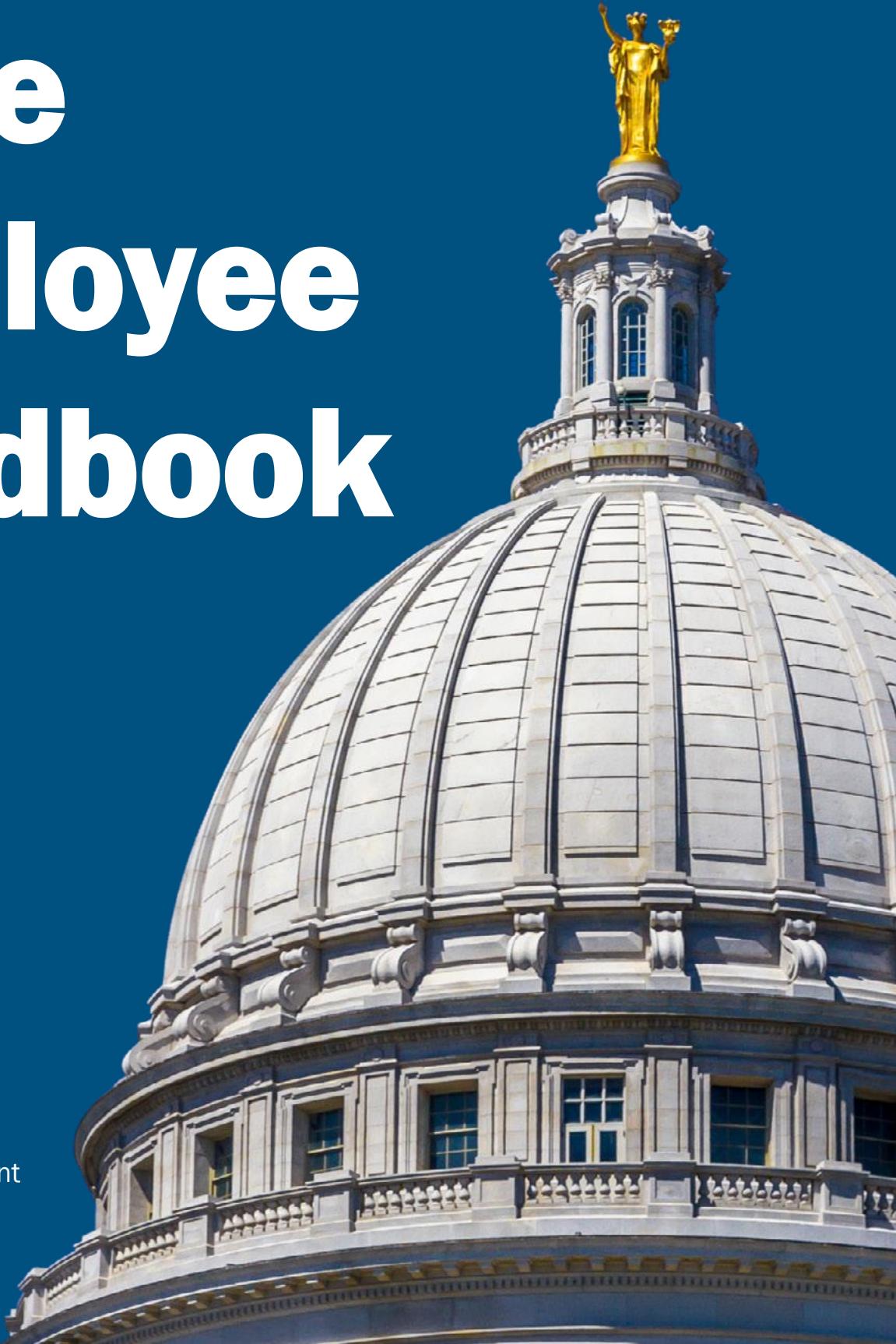


**WISCONSIN DEPARTMENT OF ADMINISTRATION**

# State Employee Handbook

Prepared by the Division  
of Personnel Management  
[dpm.wi.gov](http://dpm.wi.gov)



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## Section 1: Welcome to State Government

### 1.1 Welcome from the Governor's Office

State employees provide critical services to the people of the State of Wisconsin, including conservation, consumer protection, economic development, education, emergency management, health care, public health and safety, transportation, veterans' services, and worker training. Every day, state employees strive to perform their jobs with professionalism and deep commitment to public service and the people of the State of Wisconsin. Millions of Wisconsinites benefit from the services provided as a result of the hard work and dedication of state employees. The work of our state employees is vital to making government responsive and effective in meeting the needs of Wisconsinites. **Our administration has made it a priority from day one with [Executive Order 2](#) to retain and recruit the best and brightest Wisconsin workers by ensuring that employees be treated with dignity and respect.**



Welcome to your employment with the State of Wisconsin and thank you for your commitment to serving our residents. On, Wisconsin!

### 1.2 Introduction and Description of the Employee Handbook

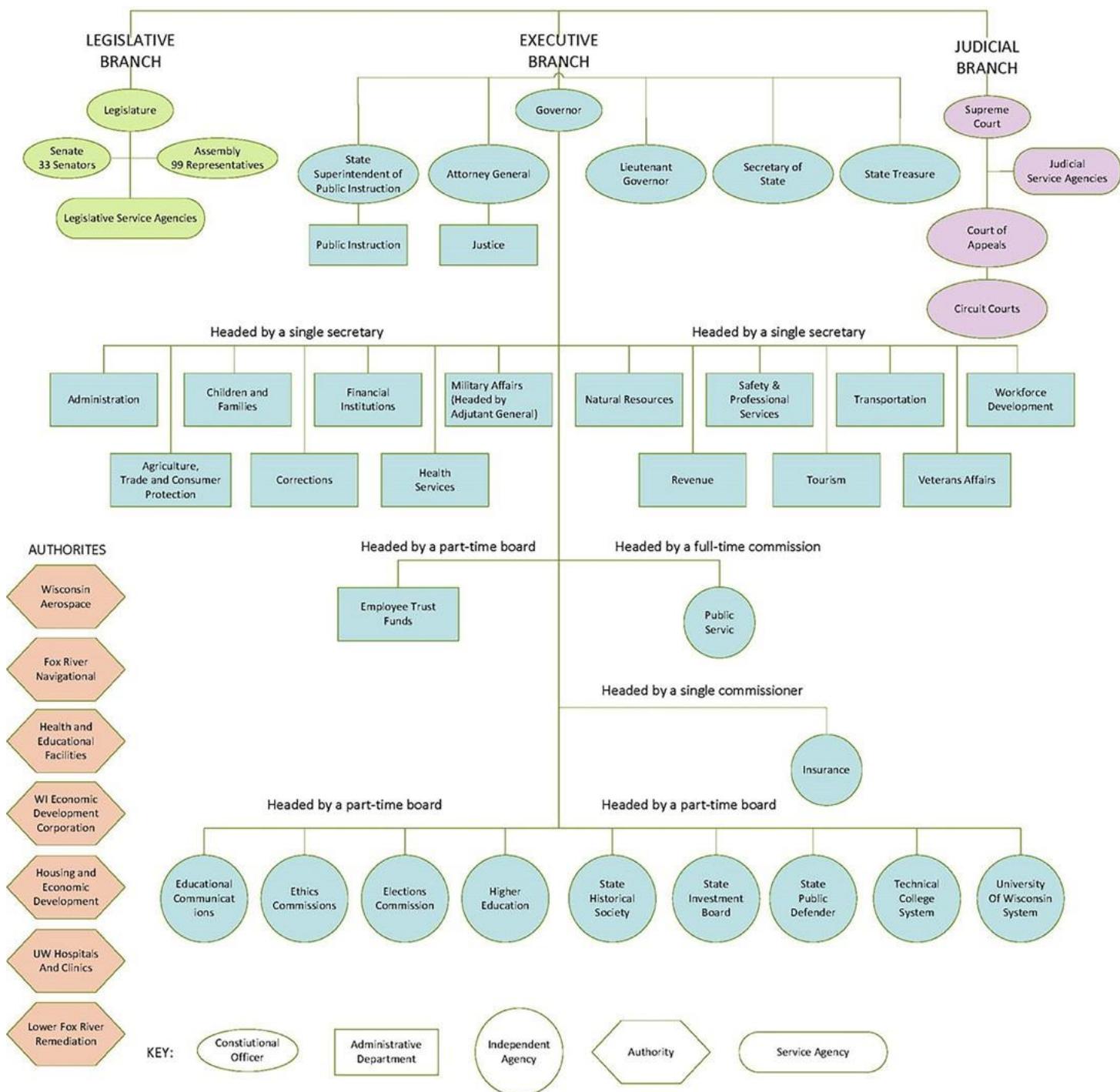
The Employee Handbook provides a framework of general information and resources. While the handbook covers work practices, work rules, policies, and expectations that apply to all State of Wisconsin employees, it is not intended to list all policies or to interpret how they might apply to individual situations. Additional work rules, practices, and expectations are established by each agency to address unique requirements of the agency or as circumstances require. Be sure to familiarize yourself with your agency's employment information, expectations, and policies. **Every effort has been made to ensure that the information in this handbook is accurate and that all the hyperlinks work. If any information should conflict with Wisconsin Law, applicable statutes and/or administrative codes must be followed.**

