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3 **RULE II. APPLICATIONS FOR ORIGINAL EXAMINATION**

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14 **Section 1. Filing applications.**

15 ~~(1) No person shall be admitted to an original examination unless such person shall have~~
16 ~~prepared and filed an application for said examination upon the form furnished by the~~
17 ~~department of human resources, which application shall not have been rejected by the~~
18 ~~director of human resources for cause in accordance with the provisions of these rules.~~

19 ~~(12) Applications for an original examination shall be received only during the period~~
20 ~~prescribed for filing applications in the public notice of said examination, which period~~
21 ~~shall be subsequent to the call thereof, provided, however, that in the case of~~
22 ~~examinations which that the department of human resources advertises as continuous~~
23 ~~examinations, applications may be filed at any time prior to the time of the examination.~~

24 ~~(23) The applicant shall be required to complete an make application, either typewritten or~~
25 ~~in his own handwriting, and to certify that the statements made are true, complete, and~~
26 ~~correct; provided, however, that applications may be received from any person who is~~
27 ~~unable to write, filled out by another person other than the applicant, but certified to by~~
28 ~~him and signed with the mark of the applicant, duly witnessed.~~

29
30 **Section 2. Residence.**

31 (1) Applicants for examinations must be residents of the State of Wisconsin for a period of at
32 least one (1) year prior to making application for examination in accordance with and
33 except as otherwise provided in Chapter 63.08(1)(a) of Wisconsin State Statutes., and
34 residents of Milwaukee County for a period of at least thirty (30) days immediately
35 preceding examination, unless longer periods of residence in the county are prescribed;
36 provided, however, that in examinations for classifications requiring technical,
37 professional or scientific knowledge and experience, such residence requirement may be
38 waived by the director of human resources and the director of human resources may
39 waive the requirement for one (1) year state residence for applicants to be licensed in the
40 health care field.

41 (2) All employees in the classified service shall maintain their domicile and principal place of
42 residence within the geographic limits of Milwaukee County during their employment,
43 except persons holding the following job titles who may maintain their domicile and
44 principal place of residence in Racine, Kenosha, Walworth, Waukesha, Washington, and
45 Ozaukee counties: [4] within the confines of the State of Wisconsin: [5]
46 All classifications which require that the incumbent be registered or eligible for registration as
47 a nurse in the State of Wisconsin.
48 Assistant director of nutrition and food service (clinical)
49 Assistant director of nutrition and food service (operations)
50 Assistant director of medical services
51 Assistant head lifeguard [6]
52 Assistant medical director (psychiatry)
53 Central service supervisor
54 Certified occupational therapy assistant*
55 Chemistry technologist
56 Child psychiatrist
57 Clinical laboratory supervisor*
58 Clinical psychologist I*
59 Clinical psychologist II*
60 Clinical psychologist III*
61 Clinical program director (psychology)*
62 Community mental health center director
63 Cytotechnologist I*
64 Cytotechnologist II
65 Dietitian I
66 Dietitian I (hourly)
67 Director of forensic program
68 Director of medical records
69 Director of nutrition and food service
70 Director of pharmacy
71 Dosimetrist
72 Eye bank technical specialist
73 Head lifeguard‡
74 Laboratory information systems supervisor*
75 Lifeguard‡
76 Medical director (CATC)
77 Medical director (MHES)
78 Medical examiner
79 Medical record administrator I
80 Medical record administrator II
81 Medical record administrator III

- 82 Medical technologist I
- 83 Medical technologist II
- 84 Medical technologist manager
- 85 Medical technologist supervisor*
- 86 Medical technologist manager
- 87 Microbiology technologist
- 88 Occupational therapist I*
- 89 Occupational therapist II*
- 90 Occupational therapist III*
- 91 Pharmacist I
- 92 Pharmacist II
- 93 Physical therapist I
- 94 Physical therapist II
- 95 Physical therapist III
- 96 Physician I
- 97 Physician II
- 98 Physician III
- 99 Physician IV
- 100 Podiatrist
- 101 Psychiatrist
- 102 Quality assurance & research coordinator
- 103 Radiation oncology therapist I
- 104 Radiation oncology therapist II
- 105 Radiation oncology therapy supervisor
- 106 Radiology equipment engineer
- 107 Radiologic technologist III
- 108 Recreation therapist I [7]
- 109 Recreation therapist II*
- 110 Respiratory therapist*
- 111 Respiratory therapist in charge*
- 112 Respiratory therapy assistant supervisor*
- 113 Respiratory therapy supervisor*

