

## Chapter Pers 20

## EMPLOYE TRAINING AND DEVELOPMENT

Pers 20.01	Definition of state training programs	Pers 20.07	Approval and reporting
Pers 20.02	Training policy	Pers 20.08	Performance development

**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 employee attitudes and work habits.

**Note:** Chapter 196, laws of 1977 vested the authority for defining state training programs in the secretary, department of employment relations, rather than the administrator, division of personnel. Despite this statutory change, Pers 20.01 shall remain in effect until the secretary acts to repeal this rule.

**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 s. 16.33 (1), 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.

**Note:** Chapter 196, laws of 1977 vested the authority for promulgating rules regarding the state training policy in the secretary, department of employment relations, rather than in the administrator, division of personnel. Despite this statutory change, Pers 20.02 shall remain in effect until the secretary acts to repeal this rule.

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

**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.

**Note:** Chapter 196, laws of 1977 vested the authority for approving training program content in the secretary, department of employment relations, rather than the administrator, division of personnel. Despite this statutory change, Pers 20.07 shall remain in effect until the secretary acts to repeal this rule.

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

**Pers 20.08 Employee performance evaluation and development.** In accordance with standards and procedures established by the director as provided under s. 16.32 (1), Stats., each appointing authority subject to the approval of the director shall establish an employee 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

Register, February, 1983, No. 326

appointing authority for and with each classified employe in a permanent position at least once each year.

**Note:** Chapter 196, laws of 1977 vested the authority for employe performance evaluation and development in the secretary, department of employment relations, rather than the administrator, division of personnel. Despite this statutory change, Pers 20.08 shall remain in effect until the secretary acts to repeal this rule.

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

*[The following text is extremely faint and largely illegible due to low contrast and scan quality. It appears to be the main body of the administrative code rule.]*

Register, February, 1983, No. 326