

Chapter Pers 13

PROBATIONARY PERIODS

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Pers 13.01 Definition and policy statement. The probationary period is an integral part of the examination process, applicable in situations as outlined in the law and in these rules, and shall be used to closely observe the work of appointees and determine whether they will be able to effectively carry out their duties and responsibilities. At any time during a probationary period that an employe does not demonstrate the necessary capabilities, he shall be removed from the position by the appointing officer.

History: Cr. Register, June, 1964, No. 102, eff. 7-1-64.

Pers 13.02 Duration. All probationary periods are for 6 months duration, except:

- (1) In the case of trainees, the probationary period shall be the total length of the training period, and
- (2) In the case of intern classes, the probationary period shall be the length of the intern program, and
- (3) In the cases where longer probationary periods are authorized in accord with subsection 16.22 (1), Wis. Stats.
- (4) In cases of reinstatement and transfer, the duration of probationary periods shall be at the discretion of appointing officers, but in no case to exceed 6 months.

History: Cr. Register, June, 1964, No. 102, eff. 7-1-64.

Pers 13.03 When probationary period required. (1) Original appointments to permanent or seasonal positions.

- (2) Appointment by promotion to permanent or seasonal positions.
- (3) For the duration that an employe is holding a position classified as trainee.

(4) Appointment of a trainee to a permanent position in the objective class.

(5) When an employe's position is reclassified pursuant to Wis. Adm. Code subsection Pers 3.02 (2) (a) and (f) during the time the employe is serving a probationary period for an original or promotional appointment, he shall be required to serve a new probationary period starting with the effective date of the reclassification action. The employe shall receive a salary increase pursuant to 16.105 (2) (d) Wis. Stats. effective at the beginning of the pay period following completion of the new probationary period.

History: Cr. Register, June, 1964, No. 102, eff. 7-1-64.

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Pers 13.04 When probationary period permissive. (1) At the discretion of the appointing officer a probationary period may or may not be required in the following cases when movement is to a different employing unit in the same department or to a different department:

- (a) Transfer (See Wis. Adm. Code chapter Pers 15).
- (b) Reinstatement (See Wis. Adm. Code chapter Pers 16).

Note: A probationary period shall not be required for reinstatement under section 16.24, Wis. Stats.

- (c) Voluntary demotion (See Wis. Adm. Code chapter Pers 17).

(2) The appointing officer shall specify upon appointment and report to the bureau his determination to require an employe to serve such probationary period. He shall likewise give written notice to the employe of his determination.

(3) The appointing officer shall have authority to terminate these probationary periods at any time. He shall notify the director and the employe of his determination to terminate such employe's probationary period.

History: Cr. Register, June, 1964, No. 102, eff. 7-1-64.

Pers 13.05 Lapses in employment. (1) **ONE MONTH LAPSE.** If an employe has lapses in employment not exceeding one month due to:

(a) injury arising from state employment and covered by workmen's compensation act, or (b) for another reason approved by the appointing officer, the appointing officer shall determine whether the probationary period is to be extended to cover such absence.

(2) **MORE THAN ONE MONTH LAPSE.** If an employe has such lapse of employment totaling more than one month, the probationary period shall be extended by the length of the lapsed time, except that up to one month may be waived by the appointing officer.

(3) **LAYOFF.** If an employe is laid off due to lack of work or funds during a probationary period, and is later reappointed from the same employment list to a position in the same department, the time served shall be carried over and applied as part of the probationary period for the second appointment. In cases where the second appointment is to a different department, the time served may be carried over at the discretion of the new appointing officer. Determination of any such carry-over shall be specified at the time of the second appointment and reported to the bureau. The appointing officer shall also give written notice to the employe of his determination.

(4) **RESIGNATION.** If an employe resigns during a probationary period, and is later reappointed from the same employment list to a position in the same or a different department, the time served shall not be carried over.

History: Cr. Register, June, 1964, No. 102, eff. 7-1-64.

Pers 13.06 Lateral movements. (1) **Definition.** Lateral movements for the purpose of this section include any movement (in the nature of a transfer) to a permanent or seasonal position in the same salary schedule range and in the same or a closely related class, while the employe is serving a probationary period. The probationary period