114 (3) The only classifications exempt from the Milwaukee County residency requirement are
115 those which the civil service commission determines essential to effective functioning of
116 county operations and which, on the basis of classification, vacancy, experience and
117 difficulty in recruitment cannot be filled with qualified personnel without waiving the
118 restriction. The director of human resources shall annually review eligibility lists,
119 classification scientific, professional, technical, or skill requirements, response to
120 recruitment, and qualifications of applicants and determine whether the residence
121 requirement prevents or deters adequate staffing of qualified personnel. Classifications
122 shall be added to or deleted from the exempt list in conformity with his/her findings.

- 123 (4) ~~Employees holding classifications removed from the exempt list and who have established~~
124 ~~and maintained domicile and principal residence in the counties of Racine, Kenosha,~~
125 ~~Walworth, Waukesha, Washington or Ozaukee* or outside Milwaukee County [8] at the~~
126 ~~time the classification is removed from the exempt list shall not be required to establish~~
127 ~~and maintain domicile and principal residence within Milwaukee County. However,~~
128 ~~should employes who have established and maintained domicile and principal~~
129 ~~residence in the counties set forth above* or outside Milwaukee County† remove such~~
130 ~~residence and establish and maintain domicile and permanent residence in Milwaukee~~
131 ~~County, such employes shall not be again permitted to establish and maintain domicile~~
132 ~~and principal residence outside Milwaukee County. Employes holding classifications~~
133 ~~removed from the exempt list and who presently maintain domicile and principal~~
134 ~~residence within Milwaukee County shall not be permitted to establish and maintain~~
135 ~~domicile and principal residence outside Milwaukee County.~~
136 (5) ~~Employes who fail to comply with this rule shall be subject to rule VII.~~

137 **Section 3. Age.**

138 No applicant shall be permitted to complete an original or promotional examination who is
139 less than eighteen (18) years of age on the last day for filing applications for such
140 examination; provided, however, that the director of human resources may fix other age
141 limits when deemed appropriate which shall be specified in the notice of examination for
142 such classification.

143 **Section 4. Sex.**

144 Unless the call for any examination otherwise provides, applicants of either sex may be
145 admitted to any examination, if, in other respects, they meet the preliminary
146 requirements.

147 **Section 35. Health and physical ability.**

- 148 (1) The director of human resources at his/her discretion may establish pre-
149 employment processes that are consistent with state and federal requirements.
150 Applicants may, at the discretion of the director of human resources, be required to
151 submit to a physical examination to be conducted by such physician or physicians as
152 may be designated by the director of human resources.
- 153 (2) Such physician or physicians must submit a statement upon forms prescribed and
154 furnished by the director of human resources that the applicant has the physical ability to
155 perform the duties of the position to which he seeks appointment.
- 156 (3) The name of any applicant who fails to receive the endorsement of the physician or
157 physicians as designated in subsection (2) above, shall be withheld from certification and
158 removed from the eligible register~~list~~, and such applicant shall be viewed as having failed
159 the examination.
- 160 (4) Physical examinations, as prescribed in this section, shall be required when necessary to
161 comply with federal regulations, Wisconsin Statutes or Wisconsin Administrative Code
162 relating to the classification or position to which the applicant seeks appointment.

163 (5) ~~Any person aggrieved by the action of the director of human resources may appeal such~~
164 ~~action to the civil service commission.~~

165 **Section 46. Special qualifications.**

166 In applications for examination for classifications which are scientific, professional
167 and technical, or for classifications the duties of which require special qualifications, the The
168 director of human resources may require demand evidence of a satisfactory degree of
169 education, training or experience, and may demand certificates of competency or the
170 possession of required such licenses as the law may provide as necessary for the practice of
171 the profession, art or trade involved and may exclude applicants who fail to give such
172 evidence or certificates or who do not possess such evidence or licenses. All such
173 requirements or evidence of education, or licenses shall be prescribed in the public notice of
174 the examination.

