

## Chapter Pers 30

### CAREER EXECUTIVE EMPLOYMENT

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**Pers 30.01 Policy.** (1) In accordance with s. 230.24, Stats., these administrative rules are promulgated: to provide state agencies with a pool of highly qualified executive candidates for competitive appointment to executive level positions in such a way as to achieve and maintain a balanced work force; to provide employes with the opportunity for advancement as well as flexibility and mobility within and between state agencies; and to make optimum use of employes' managerial and administrative skills.

(2) The career executive program is an integral part of the civil service system of the state of Wisconsin and subject to all statutes and the rules of the administrator. In accordance with the provisions of s. 230.24, Stats., where other statutes and rules conflict with s. 230.24, Stats., and the rules promulgated to effect such statute, the provisions of s. 230.24, Stats., shall take precedence.

**History:** Cr. Register, March, 1974, No. 219, eff. 4-1-74; am., Register, February, 1981, No. 302, eff. 3-1-81.

**Pers 30.02 Included positions.** (1) After consultation with the appointing authority for each position, and after an analysis of the position based on criteria established herein, the administrator shall determine the positions that shall be included in the career executive program. Positions to be included in the program shall be predominantly administrative in nature and be allocated to a classification assigned to pay range 18 or above of pay schedule 1 or at a comparable level as provided in the classification and compensation plan.

(2) As provided in ss. 230.44 or 230.45, Stats., the appointing authority may appeal the decision of the administrator.

**History:** Cr. Register, March, 1974, No. 219, eff. 4-1-74; am., Register, February, 1981, No. 302, eff. 3-1-81.

**Pers 30.03 Career executive candidate source and registers.** (1) Career executive candidates may be classified civil service employes or persons from outside of the classified civil service. All candidates shall have demonstrated knowledges and skills acquired through work experience and training which, in the judgment of the administrator, will pro-

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vide reasonable prospects for success in the type of positions included in the program.

(2) Emphasis shall be placed on obtaining career executive candidates from within the classified civil service.

(3) The register maintained for candidates who are classified civil service employes, referred to as the internal register, shall be maintained separate from the register for other candidates, referred to as the external register, when a register for other candidates is established.

**History:** Cr. Register, March, 1974, No. 219, eff. 4-1-74; am. (1) and (2), (3) renum. from Pers 30.04 (4) and am., Register, February, 1981, No. 302, eff. 3-1-81.

**Pers 30.04 Examination and register.** **History:** Cr. Register, March, 1974, No. 219, eff. 4-1-74; renum. (4) to be Pers 30.03 (3) and am., r. (1) to (3), Register, February, 1981, No. 302, eff. 3-1-81.

**Pers 30.05 Certification.** (1) The highest ranking candidates shall be determined through a comparison of their qualifications, including technical or professional qualifications, where applicable, with the qualification requirements for the position as determined through position analysis. All such candidates shall meet the standard for the position as established by the administrator. Except as provided in ss. Pers 30.07, Pers 30.08 and Pers 30.11 (2), Wis. Adm. Code, certification for appointment to a vacant career executive position shall be limited to no more than the 10 highest ranking candidates on the internal register and no more than the 10 highest ranking candidates on the external register.

(2) Certification from the external register when such register is established, may occur simultaneously with the certification from the internal register. Certification from the external register may also be provided at any time after candidates from the internal register have been certified, but prior to the time an appointment is made. No candidate from the external register who has earned a score lower than the candidate with the lowest score certified from the internal register shall be certified, except when the latter register contains fewer than 10 candidates.

**History:** Cr. Register, March, 1974, No. 219, eff. 4-1-74; am., (1), r. and recr. (2), r. (3), Register, February, 1981, No. 302, eff. 3-1-81.

**Pers 30.06 Career executive trial period.** (1) Upon initial appointment to the career executive program, a career executive employe, prior to attaining permanent status, shall serve a 2 year continuous service trial period. However, one year, or any portion thereof, may be waived by the appointing authority at any time after a one year continuous service trial period has been served after both the employe and the administrator have been notified in writing. If an employe transfers to a different agency while serving a trial period, the trial period shall be extended to provide for 6 continuous months of service in the receiving agency. Upon successful completion of the trial period, a career executive employe earns permanent status. Except as provided in sub. (3) below and s. Pers 30.11, Wis. Adm. Code, career executive employes shall be required to complete only one trial period regardless of subsequent movement to other career executive positions, including movement between agencies.

