

Chapter Pers 20

EMPLOYEE TRAINING AND DEVELOPMENT

Pers 20.01	Definition of state training programs	Pers 20.06	Pay, status and rights of an employe with permanent status in class appointed as trainee
Pers 20.02	Training policy	Pers 20.07	Approval and reporting
Pers 20.03	Use of trainees	Pers 20.08	Performance development
Pers 20.04	Trainee pay range, general		
Pers 20.05	Pay, status and rights of trainee on original appointment		

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 Use of trainees. The director may authorize the use of trainees when:

- (1) Qualified applicants are not available for the objective level, or
- (2) Filling the position as a trainee will be more appropriate than appointment at the objective level, or
- (3) Special conditions exist as part of the provisions for the use of gifts, grants, bequests, or other devices from individuals, partnerships, associations, corporations, or governmental jurisdictions for providing employes with the training or experience or both to meet the qualifications of the objective level.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (2) (b) and (4) (a), Register, September, 1975, No. 237, eff. 10-1-75; r. and recr. (1) to (5), renum. (6) to be Pers 20.07, Register, December, 1976, No. 252, eff. 1-1-77.

Pers 20.04 Trainee pay range, general. The pay range for trainee positions shall be subject to the approval of the director.

(1) **MINIMUM.** The minimum of such range shall be comparable to the minimum pay of classifications having similar qualifications within the most appropriate pay schedule.

(2) **MAXIMUM.** The maximum of such range shall not exceed the minimum pay of the objective level for which the employe is trained,

Register, December, 1976, No. 252

except as provided for under Wis. Adm. Code section Pers 20.06 (1) (d).

(3) **RAISED RATE APPLICATION.** When a raised hiring rate as set forth in Wis. Adm. Code section Pers 5.02(1) (b) is approved for the objective level, the provisions of subsections (1) and (2) may be adjusted accordingly.

(4) **STARTING RATE; PROGRESSION.** 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 trainee pay range commensurate with previous training or experience or both, provided this possibility has been included in the recruitment announcement.

History: Cr. Register, December, 1976, No. 252, eff. 1-1-77.

Pers 20.05 Pay, status and rights of trainee on original appointment. This section applies to any person who does not have permanent status in class upon appointment as a trainee or at the objective level.

(1) **PAY ON APPOINTMENT AS TRAINEE.** The trainee's pay shall be consistent with Wis. Adm. Code section Pers 20.04 (4).

(2) **STATUS AND RIGHTS.** Pursuant to section 16.22 (5), Wis. Stats., the trainee shall serve a probationary period for the duration of the training program. A probationary period shall also be required under section 16.22 (1), Wis. Stats., for the objective level. At any time during either of these probationary periods the employe may be separated without the right of appeal at the discretion of the appointing authority. Upon successful completion of the training program the trainee shall be considered qualified at the objective level and shall assume the objective level class title.

(3) **PAY AT THE OBJECTIVE LEVEL.** Upon assuming the objective level the trainee's pay shall be at the minimum of the pay range for the objective level class, unless modified by Wis. Adm. Code section Pers 20.04 (3). Upon completion of the probationary period a pay increase under Wis. Adm. Code section Pers 5.03 (1) shall be granted.

History: Cr. Register, December, 1976, No. 252, eff. 1-1-77.

Pers 20.06 Pay, status and rights of an employe with permanent status in class appointed as trainee. This section applies to an employe who has permanent status in class when appointed as a trainee.

(1) **PAY ON APPOINTMENT AS TRAINEE.** (a) 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 the subsection refers to the pay step amount in the pay range of the objective level class for which the employe is being trained.

(b) When the employe's present rate is more than one step below the minimum of the trainee pay range, the employe's present rate shall be increased to the minimum of the trainee pay range, or determined in accordance with Wis. Adm. Code section Pers 20.04 (4).

Register, December, 1976, No. 252

(c) The provisions of Wis. Adm. Code section Pers 20.04 (4) shall also apply to an employe whose present pay rate is less than one step below the minimum of the trainee pay range, is at or above such minimum but less than the minimum for the objective level class. However, application shall be limited to obtaining a pay rate not to exceed the minimum of the pay range for the objective level class.