175 **Section 57. Disqualification.**

- 176 (1) The director of human resources may refuse to examine an applicant or after
177 examination to certify as eligible one who:
- 178 (a) Is found to lack any of the established ~~preliminary~~ [9] ~~minimum~~ [10] requirements for
179 the classification for which he applies; or
 - 180 (b) Cannot perform the requirements of the job with reasonable accommodations
181 provided; or
 - 182 (c) Has been found to have violated any law, ordinance, or regulation, the circumstances
183 of which are substantially related to the position for which the applicant seeks
184 employment; or
 - 185 (d) Has been found guilty of a crime or of infamous or disgraceful or immoral conduct;
186 or*
 - 187 (e) ~~Has been convicted of a violation of the law relevant to the classification for which he~~
188 ~~applies; or†~~
 - 189 (ed) Has failed to pass any pre-employment physical assessment, including drug
190 screening; or ~~Has been guilty of a dishonest or cruel act; or*~~
 - 191 (fe) Has been dismissed for good cause from the public service; or
 - 192 (gf) Has used or attempted to use any personal or political influence to further his/her
193 eligibility or appointment; or
 - 194 (g) ~~Has intentionally made a false statement in any material fact; or*~~
 - 195 (h) Has practiced or attempted to practice any deception or fraud in his/her
196 application, interview‡ or examination, or in securing his/her eligibility or
197 appointment; or
 - 198 (i) Is found to have committed any act, either while in the service of the county or
199 otherwise that would constitute cause for discharge under Rule VII, of these rules.
200 ~~May be found to be deficient in personal qualifications requisite for the position for~~
201 ~~which he applies.~~
- 202

203 (2) Any of the foregoing disqualifications shall be deemed sufficient cause to exclude such
204 applicant from examination or to remove such person from any eligible list or from the
205 county service after appointment; provided, however, that when the application of any
206 applicant is rejected, or he/she has been declared by the director of human resources to
207 have failed in the examination, or his/her name is stricken or erased from any
208 reinstatement or eligible for layoff/recall list, for any of the causes enumerated in this
209 rule, he/she may, by petition to be filed within ten (10) days from issuance of notice of
210 such action, make a written statement of the facts involved and ask for appropriate action
211 by the commission, and the commission shall investigate the petition and enter in its
212 minutes a finding thereon within ninety (90) days. The complaint shall state with
213 specificity the written statements of the facts involved and the complainant's requested
214 action by the Commission.
215

216 **Section 8. Applications not to be returned.**

217 Applications, whether accepted or rejected, shall remain on file and shall not be
218 returned. Minor defects or omissions in an application on file may be corrected or supplied
219 only after special permission granted by the director of human resources. The date and hour
220 of receipt of applications shall be endorsed thereon. Applications of persons who fail to
221 appear for examination shall not be used for any later examination, but shall be cancelled.

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223

1 **RULE III. EXAMINATIONS**

- 2 Section 1. Announcement of examination.
- 3 Section 2. Notice of examinations.
- 4 Section 3. Competition.
- 5 Section 4. Special examiners.
- 6 Section 5. Subject and weights.
- 7 Section 6. ~~Rating General-average.~~
- 8 ~~Section 7. Scope of subjects.~~
- 9 Section ~~7~~8. Eligible lists.
- 10 Section ~~8~~9. Life of eligible lists.
- 11 Section ~~9~~10. Review of examinations.
- 12 Section ~~10~~11. Provisions for the disabled handicapped.
- 13 Section ~~11~~12. Noncompetitive examinations.