(2) Except as provided in s. Pers 30.09 (2) (a), Wis. Adm. Code, a pay increase of one within range pay step shall be granted to an employe  
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effective the beginning of the pay period closest to the completion date of the first 6 months of the trial period. Such increase shall not exceed the maximum rate for the pay range, nor shall such increase be granted for completion of any trial period other than the trial period required upon initial appointment as a career executive.

(3) At the discretion of the appointing authority in the receiving agency, a career executive employe may be required to serve up to a 3 month trial period upon movement between agencies. Upon agreement with the sending agency and notification to the employe, the appointing authority in the receiving agency may extend such trial period for 3 additional months. At any time, during the trial period, the receiving agency may terminate the employe. Upon termination, the employe shall be returned to the sending agency and be restored to the employment status that existed at the time of movement to the receiving agency.

**History:** Cr. Register, March, 1974, No. 219, eff. 4-1-74; am. (1), Register, September, 1975, No. 237, eff. 10-1-75; am., Register, February, 1981, No. 302, eff. 3-1-81.

**Pers 30.07 Career executive reassignment.** (1) Career executive reassignment is the action by the appointing authority moving a career executive employe from one position to another in the career executive program within the agency.

(2) When an appointing authority determines that the agency's program goals can best be accomplished by reassigning an employe in a career executive position within the agency to another career executive position in the same or lower classification level for which the employe is qualified, the appointing authority may make such reassignment, provided it is reasonable and proper. All such reassignments shall be made in writing to the affected employe, with the reasons stated therein.

**History:** Cr. Register, March, 1974, No. 219, eff. 4-1-74; am., Register, February, 1981, No. 302, eff. 3-1-81.

**Pers 30.08 Career executive voluntary movement.** Any career executive shall be eligible to voluntarily move to any vacant career executive position. If the appointing authority is considering the voluntary movement of a career executive employe to a position allocated to a higher class, all career executive employes shall be so notified and provided an opportunity for appointment consideration, as follows:

(1) Intra-agency movement: all career executive employes in the agency.

(2) Inter-agency movement: all career executive employes in state service.

**History:** Cr. Register, March, 1974, No. 219, eff. 4-1-74; renum. (1) and am., r. (2), Register, February, 1981, No. 302, eff. 3-1-81.

**Pers 30.085 Career executive temporary assignments.** A career executive employe may be assigned to a position for employe development purposes or to complete a special project for a duration not to exceed 2 years. The employe's classification and pay status shall not be affected. An intra-agency temporary assignment requires the agreement of the administrator, the employe, and the appointing authority. An inter-agency temporary assignment requires the agreement of the administrator, the employe, and the appointing authorities of both the sending and receiving agencies. If the employe is expected to return to the send-

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ing agency upon completion of the temporary assignment, the employe and the appointing authority of the sending agency shall develop a formal leave agreement under s. Pers 18.05 (1) (a), Wis. Adm. Code.

**History:** Cr. Register, February, 1981, No. 302, eff. 3-1-81.

**Pers 30.09 Pay adjustments resulting from career executive reassignment or voluntary movement.** When a career executive employe is reassigned or voluntarily moves to a position allocated to a classification assigned to the same, to a higher, or to a lower pay range, the employe's pay shall be determined in accordance with the following provisions:

(1) A career executive reassignment or a career executive voluntary movement to a position allocated to a classification assigned to the same pay range shall result in no pay adjustment. However, upon voluntary agreement by the career executive employe, the employe may be paid at any rate which is not greater than the last rate received. Any such employe shall not be paid below the pay range minimum and any such employe not serving the first 6 months of the trial period shall be paid not less than PSICM.

(2) (a) A career executive reassignment or a career executive voluntary movement to a position allocated to a higher class while the employe is serving the first 6 months of the trial period on an original or promotional appointment shall be considered a new original appointment or new promotional appointment, respectively. In such case, the pay adjustment upon completion of the first 6 months of the trial period as provided in s. Pers 30.06 (2), Wis. Adm. Code, is postponed until the beginning of the pay period closest to the completion date of the first 6 months of service in the position.