## Section 2: What is State Government?

### 2.1 Description of Wisconsin State Government

The structure of the Wisconsin state government is based on a separation of powers among three branches of government – the legislative, executive, and judicial branches. The legislative branch sets broad policies and establishes the general structures for carrying them out. The executive branch administers the programs and policies, while the judicial branch is responsible for adjudicating any conflicts that may arise from the interpretation or application of the laws. The seat of state government is in the state capitol in Madison, but there are numerous offices of state government throughout the state.

## Wisconsin State Government Organizational Chart



This chart excludes various units of state government (certain boards, commissions, councils, divisions, and offices) that are attached to agencies for administrative purposes.

## 2.2 Structure of the Executive Branch

Most of Wisconsin's executive branch is headed by the Governor, who is the state's chief executive. In addition to the Governor, the Wisconsin Constitution provides for the election of five other "constitutional officers": Lieutenant Governor, Secretary of State, State Treasurer, Attorney General, and State Superintendent of Public Instruction. Currently, there are approximately 30 State of Wisconsin departments and independent agencies ("state agencies"). There are also special committees, boards, commissions, and councils in the executive branch that have been created by statute or by the Governor that are designed to address specific issues.

The principal administrative unit of the executive branch is a "department" or an "independent agency." Generally, the secretary or the head of the department or agency may establish the internal structure within the department or agency.

a. Department

A department may be headed by a constitutional officer, a secretary, a commission, or a board. Within a department, the major subunit is the division, which is headed by an administrator. Each division, in turn, is divided into bureaus, headed by directors. Bureaus may include sections, headed by chiefs, and smaller units, headed by supervisors.

b. Independent Agency

An independent agency may be headed by a commission, a commissioner, or a board. Independent agencies are encouraged to adhere to the same structure as departments, as much as possible.

More information on the structure of departments and independent agencies can be found in [Chapter 15: Structure of the Executive Branch](#). The State of Wisconsin maintains a list of all state departments, agencies, boards, councils, and commissions, including website information. Please visit <https://www.wisconsin.gov/Pages/AllAgencies.aspx> for more information.

Throughout this handbook, the terms department and agency may be used interchangeably. In day-to-day communication, it is common terminology to refer to departments as agencies.

## 2.3 Wisconsin State Employment

All positions and employees in departments and independent agencies are part of the Wisconsin Civil Service. The civil service is divided into unclassified service and classified service positions.

- a. Unclassified Employees – All state officers elected by the people, officers and employees appointed by the Governor, deputy and assistant secretaries, most division administrators, and justices of the Wisconsin Supreme Court are unclassified. Refer to s. 230.08 (2), Wisconsin Statutes for a full listing of unclassified positions. [Chapter 230: State Employment Relations](#).
- b. Classified Employees – All employees in positions not included in the unclassified service are considered classified. Based on duties and responsibilities, jobs are grouped under titles or classifications. Classifications with equivalent authority, responsibility, and nature of work are assigned to a comparable pay range. There are three main types of classified employees with the State of Wisconsin:

1. Permanent Employee – This is part-time or full-time employment. Permanent employees receive benefits and follow the state civil service system.
2. Limited-Term Employee – Also known as LTEs. The nature and conditions of LTE positions do not permit the attainment of permanent status. These positions do not generally receive benefits and can work a maximum of 1039 hours in one year. An LTE can work full-time for half a year or part-time for a full year.
3. Project Employee - A project position is normally funded for six or more consecutive months for a temporary workload increase or for a planned undertaking that is not a regular function of the employing agency. A project position may not exceed four years. A project employee is hired to work only on a specific project. Once the project is complete, so is that person's employment. Project employees earn the same benefits as permanent employees with the exception of permanent status and seniority.

## **2.4 Wisconsin State Statutes and Administrative Code**

Wisconsin administrative rules are found in the [Wisconsin Administrative Code](#). Just like federal regulations, Wisconsin rules have the force of law. Their underlying authority comes from statutes and the Wisconsin Constitution.

The Wisconsin Administrative Code is divided into chapters, alphabetically, by agency. Agency chapters begin with an abbreviated designation for the agency name. The [table of contents](#) for the Code lists the full agency names and abbreviations. A [menu](#) for administrative code-related pages is available on the state legislature website.

## **2.5 Blue Book**

Published biennially, the [Wisconsin Blue Book](#) is a valuable source of information about the State of Wisconsin. First published in 1853 as a manual for legislators, the Blue Book has evolved into a useful tool for the state's residents, as well as a historical record of Wisconsin state government. The Blue Book's purpose is to furnish the legislature and the public with information on state officers and governmental organizations, along with statistical information and articles of general interest.

## **2.6 Public Records Law**

The Wisconsin Public Records Law is found in secs. 19.31 – 19.39, Wis. Stats. The Wisconsin Public Records Law is to be “construed in every instance with a presumption of complete public access, consistent with the conduct of governmental business. The denial of public access generally is contrary to the public interest, and only in an exceptional case may access be denied.” (sec. 19.31, Wis. Stats.) [Wisconsin Legislature: 19.31](#).

Most documents maintained by a state agency in some way or another can be construed as a “public record,” subject to potential disclosure upon request for access. Employees should check with their agency for agency-specific records management processes and best practices. Some documents such as genuine drafts, notes, preliminary computations, and materials limited by copyright patent or published materials available for sale are not records subject to disclosure under the public records law. However, most of the materials created or maintained by state

employees including computer records, email, and paper records, regardless of where the records are maintained, may be subject to disclosure. This includes state records that are maintained on an employee's personal device. Employees should check with their agency to determine whether the use of a personal device is allowed.

The State of Wisconsin currently requires all employees to complete mandatory annual training on the public records law. This training goes into additional detail on what a public record is and what is subject to public records disclosure. In addition, a comprehensive public records outline is available in the [Wisconsin Public Records Law Compliance Guide](#).

## 2.7 Open Meetings Law

The State of Wisconsin recognizes the importance of having a public informed about governmental affairs. Accordingly, the state's Open Meetings Law declares that it is "the policy of this state that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business." sec. 19.81(1), Wis. Stats. [Wisconsin Legislature: 19.81 Annotation](#).

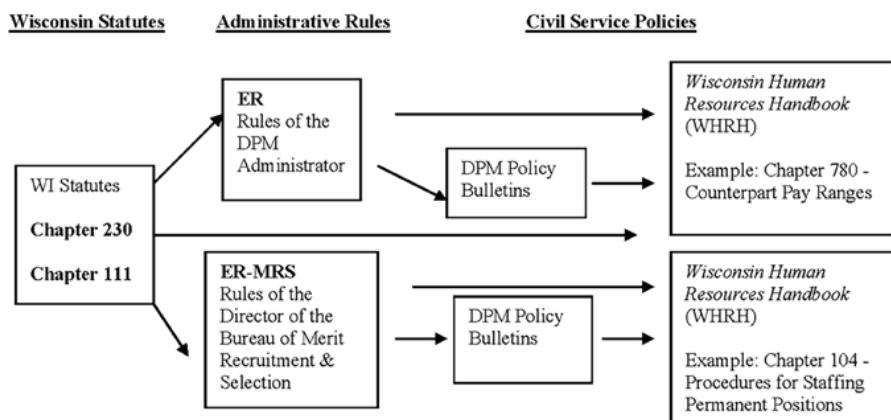
A meeting covered under Open Meetings Law, as defined in sec. 19.82, Wis. Stats., is a convening of members of a governmental body for the purpose of exercising the responsibilities, authority, power, or duties delegated to or vested in the body. As a general rule, normal day-to-day meetings of a state agency, such as section, bureau, or division staff meetings, and meetings among staff to conduct the daily administrative and ministerial agency duties, are not subject to the Open Meetings Law.