14 **Section 1. Announcement of examination.**

- 15 (1) The director of human resources shall issue announcements for open or promotional
16 examinations to fill vacancies in the classified service or to provide eligible lists for
17 positions where vacancies are likely to occur.
- 18 (2) The director of human resources shall include in such announcement a statement of:
19 (a) The classification and ~~limits of pay~~ range of the position to be filled;
20 (b) The period during which applications will be received, which shall not be less than
21 seven (7) calendar days ~~unless otherwise noted on the announcement~~;
22 (c) Any special physical ~~or medical~~ requirements, or special qualifications as to
23 training, certifications, licenses or experience demanded of applicants;
24 (d) The requirements ~~restrictions~~ as to previous service in the case of promotional
25 examinations, and as to age, sex or residence ~~(if there be such restrictions)~~ in
26 the case of open examinations, and as to such other qualifications as may be
27 required.
- 28 (3) The director of human resources shall give the examination such publicity as in his/her
29 judgment will bring it to the attention of persons qualified to fill the classification.
30 Announcements shall be ~~furnished applicants and~~ posted or circulated in publicly
31 accessible media and as the department of human resources deems advisable. ~~A copy~~
32 ~~of every announcement shall be sent to the county departments, institutions and~~
33 ~~boards concerned and shall be posted in a conspicuous place in the department of~~
34 ~~human resources for the time period specified in the announcement. Access to the~~
35 ~~department of human resources and to examination announcements shall be provided~~
36 ~~to people with handicaps.~~
- 37 (4) Job announcements shall be reviewed to assure compliance with federal and state
38 laws, ~~as well as county ordinances and resolutions.~~

- 39 (5) The director of human resources may issue one announcement for a competitive or
40 non-competitive examination for two or more classifications which require similar
41 training, education, experience and skills, and may create one or more eligible lists as
42 a result of such examination. ~~Candidates certified as eligible for appointment from the~~
43 ~~eligible list(s) created under this provision may be removed for one year from the~~
44 ~~eligible list(s) upon accepting an appointment to any of the classifications for which the~~
45 ~~examination was conducted, as indicated on the examination announcement and may~~
46 ~~be restored to the eligible list(s) by the director of human resources after completion of~~
47 ~~one year of service. The director of human resources may request applicants for~~
48 ~~examinations announced under this provision to identify specific classifications in~~
49 ~~which he/she is interested, or various work experience or skills possessed which may~~
50 ~~be used to certify qualified individuals to vacancies in classifications requiring such~~
51 ~~experience or skills. Examinations may be announced under this provision on an~~
52 ~~original or promotional basis. The director of human resources may refuse to re-~~
53 ~~examine an applicant deemed not eligible for a period not to exceed twelve months as~~
54 ~~noted on the examination announcement.~~
- 55 (6) The director of human resources may announce examinations for classifications in
56 which there are no current vacancies and indicate on the announcement a specified
57 time period during which an application would remain active. Upon conducting an
58 examination, only those applicants who have active applications will be examined.
- 59 (7) A recruitment may be terminated prior to the stated closing date on the announcement
60 upon receiving a sufficient number of applications, as determined by the director of
61 human resources.

62 **Section 2. Notice of examinations.**

- 63 (1) The department of human resources shall prepare a notice of examination which shall
64 include the date, the hour and the place where such examination shall be held, except
65 in those instances where such an examination does not require the actual presence of
66 the applicant.
- 67 (2) The examination shall not be held less than seven (7) calendar days following the
68 closing date of the announcement.

69 **Section 3. Competition.**

70 All original examinations for classifications held under the provisions of the Civil
71 Service Act or of these rules shall be public, competitive and open to all persons who have
72 filed applications and who have not been debarred for cause in accordance with the
73 provisions of these rules. The rules governing promotion examinations shall be the same as
74 for original examination, except where otherwise provided in these rules. ~~No examination~~
75 ~~shall be held unless there are two (2) or more eligible persons competing; provided,~~
76 ~~however, where notification and advertising of such examination in a highly technical or~~

77 professional classification reveals that no more than one (1) candidate can be obtained, the
78 commission may in its discretion approve the eligibility of such candidate if the representative
79 examining committee certifies that such candidate meets the qualifications therefore. Should
80 not more than one (1) eligible candidate register for promotion examination, or should a
81 sufficient number of candidates to fill existing vacancies fail to pass, an original examination
82 shall be held.

83 However, any employee in the classified service whose position has been
84 reclassified in accordance with the provisions of these rules shall not be required to take any
85 original or promotional examination for that classification and shall be given a regular
86 appointment in the new classification upon receipt of written notification in the manner
87 prescribed by the director of human resources from the department head or appointing
88 authority that such employee is performing the duties of the new classification adequately.

