

## Chapter Pers 11

## EMPLOYMENT REGISTERS

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

(2) Employment registers shall be established by class title, recruitment option or position.

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

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

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

(2) **PROMOTIONAL.** Registers established through examinations open to qualified applicants who are employed in the classified service. This competition may be limited and separate registers established in one of the following ways:

(a) *Service-wide.* Competition is open to all qualified state employees.

(b) *Agency.* Competition is open to all qualified employees of an agency.

(c) *Unit.* Competition is open to all qualified employees of an established employing unit within an agency.

(3) **REINSTATEMENT OR RESTORATION.** Registers established by listing the names of former or current employees eligible for and requesting either permissive or mandatory reinstatement or restoration. See Wis. Adm. Code chapter Pers 16.

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

**Pers 11.03 Term of eligibility on an employment register.** (1) **OPEN COMPETITIVE OR PROMOTIONAL REGISTERS.** (a) 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.

(b) The director may reactivate or extend a register up to 3 years from the date it was established. Names on the reactivated register may be integrated with those on a subsequent register established.

(2) **REINSTATEMENT OR RESTORATION REGISTERS.** Eligibility on reinstatement or restoration registers is for a 3 year period from date of separation or demotion in lieu of layoff, except as provided under sections 16.26 and 16.27, Wis. Stats.

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**Pers 11.04 Removal of names from registers.** (1) In addition to the reasons given in Wis. Adm. Code section Pers 6.10, the director may

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remove a name from a register under any of the following circumstances:

(a) Appointment. When a person is appointed, his or her name shall be removed from the register, but may be reactivated on such register upon written request.

(b) Failure to respond to inquiry. When a person does not respond within 5 work days to 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 certifications.

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

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

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

**Pers 11.05 Statement of availability.** It shall be the responsibility of an eligible to inform the director of any change in his or her availability or the conditions under which he or she will accept employment.

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