(b) A reassignment or movement, referred to in sub. (2) (a), while the employe is not serving the first 6 months of the trial period shall result in an immediate increase to 110% of the employe's current rate of pay or an immediate increase to the minimum of the new pay range, whichever is greater, subject to the maximum of the new pay range. An increase of one within range pay step shall be granted an employe effective the beginning of the pay period closest to the completion date of the first 6 months of service in the position.

(3) A career executive reassignment to a position allocated to a lower class shall result in the red circling of the employe's pay rate and the provisions of s. Pers 29.025 (4), Wis. Adm. Code, shall apply.

(4) The pay rate upon a career executive voluntary movement to a position allocated to a lower class shall be established by the appointing authority and may be at any rate which is not greater than the last rate received by the employe. However, any such employe shall not be paid below the pay range minimum and any such employe not serving the first 6 months of the trial period shall be paid not less than PSICM. If the employe's rate of pay is greater than the maximum of the new pay range, the employe shall not be eligible to receive any pay adjustment other than the approved across-the-board adjustments under s. 230.12 (3) (a), Stats., until such time as the pay range maximum equals or exceeds the employe's pay rate.

**History:** Cr. Register, March, 1974, No. 219, eff. 4-1-74; am. (1) to (3), r. (4), renun. (5) to be (4) and am., Register, February, 1981, No. 302, eff. 3-1-81.

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**Pers 30.10 Career executive employe redress rights.** (1) Career executive program employment grants to each employe thereunder rights and privileges of movement between positions within the program without examination and additional competition. Career executive reassignment and career executive voluntary movement to a position allocated to a classification assigned to a lower or higher pay range shall not be considered a demotion, or a promotion, respectively, and the statutory appeal rights provided thereto shall not apply.

(2) Career executive reassignment by the appointing authority, as referred to in sub. (1), is authorized without limitation. However, an employe with permanent status may appeal the reassignment to the personnel commission if it is alleged that such reassignment either constitutes an unreasonable and improper exercise of an appointing authority's discretion or is prohibited by s. 230.18, Stats.

(3) Removal of an employe with permanent status from the career executive program which results in the placement of the employe in a position allocated to a classification assigned to pay range 17 or below is defined as a demotion, and may be appealed.

(4) Permanent status grants an employe the same redress rights granted employes with permanent status in class under s. 230.44, Stats.

**History:** Cr. Register, March, 1974, No. 219, eff. 4-1-74; am. (1) and (2), r. (3), renum. (4) and (5) to be (3) and (4) and am., Register, February, 1981, No. 302, eff. 3-1-81.

**Pers 30.105 Layoff of career executive employes.** (1) Layoff of career executive employes shall be in accordance with ch. Pers 22, Wis. Adm. Code, except that where such rules conflict with this chapter, the provisions of this chapter shall apply.

(2) Whenever it becomes necessary to layoff a career executive employe, an appointing authority shall group the career executive employes and then make layoffs within this group in accordance with s. Pers 22.06, Wis. Adm. Code. The layoff group shall include all of the career executive employes within the employing unit who meet the following 2 criteria:

(a) They are either at or below the pay range level of the position to be abolished or vacated; and

(b) They are performing work which the employe would be qualified to perform after being given the customary orientation provided to newly hired workers in such positions.

(3) Before a career executive employe with permanent status is laid off, the appointing authority shall terminate all employes in the same or lower class in the employing unit in which the layoff occurs, who are performing duties which the career executive employe would be qualified to perform after being given the customary orientation provided to newly hired workers in such positions, as follows:

(a) Limited term employes including emergency and provisional,

(b) Employes serving on a project appointment,

(c) Employes serving an original appointment probationary period.

(4) A career executive employe with permanent status has a right to an appointment to a vacant position in the career executive program in

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the employing agency which is allocated to a pay range at or below the employe's current pay range, and for which he or she is qualified to perform the duties after the customary orientation provided for a newly hired worker in the position.