89 **Section 4. Special examiners.**

90 All examinations shall be conducted under the direction of the director of human
91 resources and the director of human resources may designate and appoint special
92 examiners to personally conduct any part of an examination.

93 **Section 5. Subject and weights.**

94 (1) Examinations shall be job related and will consist of one or more of the following:
95 education and experience evaluation, written, oral or performance tests, or other
96 assessment methods. practical in their character and Each examination shall relate to
97 such matters as will test fairly and practically the ability of each applicant to fulfill the
98 requirements of the classification to which he or she seeks to be appointed and may
99 include tests of physical qualifications, and, when appropriate, of administrative or
100 manual skill. No question pertaining to political affiliation or religious faith shall be asked
101 of any applicant. Each examination shall be in compliance with professional testing
102 standards, including those of reliability and validity.

103 (2) Examinations shall assign weights to each subject as determined by the director of
104 human resources on the basis of a qualified job analysis. embrace certain subjects to
105 which weights shall be assigned, the weights given to each subject to represent its
106 relative value in ascertaining the fitness of applicants. The subjects and respective
107 weights thereof in all original and promotion examinations for classifications in the
108 classified service shall conform to such schedule of subjects and weights for each
109 classification as shall be set by the director of human resources for each examination at
110 the time of advertising. For examinations for administrative or professional
111 classifications, and for such other classifications for which specific written or performance
112 tests are not practicable, the director of human resources may conduct an investigation

113 of the careers of the applicants, and such examinations need not be divided into phases
114 for which definite or specific subjects or weights need be given.

115 (3) Promotional examinations shall be conducted in accordance with the provisions of this
116 section, and may further evaluate the efficiency of the promotional candidate through
117 evaluation of employee performance records.

118 **Section 6. RatingGeneral average.**

119 (1) Each subject for examination shall be graded independently and the proficiency of each
120 applicant in each of the subjects of examination shall be rated on a scale applied
121 uniformly to each applicant for a given position. ~~on the scale of 100, which shall~~
122 ~~represent the maximum possible attainment; the ranking on the scale of 100 on each~~
123 ~~subject separately shall be multiplied by the weight assigned to such subject; the~~
124 ~~resulting products from all subjects of examination shall be added and the total product~~
125 ~~shall be divided by the total weights of all subjects in the examination and the resulting~~
126 ~~quotient shall be the general average which~~ The resulting rating shall be used in
127 determining the order in which the name of the candidate shall appear on the eligible
128 registerlist.

129 (2) A candidate may be eliminated from further competition if the rating as measured herein
130 fails to attain the minimum proficiency score, as determined by the director of human
131 resources, or has failed at least one component of the examination.

132

133

134 **Section 7. Scope of subjects.**

135

136 (1) ~~Under the subject termed "special subject" in original examinations, the candidate shall~~
137 ~~be examined in such matters as are involved in the duties of the classification to be~~
138 ~~filled, or as will test his fitness to discharge such duties and meet such requirements.~~
139 ~~The examinations in "special subject" for any classification may be written, oral,~~
140 ~~performance, or practical tests of skill, or a combination of either or all of them, except~~
141 ~~when the oral test is given in combination with the written or practical tests or both, the~~
142 ~~oral shall not have a weight of more than one-half the total weight of the "special~~
143 ~~subject."~~

144 (2) ~~Under the subject termed "experience," in original or promotion examinations, the~~
145 ~~candidate shall be required to give his age, education, training, and a concise~~
146 ~~statement of his practical experience, with names of employers, dates and description~~
147 ~~of the work performed.~~

- 148 (3) Under the subject termed "physical," in original or promotion examinations, the
149 candidate shall be tested as to his bodily condition, muscular strength, agility and
150 physical fitness to perform the duties of the position to be filled.
- 151 (4) Under the subject termed "duties" in promotion examinations, the candidate shall be
152 examined in such matters as will fairly test his knowledge of the actual duties,
153 responsibilities and requirements of the position to be filled and his fitness to discharge
154 such duties and meet such requirements. The examination in the subject "duties" may
155 be written, oral, performance, or practical tests of skill, or a combination of either or all
156 of them, except when the oral test is given in combination with the written or practical
157 or both, the oral shall not have a weight of more than one-half the total weight of the
158 subject "duties."
- 159 (5) The subject "seniority" in promotion examination shall not consist of any tests in
160 examination but shall consist of a marking determined for each individual candidate in
161 the manner prescribed in section 4 of rule VI of these rules.
- 162 (6) The subject "efficiency" in promotion examination shall not consist of any tests in
163 examination but shall consist of a marking determined for each individual candidate in
164 the manner prescribed in section 5 of rule VI of these rules.
- 165 (7) The director of human resources may eliminate from further competition in the
166 examination any candidate whose grade in the written, performance, or practical test
167 under "special subject," or "duties," or in a written, performance, or practical test used
168 as a verification of claimed training or experience, is less than sixty (60) percent, or is
169 less than the median.