Open or Public Meeting notices and minutes for state agencies are available online at the DOA [Public Meetings](#) website. Agency procedures for providing Open Meetings notice also should be followed. Questions about open meetings can be referred to an agency's legal office.

## Section 3: Wisconsin Civil Service Laws and Policies

The regulatory framework of Wisconsin Civil Service Laws and policy structure is shown in the flowchart below.

Wisconsin State Civil Service



### 3.1 Wisconsin Statutes

The State of Wisconsin statutes serve as the foundation for Wisconsin Civil Service. Specifically, [Chapter 230, Wis. Stats.](#), establishes the basis of Wisconsin Civil Service Law.

Additionally, [Chapter 111, Wis. Stats.](#), covers employment relations. This chapter provides definitions used in the civil service and covers employee status and rights, including information that applies to all employers in the state, such as non-discrimination rules.

### 3.2 Wisconsin Administrative Rules

Wisconsin administrative rules are found in the [Wisconsin Administrative Code](#). Just like federal regulations, Wisconsin rules have the force of law. Their underlying authority comes from statutes and the Wisconsin Constitution.

There are two chapters of the Administrative Code which apply to civil service. These chapters are Employment Relations (ER) and Employment Relations-Merit Recruitment (ER-MRS). The Division of Personnel Management is responsible for the administration of these chapters. Links: [Department of Administration-Division of Personnel Management \(ER\)](#) and [Department of Administration-Division of Personnel Management; Merit Recruitment \(ER-MRS\)](#).

### 3.3 Wisconsin Civil Service Policies

The Division of Personnel Management (DPM) issues [policy bulletins](#) to provide procedural guidance or clarification regarding specific statutory or administrative code provisions.

Additionally, DPM is responsible for the [Wisconsin Human Resources Handbook](#). The chapters contained within this handbook provide guidance for human resources professionals and include policies for all state employees. The authority for the chapters is found within both statutes and administrative rules. Chapters of the handbook cover the general aspects of functional personnel programs, including both policy and objectives, as well as procedural instructions related to classification, compensation, staffing, and other human resources functions.

## Section 4: Employee Responsibilities – Personal Conduct

### 4.1 Work Rules

The State of Wisconsin workforce should work and behave in a manner that advances the objectives of the State and enhances public trust. All employees are expected to regularly work as scheduled, put forth a good faith effort toward their work, treat others with dignity and respect, and utilize state time, equipment, and facilities responsibly. To advance these objectives in an orderly manner, the State of Wisconsin has established work rules applicable to all employees. Failure to comply with these work rules may result in disciplinary actions ranging from suspension to termination of employment. (See [Chapter 410 – Employee Work Rules and Discipline Procedure](#) of the *Wisconsin Human Resources Handbook* for more information on progressive discipline steps.)

- a. Serious Acts of Misconduct

Under [sec. 230.34 \(1\) \(a\), Wis. Stats.](#), employees may be removed, suspended without pay, discharged, reduced in base pay, or demoted without imposing progressive discipline for any of the following **conduct**:

1. While on duty, harassing a person.
  2. While on duty, intentionally inflicting physical harm on another person.
  3. While on duty, being intoxicated or under the influence of a controlled substance, as defined in s. 961.01 (4), or a controlled substance analog, as defined in s. 961.01 (4m). This subdivision does not apply to an employee who is under the influence of a controlled substance or controlled substance analog if the employee is using the controlled substance or controlled substance analog as dispensed, prescribed, or recommended as part of medication-assisted treatment.
  4. While on duty, being in possession of a controlled substance, as defined in s. 961.01 (4), or a controlled substance analog, as defined in s. 961.01 (4m), without a prescription. This subdivision does not apply to an employee who is in possession of a controlled substance or a controlled substance analog if the employee is using the controlled substance or controlled substance analog as dispensed, prescribed, or recommended as part of medication-assisted treatment.
  5. Falsifying records of the agency.
  6. Theft of agency property or services with the intent to deprive an agency of the property or services permanently, theft of currency of any value, felonious conduct connected with the employee's employment with the agency, or intentional or negligent conduct by an employee that causes substantial damage to agency property.
  7. A conviction of an employee of a crime or other offense subject to civil forfeiture, while on or off duty if the conviction makes it impossible for the employee to perform the duties that the employee performs for the agency.
  8. Misuse or abuse of agency property, including the intentional use of the agency's equipment to download, view, solicit, seek, display, or distribute pornographic material.
  9. A serious violation of the code of ethics established by the director under s. 19.45 (11) (a), as determined by the director.
- b. State of Wisconsin Work Rules
1. Falsification of records, knowingly giving false information, or knowingly permitting, encouraging, or directing others to do so. Failing to provide truthful, accurate, and complete information when required.
  2. Failure to comply with written agency policies or procedures.
  3. Disobedience, insubordination, inattentiveness, negligence, failure, or refusal to carry out written or verbal assignments, directions, or instructions.
  4. Failure to observe all health, safety, and sanitation rules and practices, including failure to report accidents that involve injuries or damage to state equipment or property.
  5. Failure to report promptly at the starting time or leaving the place of duty before the quitting time without proper authorization, or failure to promptly notify the proper authority of impending absences or tardiness.
  6. Unexcused or excessive absenteeism or tardiness.
  7. Misuse or abuse of leave benefits.
  8. Failure to observe time limits for lunch or break periods.
  9. Stealing, unauthorized use, neglect, or destruction of government-owned or leased

- property, materials, equipment, or supplies. Includes theft or intentional destruction of personal possessions of staff or others on government-owned or leased property.
10. Unauthorized use, abuse, or misuse of state or private property, materials, facilities, and equipment including but not limited to copy machines, computers, mail services, telephone systems, fax machines, or other electronic media.
  11. Unauthorized audio and video recording and photography on state property or while conducting state business.
  12. Unauthorized access, disclosure, destruction, or use of information or records that could be reasonably considered confidential.
  13. Threatening or attempting to inflict or inflicting bodily harm to or mental anguish to another person.
  14. Intimidating, interfering with, harassing, demeaning, treating discourteously, or bullying; or using profane or abusive language in dealing with others.
  15. Possession of a controlled substance or analog without a prescription while on duty; manifesting signs of having consumed alcohol, or illegal drugs; or reporting to work or working in an impaired condition to be unsafe to the employee, others, or physical property.
  16. Engaging in unauthorized activities while on duty, including but not limited to gambling, operating a personal business, soliciting, playing games, horseplay, or disorderly conduct or other disruptive or unsafe behavior.
  17. Making false, inaccurate, or malicious statements about another person or the employer.
  18. Unauthorized possession, misuse, or mishandling of weapons, ammunition, or explosives.
  19. Entering or permitting others to enter restricted areas without authorization, including unauthorized entry outside assigned work hours or unauthorized entry into restricted areas.
  20. Failure to comply with or violating any rule, regulation, or order of a professional licensing agency when the license or certification is related to the employee's position.
  21. Failure to comply with the provisions of the state code of ethics.
  22. Unclean, unkempt, inappropriate dress or grooming which adversely affects the proper performance of duties or the image of the employer.
  23. Failure to submit to the inspection of items taken from or into work premises.
  24. Unauthorized possession, lending, borrowing, destruction, or duplicating of keys, access cards, passwords, or other security or access devices.
  25. Engaging in any outside activities (including violations or convictions of criminal or other laws) which may impair the employee's independence of judgment or impair the employee's ability to perform his/her duties as an employee of the state.
- c. Department-Specific Work Rules and Codes of Conduct

The above referenced work rules do not constitute all the reasons for which an employee may be disciplined. Additional department work rules, codes of conduct, policies, and/or procedures may be established for a specific department, individual positions, and/or work units. Where applicable, these additional work rules, codes of conduct, policies, and/or procedures will be available in writing for the affected employees.

Supervisors will instruct employees on procedures, when necessary, e.g., procedures for call-ins for absences, requesting time off work, or how work is accomplished.

Violations of work rules, codes of conduct, policies, and/or procedures will be treated the same as violations of statutes, administrative codes, or the code of ethics and may result in disciplinary actions.

