Chapter Pers 17

APPOINTING PROCEDURE FOR UNSKILLED AND CUSTODIAL POSITIONS

(Sections 16.09 (3), 16.10 (1), and 16.11 Wis. Stats.)

Pers 17.01 Establishment of registers. For positions involving unskilled or semi-skilled labor, or domestic or custodial work when the character or place of work makes it impracticable to conduct statewide competitive examinations to set up registers from which to supply the needs of the service, the director may use such procedures as he determines to be practical and appropriate in order to maintain employment registers by localities.

Pers 17.02 Examination of applicants. Applicants may be examined singly or in groups, at periodic intervals at the place of employment, or elsewhere, after such notice as the director considers adequate; or registered after passing an appropriate test or submitting satisfactory evidence of their qualifications; or referred by the Wisconsin state employment service or an established city or county merit system agency in this state; or any variation or combination of the foregoing or other suitable method which will assure selection solely on the basis of merit and fitness.

Pers 17.03 Ineligible to continue in position. Any employe, appointed under such procedure, who is later found to be performing work characteristic of positions properly allocable to a different class as evidenced by the essential nature of the work, typical tasks, and qualification requirements which should be possessed shall be deemed ineligible to continue in the position. In any such case in which the incumbent is ineligible to continue in the position and he is not transferred to one for which he is eligible, he shall be dropped from the pay roll. Any employe with full civil service status whose position is reallocated shall be considered eligible to compete in any open or departmental promotional examination held to fill the reallocated position.