170 **Section 78. Eligible lists.**

- 171 (1) On the basis of ratings conducted under this rule, a list of eligible candidates shall be
172 prepared of all applicants who achieved a passing score as determined in the rating
173 established under Section 6 of this rule. From the return of reports of examiners or
174 from the examinations made by the director of human resources for classifications, an
175 eligible list for such classification shall be prepared upon which shall appear the names
176 of all persons whose general average, calculated as set forth in section 6 of this rule, is
177 a standard score of seventy (70) percent or more, of complete proficiency, and the The
178 names of such persons shall appear on such list in the order determined by the rating
179 said general average of each, those with a higher rating average taking precedence.
180 The name of no person shall be entered on such eligible list whose grade in the
181 subject termed "special subject" in original examination or in the subject termed
182 "duties" in promotion examination is less than a standard score of sixty (60) percent of
183 complete proficiency. Whenever two (2) or more eligibles shall have the same average
184 percentages, priority of application shall determine their respective standings on the
185 eligible list. Veterans who receive a general average rating of a standard score of
186 seventy (70) percent or more as calculated in section 6 of this rule shall be given
187 preference points in accordance with s. 230.16(7), Wis. Stats. Proof of such status as a

- 188 veteran, plus proof of disability which is directly traceable to war service, if additional
189 points are to be granted, shall be required for each application submitted. Such proof
190 shall be presented by the applicant at any time during the selection procedure but not
191 to exceed ~~ten (10)~~ three (3) working days after the establishment of the eligible list.
- 192 (2) The names of eligible candidates established through examinations which the
193 department of human resources has advertised as continuous shall be placed on
194 eligible lists at such times as determined by the director of human resources; ~~provided,~~
195 ~~that any person aggrieved by the action of the director of human resources may appeal~~
196 ~~such action to the civil service commission.~~
- 197 (3) The director of human resources may authorize an appointing authority to make an
198 emergency appointment whenever:
- 199 (a) The labor market is inadequate within a given classification; or
200 (b) No applications have been received from persons meeting the requirements set
201 forth in the call for such examination within the time limit prescribed for filing
202 applications; or
203 (c) No persons taking such examination have a general average of a standard score
204 of seventy (70) percent or more; or
205 (d) All persons having a general average of a standard score of seventy (70) percent
206 or more cannot meet the physical or medical requirements established for the
207 classification; or
208 (e) A position must be filled pending an examination. Upon the making of an
209 emergency appointment, an examination for the classification shall be called,
210 unless emergency appointment is to an hourly position or is contingent upon the
211 incumbent's completion of licensing requirements. In January of each year the
212 director of human resources shall inform the commission of all emergency
213 appointments which have been in effect for six (6) months or more.

214 **Section 89. Life of eligible lists.**

- 215 (1) Eligible lists for classifications in the classified service shall expire when deemed
216 appropriate by the director of human resources.
- 217 (a) Provided that any person whose name appears on an eligible list, and who has
218 been in the employ of Milwaukee County on temporary appointment shall have
219 his/her name retained on such eligible list during such period of temporary
220 appointment and from the expiration of his/her appointment for the life of the
221 eligible list, providing his/her services while on temporary appointment have been
222 satisfactory;
- 223 (b) And provided, further, that the name of any person appearing on an eligible list,
224 who has signed a written statement that he/she is not interested in accepting
225 appointment to a permanent position or who has failed to respond to a written
226 request for a statement as to his/her willingness to accept appointment to a
227 permanent position, be removed from the eligible list; ~~provided, that any person~~

228 whose name is removed from the eligible list by action of the director of human
229 resources may have the action reviewed by the civil service commission.