(d) When the employe's present pay rate is less than one step below the minimum of the trainee pay range, is at or above such minimum but less than the minimum for the objective level class, is at or above the minimum of the pay range for the objective level class for which the employe is being trained, his or her present pay rate shall be increased by an amount equal to one step, provided that the action taken constitutes a promotion based on the pay range maximum of the objective level class for which the employe is being trained. In those cases where an employe is being trained for an objective level class which has the same or a lower pay range maximum than that assigned to the employe's current class, no pay increase shall be granted upon appointment to the trainee position. An employe's pay rate will not be reduced upon appointment to a trainee position, except when the employe's present rate of pay exceeds the maximum of the pay range for the objective level classification. In these cases, the employe's rate of pay will be reduced to the maximum of the pay range of the objective level classification.

(e) It is the intent of this section to provide incremental adjustments during the training program up to the minimum of the objective level class. No such incremental adjustments are provided above this rate during the training program.

(2) STATUS AND RIGHTS. (a) Pursuant to section 16.22 (5), Wis. Stats., the trainee shall serve a probationary period for the duration of the training program.

(b) An employe appointed to a trainee position in an agency other than the one in which he or she has permanent status in class may be separated without right of appeal at any time during the trainee probationary period at the discretion of the appointing authority.

(c) The appointment of an employe to a position in the same agency in which he or she has permanent status shall be deemed a change in job status under section 16.22 (1), Wis. Stats., and shall not affect the permanent status and rights previously acquired within the agency. At any time during the trainee probationary period the appointing authority may remove and restore the employe to his or her former position and pay rate without the right of appeal. Any other removal, suspension without pay, or discharge during the trainee probationary period shall be subject to section 16.28 (1), Wis. Stats.

(d) Upon successful completion of the training program the trainee shall be considered qualified at the objective level and assume the objective level class title. At such time a probationary period shall be required for the objective level classification depending upon whether the transaction under Wis. Adm. Code section Pers 20.06 (1) (d) is considered a promotion, demotion or transfer, and also whether such transaction is within the same employing unit, between employing units of the same agency, within the same agency or between different agencies. The status and rights of an employe during any such

probationary period in the objective level class shall be consistent with the treatment of an employe under similar circumstances under the provisions of Wis. Adm. Code chapters Pers 14, 15 and 17 for promotions, transfers and demotions respectively. As used in this paragraph, "similar circumstances" means that the employe's period of service as a trainee is not germane, and only the relationship of the employe's class in which he or she had permanent status to the objective level class for which he or she has been trained shall be considered.

(3) **PAY AT THE OBJECTIVE LEVEL.** (a) The appointment of a trainee to the objective level classification following completion of the training program shall not determine the pay rate in the objective level class. The transaction under Wis. Adm. Code section Pers 20.06 (1) (d) determines the rate of pay at the objective level, which is the highest of the following:

1. The minimum of the objective level class if required to serve a probationary period for which the employe shall receive a probationary increase.
2. The PSICM or job rate of the objective level class if no probationary period is required, or if a probationary period is required which does not provide a pay increase upon completion.
3. A previously earned rate within the range for the objective level class.
4. The previously determined rate within the range of the objective level class if the transaction under Wis. Adm. Code section Pers 20.06 (1) (d) was deemed a promotion.

(b) Subject to the pay range maximum a probationary increase shall be granted under paragraphs (a) 1. and (a) 4. upon successful completion of the probationary period.

History: Cr. Register, December, 1976, No. 252, eff. 1-1-77.

Pers 20.07 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: Renum. from Pers 20.03 (6), Register, December, 1976, No. 252, eff. 1-1-77.

Pers 20.08 Employe performance evaluation and development. In accordance with standards and procedures established by the director as provided under section 16.32 (1), Wis. Stats., each appointing authority subject to the approval of the director shall establish an employe performance evaluation and development program directed at motivating and assisting state employes to furnish state services to the public as fairly, efficiently and effectively as possible. The program shall provide for a written performance evaluation to be developed and discussed by the appointing authority for and with each classified employe in a permanent position at least once each year.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; r. and recr. Register, September, 1975, No. 237, eff. 10-1-75; renum. from Pers 20.04, Register, December, 1976, No. 252, eff. 1-1-77.

Register, December, 1976, No. 252