

Chapter Pers 11

EMPLOYMENT REGISTERS

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Pers 11.01 Establishment and maintenance of registers. (1) The administrator shall establish and maintain employment registers needed to fill positions in the classified service.

(2) Employment registers under s. Pers 11.02, Wis. Adm. Code, may be established by functional grouping of titles, class title or subtitle.

(3) Names may be integrated into employment registers when, in the judgment of the administrator, the needs of the service will be benefited.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, February, 1981, No. 302, eff. 3-1-81.

Pers 11.02 Types of registers. (1) **OPEN COMPETITIVE.** Open competitive registers are registers that are established through competition open to all qualified applicants within and outside of the service.

(2) **PROMOTIONAL.** Promotional registers are registers that are established through competition open to qualified applicants who have permanent status or who are serving a probationary period in a position in which permanent status can be attained. This competition may be limited and separate registers established in one of the following ways:

- (a) Servicewide.
- (b) Agency.
- (c) Employing unit.

(3) **GEOGRAPHIC.** Registers may be established on a geographic basis with the approval of the administrator.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (1) and (2), r. and recr. (3), Register, February, 1981, No. 302, eff. 3-1-81.

Pers 11.03 Term of eligibility on an employment register. (1) **OPEN COMPETITIVE OR PROMOTIONAL REGISTERS.** Eligibility on a register continues for 6 months from the date the register was established or, on an integrated register, 6 months from the date the individual is placed on the register.

(2) **REACTIVATION OF REGISTER.** The administrator may reactivate a register up to 3 years from the date it was established. Names on the reactivated register may be integrated with those on a subsequently established register.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; r. (2), renum. (1) (a) and (b) to be (1) and (2) and am. (2), Register, February, 1981, No. 302, eff. 3-1-81.

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Pers 11.04 Removal or suspension of names from registers. (1) In addition to the reasons given in s. Pers 6.10, Wis. Adm. Code, the administrator may remove a name from a register under any of the following circumstances:

(a) *Appointment.* When a person is appointed, the person's name shall be removed from the register, but may be restored on such register upon written request.

(b) *Failure to respond to inquiry.* When a person does not respond within 5 work days of the day following the mailing of an inquiry relative to availability for employment.

(c) *Unable to locate.* When a person cannot be located by reasonable means.

(d) *Non-selection after 3 appointments.* For each 3 appointments made from a register, up to 2 persons who have been considered for appointment 3 times and not selected may be removed.

(e) *Termination from state service.* Upon termination a person's name shall be removed from any promotional registers.

(f) *Limitations on certifications.* After a person has been certified from a register to 3 vacancies, the person's name may be suspended from the register and not included in subsequent certifications from the register when in the judgment of the administrator such action is consistent with maintenance of a balanced workforce and sound, technical, personnel management practices as required by s. 230.17, Stats.

(2) Names may be reactivated on or restored to the registers whenever information is received by the administrator which nullifies the reason for removal.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (1) (intro.), (a), (b), (d) and (2), cr. (1) (f), Register, February, 1981, No. 302, eff. 3-1-81.

Pers 11.05 Statement of availability. It shall be the responsibility of an applicant to inform the administrator of any change in the applicant's availability, mailing address and telephone number, if applicable, and the conditions under which the applicant will accept employment.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, February, 1981, No. 302, eff. 3-1-81.