#### **4.2 Job Abandonment**

If an employee fails to report to work or to properly notify the supervisor of absences within two hours of their scheduled start time (no-call, no-show) for three (3) or more working days in a calendar year, the agency may consider the employee's position abandoned. The supervisor will initiate disciplinary action which may include terminating the employee for cause or treating the employee as having resigned, depending on the circumstances.

See [Chapter 408 – Job Abandonment](#) of the Wisconsin Human Resources Handbook for more information.

#### **4.3 Code of Ethics**

There are two state ethics codes applicable to State of Wisconsin employees: the Code of Ethics for Public Officials, found in Chapter 19, Subchapter III, of the Wisconsin Statutes, and the State Employees Ethics Code, found in Chapter ER-MRS 24 of the Wisconsin Administrative Code. Both codes of ethics are intended to help state employees avoid conflicts of interest between personal interests and public responsibilities, maintain high standards of conduct in public service, and promote and strengthen the faith of the public in the fair and honest operation of state government. The State Employees Ethics Code, Chapter EM-MRS 24, applies to all employees. The Code of Ethics for Public Officials applies primarily to elected and appointed officials, such as the agency secretary, deputy secretary, assistant deputy secretary, and division administrators.

#### **4.4 Conflicts of Interest**

The Legislature recognizes state employees have the same rights to personal and economic interests as other citizens. Personal relationships, participating in community activities including serving on boards of nonprofit organizations, and outside employment are allowed if no conflict occurs between a person's private interests and their public duties. Accordingly, an employee may accept outside employment that does not conflict with the faithful discharge of the employee's duties.

As provided in [sec. ER-MRS 24.04\(1\), Wis. Adm. Code](#), a conflict of interest exists when:

- a. "The employee's action or failure to act propitiously could reasonably be expected to directly or indirectly produce or assist in producing a private benefit for the employee or the employee's immediate family or an organization with which the employee is associated; or
- b. The matter is one in which the employee in his or her private capacity or a member of the employee's immediate family or an organization with which the employee is associated, as defined in sec. [ER-MRS 24.03 \(3\), Wis. Adm. Code](#), has a substantial interest."

#### 4.5 Standards of Conduct (Prohibited Activities)

To prevent conflicts from arising in the first place, the law provides standards of conduct that prohibit certain activities. Thus, in accordance with [sec. ER-MRS 244.04\(1\), Wis. Adm. Code](#), an employee may not do any of the following:

- a. Use the employee's public position or state property (including leased property), or the influence and prestige of their position, to influence or gain financial or other benefits or privileges—directly or indirectly—for the employee, the employee's immediate family, or an organization with which the employee is associated. Note: Any salary or compensation earned by the employee for services provided to the state does not constitute financial gain under this provision.
- b. Solicit or accept money or anything of value from any person or organization if it could reasonably be expected to influence the employee's official actions or judgment or be considered as a reward.
  1. This includes fees, honoraria, or reimbursement of expenses (unless expenses are reimbursed or turned in to the state agency) when acting in an official capacity when presenting papers, talks, or other personal appearances.
  2. This does not include fees, honoraria, or reimbursement of expenses when on the employee's own time and not directly part of or related to the employee's official duties.
  3. An employee may accept unsolicited awards or rewards for an exceptional accomplishment or outstanding performance not related to an employee's official duties if the situation presents no conflict of interest. Employees must notify their appointing authority before accepting such an award/reward. The appointing authority will determine if the award/reward may be accepted or refused. Employees should refer to Chapter 19.45 (14) of the Wisconsin Statutes for more information about how a state public official may dispose of a gift that the official is not permitted to accept or retain.
- c. Intentionally use or disclose confidential information gained during, or by reason of, official employment that could result in a benefit for the employee, the employee's immediate family, or an associated organization. This does not apply to a lawful disclosure of information as a whistleblower as described in section 13.5.
- d. Enter any contract/lease with payments derived from state funds of more than \$3,000 in a 12-month period, without first disclosing it in writing to the appointing authority and obtaining approval. Approval is based on whether the contract/lease will “conflict substantially and materially” with the employee's duties.
  1. This provision could include contracts for employment or other services, as well as for goods and commodities.
  2. This provision applies to a member of an employee's immediate family, as well as any organization in which the employee or an employee's immediate family member owns or controls at least 10% of the outstanding equity/voting rights/outstanding indebtedness.
- e. Recommend or make a limited-term or project appointment when the person to be hired is a member of the employee's immediate family.

An employee may make recommendations for hire or decide to hire an immediate family member for a permanent, seasonal, or sessional position if the civil service certification process was utilized.

- f. Give preferential or favored treatment when supervising or managing another employee who is a member of the employee's immediate family.

#### 4.6 Outside Employment

Employees are encouraged to participate in community activities and may, with supervisory approval, engage in outside employment. However, there can be no appearance of a conflict of interest or any interference with the performance of their state employment responsibilities. (See also the Code of Ethics.) Questions about outside employment and the specific process for requesting outside employment should be directed to Human Resources. Employees are prohibited from committing any of the following acts:

- a. Soliciting or accepting unauthorized compensation, reward, gratuity, or a gift of any kind or value when acting as an official representative of the state in the presentation of papers, talks, or demonstrations, or for any matter related to the employee's job as an employee of the state.
- b. Engaging in unauthorized political activities described by Wis. Stats. sec. 230.40 and the federal Hatch Act.
- c. Transacting business as a state employee with any business entity in which the employee has an interest, except as authorized by law.
- d. Engaging in any additional paid employment without prior approval of the agency.
- e. Engaging in any outside activities or employment may impair the employee's independence of judgment or ability to perform his or her duties as a state employee.

#### 4.7 Political Activities - Allowable and Prohibited

The extent to which state employees may engage in political activities is explained in secs. [11.1207](#) and [230.40](#), Wis. Stats., and in the federal Hatch Act, [5 USC §§ 1501, et. seq.](#) (Section 230.40, Wis. Stats., does not apply to unclassified employees.) The federal Hatch Act applies to state and local employees, both classified and unclassified, who work in federally funded programs. According to the Act, state or local officers or employees "whose principal employment is in connection with an activity which is financed in whole or in part" by the federal government are covered. (See [5 USC § 1501\(4\)](#))

One significant difference exists between the provisions of the state statutes and the Hatch Act: State employees covered by the Hatch Act whose salaries are **paid completely**, directly or indirectly, by the federal government are prohibited from running for partisan political office (e.g., an election in which any candidate represents a major political party) regardless of whether the employees are using annual leave, are receiving pay for work status, or are taking leaves of absence without pay. (There are some exceptions to this general rule. Please inquire with agency

legal counsel regarding these exceptions.) Violations of the Hatch Act may result in a federal agency withholding federal funds and the subsequent ending of positions for the program.

State employees who are not subject to the Hatch Act (as described above) may run for partisan political office, providing a leave of absence is taken for the period during which they are a candidate. The formal leave of absence must be requested no later than the date on which nomination papers are filed. These requests should be made well before the filing date, where possible, to ensure adequate time to process the request. If elected, the employee must resign concurrent with the appointment to office.

[Section 230.40\(2\), Wis. Stats.](#), provides that an employee who requests leave to run for a partisan political position must receive a leave of absence for the duration of the campaign. If elected, the employee must resign from their state position when assuming the duties and responsibilities of the elected office. All classified employees, including those covered by the Hatch Act, should be aware of both permissible and prohibited political activities set forth in secs. [11.1207](#) and [230.40](#), Wis. Stats., and the federal Hatch Act if covered, as summarized below. *Unclassified* employees are not specifically subject to the prohibitions of [sec. 230.40, Wis. Stats.](#), but are subject to the other state and federal prohibitions. If you have any questions, please consult with agency legal counsel.

a. Allowable Political Activities

In general, the following political activities are *permissible* for all State of Wisconsin employees subject to either the state statutes or the Federal Hatch Act:

1. Making voluntary contributions for political purposes.
2. Participating as a candidate for a non-partisan part-time office (e.g., City Alderperson, County Board, School Board, etc.), provided such service will not conflict or interfere with the employee's performance of state position duties.
3. Expressing opinions as an individual privately or publicly on political subjects and candidates.
4. Participating as a candidate for a partisan political office provided a leave of absence is taken from the state position. (For completely federally funded positions, even if the employee is on leave of absence under state law, this remains a violation of the Hatch Act and the agency could lose federal funding as noted above.)
5. Parking an automobile bearing partisan political signs and/or stickers in state parking areas while on duty at a state workstation.
6. Being a member of a political party and participating in party affairs. The following are some of the political activities that an employee may participate in provided he or she is off duty and not on state property:
  - (a.) Soliciting votes in support of or in opposition to a partisan candidate for public office or political party office.
  - (b.) Serving as an officer of a political party, a member of a national, state, or local committee of a political party; an officer or member of a committee of a partisan political club; or being a candidate for any of these positions.
  - (c.) Directly or indirectly soliciting, receiving, collecting, handling, disbursing, or accounting for assessments, contributions, or other funds for a partisan political purpose.
  - (d.) Taking an active part in managing the political campaign of a partisan candidate for public office or political party office.

