

## Chapter Pers 11

### EMPLOYMENT LISTS

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

(2) Employment lists shall be by class title and sub-title as established in specifications within the classification plan and shall be used by all departments except where the law, a rule or the director specifically provides otherwise.

(3) Names may be added by order of rank to employment lists when, in the judgment of the director, the needs of the service will be benefited by such integrated lists, and such fact is specified by examination announcement.

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

**Pers 11.02 Types of lists.** (1) **OPEN COMPETITIVE.** Established from competition open to all qualified applicants within and outside the service.

(2) **PROMOTIONAL.** Established from competition limited to qualified employes in the classified service. See Wis. Adm. Code section Pers 11.05.

(3) **REINSTATEMENT.** Made up of names of those eligible for reinstatement. See Wis. Adm. Code chapter Pers 16.

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

**Pers 11.03 Employing units.** Each department shall normally be considered a unit for purposes of promotion, transfer, reinstatement or layoff. However, the board, upon application of the appointing officer and after taking into consideration the recommendation of the director, may recognize established functional, organizational, or geographical units within the department for such actions.

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

**Pers 11.04 Term of eligibility on an employment list.** (1) **OPEN COMPETITIVE AND PROMOTIONAL LISTS.** Eligibility is limited to 6 months from the date of the list or from the date of eligibility of each individual in the case of an integrated list. A list may be extended by the director for a period not to exceed 3 years from the date of the list, provided that a subsequent list for the same class is not in effect which contains sufficient names available for certification.

(2) **REINSTATEMENT LISTS.** Eligibility on reinstatement lists is for a 12 month period from date of separation. Such eligibility may be

extended by the director for a period not to exceed 3 years from date of separation.

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

**Pers 11.05 Promotional lists.** (1) **SERVICE-WIDE.** A list established from competition open to all qualified state employees.

(2) **RESTRICTED.** A list established for a department or an employing unit by selecting names of the departmental or employing unit employees by order of rank from a service-wide list.

(3) **DEPARTMENTAL.** A list established from competition limited to a department or an employing unit whenever position requirements do not indicate service-wide competition to be feasible.

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

**Pers 11.06 Removal of names from lists.** (1) In addition to the reasons given in subsection 16.13 (1), Wis. Stats., the director may remove a name from a list under any of the following circumstances:

(a) *Appointment.* When a person is appointed, his name shall be removed from the list, but may be reactivated on such list 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.* See subsection 16.18 (1), Wis. Stats.

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

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

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

**Pers 11.07 Statement of availability.** It shall be the responsibility of an eligible to inform the director of any change in his availability or the conditions under which he will accept employment.

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