to the state through satisfied employes.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Pers 20.03 Trainee classification. (1) USE OF TRAINEE CLASSIFICATION. The director may authorize the use of the trainee classification when:

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

(2) TRAINEE PAY RANGE. The pay range for a position classified as trainee shall be subject to the approval of the director.

(a) The minimum of such range shall be comparable to the minimum pay of classifications having similar qualifications.

(b) The maximum of such range shall not exceed the minimum pay of the objective classification for which the employe is trained unless a higher maximum is determined by the director to be in the best interests of the civil service.

(c) When hiring above the minimum as set forth in Wis. Adm. Code section Pers 5.02 (1) (b), the provisions of pars. (a) and (b) may be adjusted accordingly.

(3) PAY OF A TRAINEE. The starting pay rate and pay increases during the training program shall be subject to the approval of the director. Appointment may be made at that point in the pay range commensurate with previous training and/or experience.

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(4) **PAY OF AN EMPLOYEE WITH PERMANENT STATUS IN CLASS APPOINTED AS TRAINEE.** This subsection applies to the pay of an employe appointed to fill a vacancy in a trainee position either in the same agency or in a different agency. The term step as used in this subsection refers to the pay step amount in the pay range from which the employe moves when appointed to the trainee position.

(a) When the employe's pay rate is above the maximum for the trainee pay range, his rate may be reduced to the maximum of such range or, with the approval of the director, established at a point above the maximum rate in the range not to exceed the employe's previously earned rate.

(b) When the employe's present pay rate is less than one step below the minimum of the trainee pay range, or is above the minimum but less than the maximum of such range, his present rate shall be increased by an amount equal to one step, or determined in accordance with subsection (3), whichever is higher.

(c) When the employe's present rate is more than one step below the minimum of the trainee pay range, his present rate shall be increased to the minimum of the trainee pay range, or determined in accordance with subsection (3).

(5) **STATUS AND RIGHTS.** A trainee shall be on a probationary period for the duration of his training program as provided in section 16.22 (5), Wis. Stats.

(a) However, the appointment of an employe with permanent status in class to a trainee position within the agency shall, as provided in section 16.22 (1), Wis. Stats., 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 probationary period the appointing authority may remove and restore the employe to his or her former position and former pay rate without the right of appeal. Any other removal, suspension without pay, or discharge during the probationary period shall be subject to section 16.28 (1), Wis. Stats. Upon successful completion of the training program the trainee shall assume the class title of the objective classification. He or she shall serve a probationary period in the objective classification.

(b) An employe with permanent status in class appointed to a trainee position in another agency, or a person entering a trainee position on an original appointment, may be separated at the discretion of the appointing authority, at any time prior to achieving permanent status in class in the objective class without the right of appeal. Upon successful completion of the training program the trainee shall assume the class title of the objective classification. He or she shall serve a probationary period in the objective classification.

(c) The appointment of an employe who has qualified at the objective classification following completion of the training program shall not be considered a promotion for salary purposes. The employe shall be paid the initial rate in the objective class which shall be the minimum of the pay range for such class. However, if an employe earned a higher rate of pay in a class in which he or she had permanent status in class immediately prior to entry in the training program, the appointing authority may set the employe's pay at any rate in the pay range for the objective class, not to exceed the previously earned rate. Determination of this rate shall be

made at time of appointment in the objective class and reported to the director. In cases where the objective class for which the employe is being trained is in the same or lower pay range than the class of the employe's position in which he or she had permanent status in class immediately prior to entry in the training program, no probationary increase shall be granted upon completion of the probationary period. However, such employe shall be paid not less than the permanent status in class minimum upon completion of such probationary period.

(6) **APPROVAL AND REPORTING.** No person shall be appointed to a trainee position prior to approval of the written training program by the director. The written training agreement shall be submitted to the director at the time of appointment.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Pers 20.04 Performance development. In accordance with standards and procedures established by the director, a task and performance review shall be made at least once each year by the appointing authority for and with each classified employe in a permanent position for the purpose of helping each employe maintain and surpass minimum performance standards of all the tasks of their position. The plan shall allow for the employe's performance review on his or her employment anniversary date, project completion date, or any other mutually agreed upon date between the supervisor and employe that differs from the merit increase date. The plan shall also allow for employes to be rated against a set of mutually agreed work standards by which the results of their performance can be objectively evaluated. To the extent practicable, employe performance shall be evaluated on the basis of individual performance and accomplishments and not necessarily by comparison with the performance of other employes.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.