- (e.) Acting as recorder, watcher, challenger, or similar office at the polls on behalf of a political party or partisan candidate.
  - (f.) Organizing, selling tickets to, promoting, or actively participating in a fund-raising activity of a partisan candidate, political party, or club.
  - (g.) Driving voters to polls on behalf of a political party or partisan candidate.
  - (h.) Serving as a delegate, alternate, or proxy to a political convention.
  - (i.) Addressing a convention, caucus, rally, or similar gathering of a political party in support of or in opposition to a partisan candidate for public office or political party office.
  - (j.) Initiating or circulating a partisan nominating petition.
  - (k.) Endorsing or opposing a partisan candidate for public office or political party office in a political advertisement, a broadcast, campaign literature, or similar material.
  - (l.) Organizing or reorganizing a partisan political party organization or political club.
- b. Prohibited Political Activities
- In general, the following political activities are *prohibited*:
- 1. Using governmental authority to interfere or affect the nomination or election for any public office or position within any political party.
  - 2. Using governmental authority or influence to intimidate, threaten, or coerce any person to vote contrary to his/her own voluntary choosing.
  - 3. Using governmental authority to directly or indirectly intimidate, threaten, or coerce any person to pay, lend, or contribute anything of value, including services, to any party, organization, group, or individual for political purposes.
  - 4. Using any official authority or influence to coerce any individual or group for political action or to confer benefits or effect reprisals to secure desired political action or inaction.
  - 5. Offering money in return for political action or inaction or accepting any benefit in return for political action or inaction.
  - 6. Engaging in political activity on state-owned property including, but not limited to, the wearing of a political identification (i.e., wearing or display of campaign material) while on duty where it could impair the effectiveness of the state agency operation.
  - 7. Taking any action that makes one a candidate for partisan public office unless on an approved leave of absence.
  - 8. Directly or indirectly soliciting or receiving subscriptions or contributions for any partisan political party or any political purpose while on state time or engaged in official duties or while in a building, office, or room occupied for any purpose by the state.
  - 9. Either orally soliciting or by letter or by electronic mail transmitting any solicitation to a state office or be in any manner concerned in soliciting any assistance, subscription, or support for any partisan, political party or purpose from any person holding any position in the classified service while on state time or engaged in official duties.
  - 10. During the hours when on official duty engaging in any form of political activity calculated to favor or improve the chances of any political party or any person seeking or attempting to hold partisan political office.
  - 11. Using state property, materials, supplies, or equipment in connection with political activity.

## Section 5: Equal Opportunity

### 5.1 Equal Employment Opportunity/Affirmative Action Policy Statement

The State of Wisconsin is committed to a workforce that reflects the rich diversity of our state. To that end, Wisconsin is committed to the development and implementation of inclusive policies and practices to protect equal employment opportunity (EEO) for all persons employed by or seeking employment with the State workforce. This means maintaining work environments that ensure non-discrimination for all people as required by federal and state laws, agency policies, and State of Wisconsin Work Rules. Providing equal employment opportunities is an ethical, legal, social, and economic necessity to maintain a workforce of the highest quality and productivity.

In addition, affirmative action (AA) efforts will be taken on behalf of women, racial/ethnic minority groups, people with disabilities, and disabled veterans for positions in which representation from those groups is traditionally underutilized. We believe that a diverse workforce is better able to adapt and serve the needs of all the people of Wisconsin.

The State of Wisconsin's actions and policies will assure equal employment opportunity and an equitable and inclusive work environment for all persons regardless of age, disability, national origin or ancestry, race, color, religion, creed, gender, sexual orientation, marital status, political affiliation (except for unclassified positions specified in secs. 230.08(2)(a) and 20.923(8)(9), Wis. Stats.), arrest or conviction record where not substantially related to the job, membership in the national guard, state defense force or any other reserve component of the military of the United States or this state, and any other category protected by state and applicable local law including but not limited to pregnancy, genetic information, genetic testing, physical condition, developmental disability, and/or gender identity or expression.

Equal opportunity/affirmative action principles will affect all employment practices including, but not limited to, recruiting, interviewing, hiring, transfer, promotions, training, compensation, benefits, layoffs, terminations, retention, certification, and testing.

It is the State of Wisconsin's intent to maintain a professional and respectful work environment that supports employees so they can be productive and effective in their jobs. This means all agencies will take steps to ensure the workplace is inclusive and free of bullying, discrimination, and harassing behavior. The State of Wisconsin will provide reasonable accommodations for people with disabilities whenever the person's disability presents a documented barrier to employment opportunities or restricts the ability to perform a job. Appropriate and reasonable accommodations will be provided to ensure equal access to employment and all benefits associated with employment.

### 5.2 Diversity, Equity, and Inclusion

In addition to the compliance aspects of Equal Employment Opportunity and Affirmative Action, the State of Wisconsin places a strong emphasis on Diversity, Equity, and Inclusion (DEI). Each state agency with over 50 employees is required to develop an Equity and Inclusion (E&I) plan, with agencies of less than 50 employees signing a letter of intent to comply with, implement, and

promote DEI efforts. The E&I plans build an infrastructure and culture committed to equity and inclusion and incorporate equity and inclusion throughout the agencies' work and public service. The plans identify goals and strategies related to recruitment, retention, and agency culture.

The State of Wisconsin defines Diversity, Equity, and Inclusion as:

**Diversity** is the varied identities and characteristics that distinguish individuals or groups. It includes race, ethnicity, gender, age, national origin, religion, disability, sexual orientation, socioeconomic status, education, marital status, and language. It also encompasses a wide range of attributes that we bring to the workplace including our values, beliefs, experiences, backgrounds, and behaviors that frame how we see the world and engage with others.

**Equity** is the fair treatment, access, opportunity, and advancement for all. Equity also refers to fair and just practices, policies, and systems, based on a recognition of individual and group differences and barriers that disproportionately impact underserved and underrepresented individuals.

**Inclusion** is the active and intentional cultivation of an environment in which everyone feels welcomed, respected, supported, valued, and empowered to fully engage.

Employees in all agencies are encouraged to get involved in DEI efforts. Employees interested in learning more about the E&I plans or ways to participate should contact their agency Human Resources team and/or agency Equity and Inclusion Officer.

### 5.3 Respectful Workplace Policy

The State of Wisconsin is committed to promoting a respectful workplace and does not tolerate conduct or behavior that is bullying, discriminatory, harassing, or retaliatory in nature, regardless of whether the behavior is linked to a protected class or status. It is the responsibility of every employee to refrain from, discourage, and report any conduct that is derogatory, demeaning, or hostile in nature. The State of Wisconsin is committed to treating each employee, applicant, and client with respect and sensitivity.

All agencies will maintain a professional and civil work environment that supports employees so they can be productive and effective in their work. All agencies will take appropriate steps to ensure that the workplace is free of discriminatory, bullying, and harassing behavior. This includes zero tolerance for the actions defined in this policy. Corrective action will be taken, up to and including termination, if a determination of harassment and/or discrimination has been made. The State will not tolerate acts of retaliation against anyone who, in good faith, reports, assists another individual with reporting, or participates in fact-finding or investigation of suspected violations of this policy. The State of Wisconsin intends to hold its employees to higher standards of professionalism and respect than the floor set by federal and state employment laws. This policy is not intended to create any legal cause of action not provided under current law, to change any of the State's affirmative action practices, or to limit an agency's ability to effectively direct and manage its employees.

See [Chapter 440 – Respectful Workplace Policy and Complaint Procedure](#) of the *Wisconsin Human Resources Handbook* for more information.