(5) After exhaustion of the alternatives in lieu of layoff within the career executive program, the alternatives in lieu of layoff under s. Pers 22.08, Wis. Adm. Code, shall apply for positions not in the career executive program.

(6) Restoration from layoffs shall be in accordance with s. Pers 22.10, Wis. Adm. Code, with the following exception: restoration rights to a career executive position shall be limited to a position in the career executive program at or below the pay range of the last career executive position that the employe held for which he or she is qualified to perform the duties after the customary orientation provided for a newly hired worker in such position.

**History:** Cr. Register, February, 1981, No. 302, eff. 3-1-81.

**Pers 30.11 Employment reinstatement and restoration.** (1) If the career executive appointment is terminated prior to the time that the employe attains permanent status, the employe shall have the same employment rights and eligibility as an employe in a non-career executive position who is terminated prior to completing a probationary period. In addition, an employe with permanent status in a class appointed to a career executive position in an agency referred to as the "trial" agency, which is other than the agency, referred to as the "status" agency, in which the employe was serving with permanent status in class, shall have mandatory restoration rights to a position at or closest to the same or counterpart pay range level in which the employe last achieved permanent status in class, as follows:

(a) Within the "status" agency, if terminated during the first 6 months of the trial period, and

(b) Within the "trial" agency, if terminated after the first 6 months of the trial period.

(2) If the position to which the employe is to be restored has been abolished, the employe shall be given consideration for any other vacant position in the same or counterpart pay range for which the employe is qualified to perform the work after being given the customary orientation provided for newly hired workers. If no such vacant position exists, the employe shall be treated as if he or she had been restored to the previous position and the provisions for making layoffs under ch. Pers 22, Wis. Adm. Code, shall apply.

(3) If an employe terminates employment as a career executive under conditions other than those specified in sub. (1) above, the employe shall have the same reinstatement and restoration status and rights as provided in ch. Pers 16, Wis. Adm. Code.

**History:** Cr. Register, March, 1974, No. 219, eff. 4-1-74; am. (1), renum. (2) to be (3) and am., cr. (2), Register, February, 1981, No. 302, eff. 3-1-81.

**Pers 30.12 Performance evaluation.** (1) The appointing authority shall complete at least once each year a performance evaluation of each career executive, incorporating the principles of management by objectives.

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(2) Performance evaluations shall be joint evaluations by the career executive and his or her supervisor and shall be focused on improved program management, on development of the career executive's competence and on the improvement of the organizational and motivational environment within which he or she is functioning.

(3) Performance evaluations signed by the career executive and the supervisor shall become a part of the permanent personnel file of the career executive.

**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 30.12 shall remain in effect until the secretary acts to repeal this rule.

**History:** Cr. Register, March, 1974, No. 219, eff. 4-1-74.

**Pers 30.13 Report of career executive actions.** **History:** Cr. Register, March, 1974, No. 219, eff. 4-1-74; r. Register, February, 1981, No. 302, eff. 3-1-81.

**Pers 30.99 Provisions regarding incumbents of positions placed in the career executive program.** (1) Each incumbent shall be given the option of being placed in the career executive program without certification in accordance s. Pers 30.05, Wis. Adm. Code, or of remaining in his or her existing position under the non-career executive employment provisions. This option shall remain in effect for one year after the incumbent's position is placed in the program. Should the employe choose the second option, his or her existing position shall not be included in the career executive program as long as it is occupied by the incumbent. Any subsequent entrance by the employe to the program shall require competitive appointment under the provisions of s. Pers 30.05, Wis. Adm. Code.

(2) Incumbents who exercise their option to be placed in the career executive program shall earn permanent status immediately upon entering the program. However, incumbents serving a probationary period at the time of entry shall not earn permanent status until they successfully complete the probationary period.

(3) The provisions specified in subs. (1) and (2) shall also apply to persons on authorized leave of absence from positions placed in the career executive program, commencing with their return.

**History:** Cr. Register, March, 1974, No. 219, eff. 4-1-74; r. (1), renum. (2) to be (1) and am., renum. (3) and (4) to be (2) and (3), Register, February, 1978, No. 266, eff. 3-1-78; am., Register, February, 1981, No. 302, eff. 3-1-81.