## Section 6: Payroll

### 6.1 Employee Self-Service and PeopleSoft

The State of Wisconsin uses a system called STAR (PeopleSoft) to perform most administrative functions including completing timesheets, reviewing paycheck stubs and W2s, applying for state jobs, and updating personal information such as home address and phone numbers, submitting travel and expense reimbursement requests, etc. These functions in STAR, except for travel and expense reimbursements, are accessible through the Employee Self-Service (ESS) website at <https://ess.wi.gov>. Employees can access this site at work, from home, and on any mobile device. Travel and expense reimbursements can be submitted through [STAR Finance](#).

To help employees learn how to use STAR and ESS, a series of job aids have been developed. Employees can access these job aids [here](#) but may also receive more specific instructions from their agency on certain processes or procedures.

### 6.2 Payroll Periods

Employees of the State of Wisconsin are paid on Thursdays following a biweekly pay cycle using an electronic deposit to their designated bank account. Employees can keep track of the payroll cycle by using the [State Payroll Calendar](#). The two-week pay periods start on a Sunday and end on a Saturday and are split into “A”, “B”, and “C” categories. Employee insurance contributions are split over the “A” and “B” paychecks of each month. When there are three paychecks in a month, no insurance deductions are taken from the “C” paycheck. The deduction schedules, which show the frequency and type of deductions on each paycheck can be found on the [DPM Website](#).

### 6.3 Paychecks and Electronic Deposit

The State of Wisconsin requires an electronic deposit as the method to pay all employees other than those who are not able to use an electronic deposit or secure a checking or savings account. You can enter and change your direct deposit in Employee Self Service in STAR. If you do not have access to Employee Self Service, you can contact your assigned Payroll and Benefits Specialist. An Electronic Deposit Authorization form is available on the STAR Employee Self-Service website. It takes a minimum of one pay period for the first electronic deposit to take effect. If you are unable to complete your electronic deposit information in ESS, please contact your agency payroll representative.

Deposits to a Visa prepaid card, called a Focus Card, can be used in lieu of electronic deposits to a bank account for employees who do not have a bank account. You may enroll by submitting the enrollment form to your agency's payroll office.

- [Focus Card Overview](#)
- [Focus Card Enrollment Form](#)

Paychecks are electronically deposited on paydays. However, employees can see their earnings statement in ESS earlier in the week.

In very limited circumstances, a paper check may be issued to employees. Checks cannot be distributed earlier than the date that the check bears. Mailed checks are posted no earlier than required for arrival on that date. When payday falls on a legal holiday, paychecks are dated and distributed on a preceding day.

#### **6.4 Earning Statements**

All earning statements will be available to view and print in STAR using ESS. The earnings statement provides information about hours and earnings, taxes, pre- and post-tax deductions, benefits, and leave balances. Should an error appear on the earnings statement or leave accounting record, the employee should notify their agency payroll and benefits specialist immediately. Overpayments are the responsibility of the employee and must be paid back to the State of Wisconsin.

#### **6.5 W2s**

All employees are encouraged to sign up for electronic W-2 forms in [Employee Self-Service](#). See the [W-2 and 1095-C Electronic Consent Job Aid](#) for more information. This will ensure the most efficient delivery of the form to each employee and provides a convenient storage location for easy reference and printing. Employees can select paper delivery if preferred.

- a. W-2s are sent each January to state employees documenting the previous year's earnings. Each box on the form is described in the [W-2 Explanation](#).
- b. 1095-Cs are sent each February to state employees to certify the health insurance coverage each employee was offered or enrolled in for the previous year. More information is available in the [1095-C Explanation](#). Employees are encouraged to receive these forms electronically as well in Employee Self Service

## **Section 7: Annual Leave Earnings and Usage (Applicable to Permanent and Project Employees)**

#### **7.1 Legal Holidays**

All State of Wisconsin employees, except limited-term employees, are eligible for nine (9) paid legal holidays per year (prorated if employed part-time):

- a. New Year's Day (*January 1*)
- b. Martin Luther King Jr.'s Birthday (*3rd Monday in January*)
- c. Memorial Day (*Last Monday in May*)
- d. Independence Day (*July 4*)
- e. Labor Day (*1st Monday in September*)
- f. Thanksgiving Day (*4th Thursday in November*)
- g. Christmas Eve Day (*December 24*)
- h. Christmas Day (*December 25*)
- i. New Year's Eve Day (*December 31*)

# Earnings Statement (paystub)

State of Wisconsin		Pay Group: 505-Div of Administration Pay Begin Date: 06/14/2013 Pay End Date: 06/27/2013	Business Unit: 50500 Check #: 000000000030395 Check Date: 07/09/2013
Jack DeBuby DO NOT MAIL DO NOT MAIL Winooski VT 04045		Employee ID: 150075090 Department: 505A00000-Div of Admin Services Location: 505 ADMINISTRATION BLDG Job Title: IS ENT SYSMS DEV/ENT SVCS CN AD	TAX DATA: Federal Single WI State Single Marital Status: Single Allowances: 0 Add. Person: Add. Amount:
HOURS AND EARNINGS			TAXES
Description Regular Hours Worked			Description Fed Withholding Fed MED IC Fed OASDI IC WI Withholding
Rate \$0.00000	Current Hours \$0.00	Earnings \$2,400.00	Rate \$416.11 \$4.00 \$14.00 \$131.99
		YTD Hours \$0.00	
		Earnings \$2,400.00	
TOTAL:	\$0.00	\$2,400.00	TOTAL: 738.70
BEFORE TAX DEDUCTIONS		AFTER TAX DEDUCTIONS	
Description	CURRENT XID	Description	CURRENT XID
TOTAL:		TOTAL:	
TOTAL GROSS		TOTAL TAXES	
Current	\$2,400.00	Total Taxes	\$738.70
YTD	\$2,400.00	Total Deductions	\$0.00
NET PAY		NET PAY DISTRIBUTION	
Leave balances		Description	Accrued Type Check #000000000030395
TOTAL:		Accrued Number Issue Ck	
		TOTAL: 1,661.30	
Leave balances			
Description			
Sick	0.0		
Vacation	0.0		
Personal Holiday	0.0		
Saturday Legal Holiday	0.0		
Term Sabbatical	0.0		
Camp Time	0.0		

If a legal holiday falls on a Sunday, the following Monday is considered a holiday and offices are closed. If a legal holiday falls on a Saturday, leave time is granted as a “floating” holiday and may be taken at any approved time during the calendar year. Legal holidays must be used in the year earned.

## 7.2 Personal Holidays

Each employee receives 4.5 personal holidays (36 hours if full-time, prorated if part-time) each calendar year, provided the employee is in pay status for at least one day in the year. Personal holidays must be used in the year earned. In extraordinary circumstances, if an employee is prevented by work requirements from using a personal holiday in the year earned, the holiday may be used in the next year.

## 7.3 Vacation (Annual Leave) Time

Classified employees new to state service start earning paid vacation on their first day of employment but are eligible to use it only after completing their original six months of employment in a permanent or each successive project position. Vacation is prorated for part-time employees and for employees who leave their position or work less than a full calendar year.

- a. Vacation Earned on a Calendar Basis:

Years of State Service	Employees who are subject to the minimum wage and overtime requirements under the federal Fair Labor Standards Act ( <b>non-exempt</b> )	Employees who are not subject to the minimum wage and overtime requirements under the federal Fair Labor Standards Act ( <b>exempt</b> )
First 5 Years	104 Hours	120 Hours
5-10 Years	144 Hours	160 Hours
10-15 Years	160 Hours	176 Hours
15-20 Years	184 Hours	200 Hours
20-25 Years	200 Hours	216 Hours
25+ Years	216 Hours	216 Hours

Each January, vacation for the calendar year is entered in the employee's absence balance in Employee Self Service (ESS). After completing the original six months of state service, employees are permitted to take vacation time before it is accrued. If the employee leaves state service, any vacation time taken but not earned will be deducted from the final paycheck or repayment will be required. If the employee leaves state service, any vacation time earned but not taken will be paid out on the final paycheck. During the 5th, 10th, 15th, 20th, and sometimes 25th years of employment, vacation hours are allocated on a prorated basis.

#### b. Vacation Carryover

Employees should use vacation during the calendar year in which it is earned. However, employees may carry over up to 40 hours of vacation until June 30th of the following calendar year. If the original six months of employment are not completed until July or later, unused vacation at the end of the calendar year is automatically carried over for use in the first six months of the following calendar year.

Requests to authorize any vacation carry-over of more than 40 hours into the following calendar year are handled at the agency level on an annual basis.

#### 7.4 Sabbatical Elections

Eligible employees can elect to put unused vacation into their Sabbatical account and/or receive cash payment for unused vacation. This process takes place near the end of each calendar year. Eligibility is based on the amount of annual vacation hours earned and/or accumulating a sick leave balance of at least 520 hours at the end of the "B" pay period in October, as shown in the below chart and in accordance with any applicable collective bargaining agreement. If you are eligible, you will receive an email from your payroll and benefits team with instructions. Your Sabbatical leave balance does not have an expiration date, it accumulates from year to year without limit. It may be used later, used to extend the termination or retirement date (but not the lay-off date), or paid in a lump sum upon the termination of employment.

**MOST EMPLOYEES (except represented State Patrol, craft workers, and fire/crash rescue workers)**

Years of adjusted continuous service	FLSA Non-Exempt			Years of adjusted continuous service	FLSA Exempt		
	Vacation Rate	Sick leave requirement by end of "B" pay period in October	Max to Term-Sabb/ Max cash payout		Vacation Rate	Sick leave requirement by end of "B" pay period in October	Max to Term-Sabb/ Max cash payout
1-4 years	104	520 hours of sick leave	40/0	1-4 years	120	520 hours of sick leave	40/0
5-9 years	144	520 hours of sick leave	40/0	5-9 years	160	n/a	40/0
10-14 years	160	n/a	40/0	10-14 years	176	n/a	40/0
15-19 years	184	n/a	40/0	15-19 years	200	n/a	80/40
20-24 years	200	n/a	80/40	20+ years	216	n/a	120/40
25+ years	216	n/a	120/40				

**7.5 Sick Leave**

Employees are eligible to earn up to five (5) hours of sick leave (prorated for part-time employees) each biweekly pay period. Unused sick leave accumulates from year to year. It is not cashed out but may be converted to pay for health insurance during a period of layoff or after retirement.

Sick leave may be used for an employee's illness or their own or immediate family member's medical or dental appointment. Sick leave may also be used for an immediate family member when the employee must care for the family member as a result of illness, provide temporary emergency care during illness/injury, or when death occurs. Immediate family includes the employee's spouse and the following relatives of the employee and spouse: parents, stepparents, grandparents, foster parents, children, stepchildren, grandchildren, foster children, siblings, and their spouses, aunts and uncles, sons-in-law or daughters-in-law of the employee or spouse, and other relatives of the employee or spouse providing they reside in the same household as the employee.

**7.6 Catastrophic Leave (leave donation program)**

The State of Wisconsin offers a catastrophic leave donation program for employees who exhaust all eligible leave. This program allows other state employees to voluntarily donate (transfer) annual leave, floating legal holidays, personal holidays, and sabbatical leave to other eligible employees. Information regarding this program can be found in the *Wisconsin Human Resources Handbook* chapter 660.

**Section 8: Other Paid Time Off****8.1 Jury Duty/Court Appearances**

Employees called for jury duty serve without loss of time or pay and may accept jury fees. However, when not impaneled for actual jury service and only "on call," the employee must report back to work. If the employee works other than during the day, the employee need not report to work when serving on jury duty for the same number of hours in a day that the employee is impaneled.

An employee called as a witness or deponent regarding departmental agency business is required to participate on work time, but the employee must refuse all court and deposition fees. An employee called as a witness or deponent in a case unrelated to assigned duties may accept court fees, but the employee must use paid leave (compensatory time, vacation, etc.) or leave

without pay to attend court or the deposition.

#### **8.2 Time Off for Voting**

Employees who cannot get to the polls to vote before reporting to work or after leaving work may use up to three consecutive work hours to vote. If the employee is unable to vote during non-working hours, the employee should work with their supervisor and provide advance notice to arrange for time off without loss of pay to vote.

#### **8.3 Time Off for Serving as an Election Official in Wisconsin**

The Wisconsin Statutes provide that an employee appointed by a municipal clerk to serve as a poll worker or other election official must be granted leave without loss of pay or benefits for the entire 24-hour period of each election day in which the employee is serving as an election official. Employees must provide at least seven (7) days' notice to their supervisor of the need for leave.

Each employee who receives pay as a poll worker or election official must certify in writing to the payroll office the amount of compensation received. The agency must deduct that amount from the employee's pay earned for scheduled work hours during the 24-hour period of the election day. An employee that elects to not receive pay while serving as an election official should provide documentation to their payroll office showing the hours worked and that there was no pay received.

Employees who volunteer as election observers or similar positions who are not appointed to be poll workers or election officials must take vacation or leave without pay if authorized by supervisory staff.

#### **8.4 Military Leave**

Employees who serve in the national guard, state guard, or in the reserve for the US Armed Forces may be eligible for a paid leave of absence or leave without loss of pay under certain circumstances. Employees should contact human resources for more information.

### **Section 9: Family and Medical Leave Act (FMLA)**

The federal Family Medical Leave Act of 1993 (FMLA) provides that eligible employees be granted unpaid, job-protected leave for: childbirth; adoption; care of a child, spouse, or parent with a serious health condition; and personal health conditions. State agencies administer this law in conjunction with the Wisconsin Family and Medical Leave Act (WFMLA), and administrative rules. Employee leaves of absence, whatever their length, which meet the eligibility criteria listed in the federal FMLA, the WFMLA, or administrative rule will automatically be designated as leave under these laws unless determined otherwise by the agency's Human Resources Office.

See [Chapter 724 – Family and Medical Leave](#) of the *Wisconsin Human Resources Handbook* for more information.

## Section 10: Leave of Absence

### 10.1 Maternity, Paternity, Adoption, and Pre-Adoptive Foster Care Leave

As provided in ss. ER 18.14(2)(d) and ER 18.14(2)(e), Wis. Adm. Code, leaves of absence for maternity, paternity, adoption, and pre-adoptive foster care shall be granted for a period of time requested by the employee, not to exceed six (6) consecutive months. Any renewals or extensions of original requests may be granted by the appointing authority but shall not exceed a total of six (6) months. If the employee is also eligible for FMLA, such laws shall be followed. Part or all of the leave may be covered by leave of absence without pay, annual leave, sabbatical leave, holiday leave, compensatory time off, or in some cases sick leave.

### 10.2 Leave to Serve in the Unclassified Service

An individual holding a classified position may be granted a leave of absence to serve in the unclassified service. An employee serving a leave of absence to the unclassified service has restoration rights or reinstatement privileges to the classified service.

### 10.3 Personal Leave of Absence

Employees may request a leave of absence for exceptional personal reasons, education, medical reasons, etc. Employees should work with their supervisor and human resources office to document the need for their leave and to determine its length.

### 10.4 Leave of Absence to participate as Bone Marrow or Human Organ Donor

Per sec. 230.35 (2d), Wis. Stats., appointing authorities shall grant a paid leave of absence to a state employee to donate bone marrow or a human organ. Employees should work with their supervisor and human resources office to document the need for their leave and to determine its length.

## Section 11: Benefits

### 11.1 General Description of State Benefits and Eligibility

The State of Wisconsin provides a robust benefits package that includes:

- a. Comprehensive health insurance and prescription coverage
- b. Supplemental dental and vision insurance
- c. Life and disability insurance
- d. Accident coverage
- e. Long-term care insurance
- f. Flexible Spending Accounts
- g. Coverage under the Wisconsin Retirement System

See the [Benefits at a Glance Quick Guide](#) and [Benefits at a Glance eLearning](#) for more information about your benefits.

## 11.2 It's Your Choice

The “It’s Your Choice Open Enrollment” period is the annual opportunity for eligible employees and annuitants to select one of the many health plans offered by the State of Wisconsin Group Health Insurance Program. The annual “It’s Your Choice” is administered through the Department of Employee Trust Funds and the Department of Administration.

The It’s Your Choice Open Enrollment period is an opportunity to change plans, change from family to single coverage, enroll if you had previously deferred coverage, cancel your coverage or cancel the coverage for your adult dependent child. It is offered only to employees, annuitants, and surviving spouses and dependents who are eligible under the State of Wisconsin Group Health Insurance Program. Changes made become effective on January first of the following year.

# Section 12: Pay and Workers Compensation

## 12.1 Pay

Compensation Plan: The State of Wisconsin creates and maintains a compensation plan every two years to coincide with each budget cycle. This document is called the State of Wisconsin Compensation Plan and it describes how pay is established and maintained for most employees across the enterprise. The compensation plan also addresses miscellaneous compensation provisions such as travel expenses, reimbursements, special leave provisions, etc. The plan may be found at: [Division of Personnel Management Classification and Compensation](#).

## 12.2 Workers Compensation

State of Wisconsin employees are covered by the Worker’s Compensation Act under Ch. 102, Wis. Stats., and Ch. DWD 80, Wis. Adm. Code. These authorities discuss payment of medical expenses and wage portion for lost work time for job-related accidents and diseases.

# Section 13: Employee Complaints

## 13.1 Harassment or Discrimination

The State of Wisconsin seeks to maintain a work environment free of harassment or discrimination. Appropriate disciplinary action will be taken against those who engage in discriminatory or harassing behaviors.

If an employee believes that they are being bullied, harassed, or discriminated against, the employee may use their agency’s Respectful Workplace Policy and Complaint Procedure to help resolve their concern or contact human resources for assistance.

## 13.2 Adverse Employment Decision Grievances

Employees, other than those represented by Wisconsin Law Enforcement Association (WLEA), may file a formal grievance contesting only the following adverse employment decisions if the

employee alleges that the action was taken without just cause:

- a. Demotion
- b. Layoff
- c. Suspension
- d. Discharge
- e. Reduction in base pay

All grievances must be filed using the official [Adverse Employment Action and Condition of Employment Employee Grievance Form \(DOA-15802\)](#). Employees should refer to WHRHC 430. For the process and timeframe for filing a grievance refer to [Chapter 430 – Employee Grievance Procedure](#).

### **13.3 Conditions of Employment Grievances**

Employees may also file a grievance on issues related to conditions of employment as defined in [Chapter ER 46, Wis. Adm. Code](#) using the [DOA-15802 Adverse Employment Action and Condition of Employment Employee Grievance Form](#). Employees should refer to WHRHC 430. For the process and timeframe for filing a grievance refer to [Chapter 430 – Employee Grievance Procedure](#).

### **13.4 Mediation Program Services**

Some employee issues, concerns, or disputes may be resolved outside of the complaint process through Enterprise Mediation Services. This process is available for employees to use to resolve workplace disputes. Policy Bulletin [DPM-0529-EI](#) provides further information.

### **13.5 Whistleblower Protections**

In some instances, an employee may be protected by the Wisconsin Whistleblower Law when sharing certain information. However, the strict criteria for the whistleblower protections must be met. The Wisconsin Whistleblower Law (secs. 230.80 – 230.85, Wis. Stats.) protects state employees from retaliation for disclosing information about:

- a. A violation of any state or federal law, rule, or regulation, or
- b. Mismanagement or abuse of authority in state or local government, or
- c. Substantial waste of public funds, or
- d. A danger to public health and safety.

An opinion alone as to the lawfulness or appropriateness of activity is not “information” within the meaning of the Wisconsin Whistleblower law. To qualify for protection under the statute, an employee must disclose the protected information in writing to their immediate supervisor or a governmental unit designated by the State of Wisconsin, Department of Workforce Development, Equal Rights Division (ERD) before sharing the information with anyone else other than an attorney, collective bargaining representative, legislator, or certain legal authorities. The governmental unit will be determined by ERD based on the specific information the employee is seeking to disclose.

The Whistleblower Law prohibits any retaliatory disciplinary action against an employee who has made a protected disclosure. An employee who believes he or she has been the subject of retaliation may file a written complaint with ERD. For more information see [Wisconsin Legislature: 230.80](#).

## Section 14: Performance Evaluations

All permanent classified employees should be assigned goals and expectations as part of their annual performance evaluation. While supervisors will provide ongoing performance feedback, an annual performance evaluation must be done. In addition, employees on original probation have their performance evaluated multiple times during their probationary period.

## Section 15: Personnel File

### 15.1 Personnel File

An employee's official personnel record, commonly called a "P-file," is maintained in PeopleSoft. This file contains performance evaluations; letters of appointment, promotion, reclassification, transfer, or demotion; letters of commendation and discipline; and any official communication concerning the employee.

### 15.2 Emergency Contacts in ESS

Emergency contact information and other employee information can be updated 24/7 via STAR Employee Self Service (ESS).

## Section 16: RAVE Emergency Alert System

The RAVE emergency alert system provides state employees with real-time communications about emergencies and other situations that impact their agency's operations. State of Wisconsin agencies and law enforcement use RAVE to send mass electronic notifications to employees wherever they are to help them take immediate action to remain safe during emergencies, such as:

1. Building evacuations
2. Active shooter situations
3. Weather emergencies
4. Building closures due to weather, fire, smoke, etc.

State employee work email and telephone devices are pre-registered to receive RAVE alerts. In addition, employees may choose to receive RAVE alerts on their personally owned electronic devices.

For questions about RAVE, contact your agency Continuity of Operations officer or Human Resources office.

## Section 17: Training and Development

### 17.1 Staff Development and Education

The State of Wisconsin encourages and supports education and training for job-related, career-related, and personal development reasons. These employee development opportunities are supported through enterprise and agency-sponsored education and training programs and division training budgets. With supervisory approval and in accordance with agency policies, employees may be able to attend training offered by public or private sector vendors (e.g., other state agencies, UW, Edgewood, SkillPath), colleges or other private institutions, technical colleges/universities, Madison College, etc.

### 17.2 Cornerstone Enterprise Learning Management System

The Cornerstone Enterprise Learning Management System provides continuous learning opportunities that improve workforce competency through the delivery and tracking of learning events, such as web-based training, classroom instruction, and other formal and informal learning activities. Employees can access the Learning Management System through STAR ESS. Visit [Division of Personnel Management Cornerstone Enterprise Learning Management](#) for job aids and instructions.

### 17.3 Job Development Training

Job development includes activities assigned to an employee to obtain, improve, or update knowledge and skills. The training is required to meet performance standards based upon the employee's position description. The employee and the employee's supervisor may identify education and training programs that meet the job-related training definition.

An employee attends job-related education and training programs on state time. If the program is not offered during the employee's normal work hours, the supervisor, with the approval of the division administrator, may arrange for compensatory time off in accordance with agency policies, union contracts, and the federal Fair Labor Standards Act.

Employees should refer to their agency or regional intranet sites for additional policies and procedures for requesting training.

## Section 18: Business Travel and Expenses

Employees are reimbursed within state guidelines, and any contract provisions for represented employees, for actual, necessary, and reasonable expenses incurred while on authorized state business. Employees in travel status are expected to use good judgment when incurring travel costs. Reimbursements may not cover the entire cost if they exceed prescribed limitations. The employee's supervisor or agency designee must personally approve travel claims. Untimely submission may cause reimbursements to become taxable. Follow your agency procedures for travel authorization and process a request for reimbursement through the [STAR Travel and Expense module](#).

Detailed information can be found in the [State of Wisconsin Pocket Travel Guide](#) published by the Division of Personnel Management.

## **Section 19: Commuter Information**

The Wisconsin State Rideshare/Vanpool Program has been in operation since 1979. The State of Wisconsin encourages its employees to share the ride between work and home. To further encourage ridesharing, the Vanpool Office relies on a computerized name-matching program to meet the requests of employees wanting to carpool to work. The State also administers the state Vanpool Program, which provides vans for commuters to and from state offices and Madison businesses on a daily basis. The vanpool and rideshare programs are open to state and non-state employees.

Information concerning starting or joining carpools or vanpools can be obtained by calling the Vanpool Office, (608) 266-POOL or (608) 266-5612, or by visiting the website: [DOA Join a VanPool](#). For more commuter resources, visit the website: [roundtripgreatermadison.org](#).

Whether you ride the bus, drive your own car, carpool, or vanpool, State of Wisconsin employees can participate in the pre-tax Commuter Benefits Program. Obtain more information and sign-up on the Department of Employee Trust Funds website: [Wisconsin Department of Employee Trust Funds](#).

## **Section 20: Procurement/Purchasing Card**

With the supervisor's approval, state credit cards (P-card) may be made available to employees to aid them in their purchasing responsibilities, including travel. There are rules and restrictions associated with the use of the cards, and it is critical that they be followed. If you are assigned a P-card, you will complete a brief training program and then be required to reconcile your purchases on a monthly basis including providing receipts and obtaining approval from your supervisor.