230 (c) Any name which has been removed from the eligible list by error shall be
231 reinstated to the eligible list by action of the director of human resources. Any
232 person aggrieved by the action of the director of human resources may appeal
233 such action to the civil service commission.

234 (2) The life of layoff/recall lists shall be three (3) years and one (1) day from the day the
235 individual became eligible for layoff/recall except that when an employe on regular
236 appointment has been laid off from a permanent position in the classified service and
237 recalled to a temporary position and is again laid off by reason of the termination of
238 his/her temporary appointment, his/her name shall remain on the layoff/recall list from
239 the date of the termination of the temporary appointment as if he/she had originally
240 been laid off as of that date.

241 (3) Any person whose name appeared on an eligible list and who entered the military
242 service of the government of the United States in any branch of its armed forces during
243 the life of such eligible list, may have his/her name restored to such eligible list
244 following his/her honorable discharge from active service, providing (a) that he/she is
245 still qualified to perform the duties of the classification, and (b) that he/she request
246 restoration of his/her name to the list of eligible candidates within ninety (90) days after
247 the termination of services in the armed forces or of hospitalization continuing after
248 discharge for a period of not more than one (1) year. The name of the eligible so
249 restored to the eligible list shall remain on such list for the life of the eligible list.

250 **Section 910. Review of examinations.**

251 In the absence of proof of fraudulent acts or of false statements by an applicant, no
252 examination or papers connected therewith shall be subject to review after the posting of an
253 eligible list resulting therefrom, except that the director of human resources may correct
254 clerical errors of examiners or errors made in calculating averages any time before the
255 cancellation of such list; provided, however, that no person theretofore certified from such list
256 shall be displaced by reason of such correction. Examination papers of any examination
257 shall be preserved as required by applicable law for a period of one (1) year from the date of
258 the examination, after which they may be destroyed if considered desirable.

259 **Section 1011. Provisions for the disabledhandicapped.**

260 (1) *Nondiscrimination.* No otherwise qualified handicapped persons shall be discriminated
261 against in examination, reexamination, reinstatement, promotion or demotion due to
262 disability, as provided in Chapter 63.08(1)(c) of Wisconsin State Statutes. unless the
263 handicap is reasonably related to the individual's ability to adequately perform the
264 required job related responsibilities.

- 265 (a) To ensure equality with nonhandicapped applicants, the handicapped applicants
266 may request the director of human resources to provide reasonable
267 accommodations to take an examination; and
- 268 (b) Any handicapped/disabled applicant or employe who feels he/she was
269 discriminated against in examination, reexamination, layoff/recall, promotion or
270 demotion may request a review of a detailed job description by the appropriate
271 state agency as provided in Chapter 63.08(1)(e) of Wisconsin State Statutes, to
272 that the state department of health and social services obtain, from the director of
273 human resources, a detailed description of the duties of the position and
274 investigate the necessity of physical, sensory and mental abilities in the
275 fulfillment of the duties of the job and report its findings as to the physical ability
276 of the applicant, eligible person or employe to perform the duties of the position
277 to the director of human resources. The findings shall be conclusive as to the
278 physical qualifications of the applicant, eligible person or employe.
- 279 (2) *Special lists of handicapped eligibles, certification and appointment.*
- 280 (a) The director of human resources may prepare without examination, a special list
281 of eligible persons under Chapter 63.085 of Wisconsin State Statutes, certified as
282 having a severe physical or mental impairment, who are physically and mentally
283 capable and adequately trained to qualify for a position in the classified service.
284 The director of human resources shall determine that all individuals on a special
285 list of handicapped eligibles meet the minimum qualifications for the classification
286 to which the individuals will be certified as eligible and present such special list of
287 handicapped-certified eligibles to an appointing authority; and
- 288 (b) An appointing authority may appoint a person from a special list under this
289 section of handicapped eligibles to a temporary appointment for a period of six (6)
290 months. Upon The successful demonstration of the ability to perform the duties of
291 the classification during the temporary appointment period the handicapped
292 person shall qualify a person for a regular appointment to the position; and
- 293 (c) The director of human resources may limit the number of persons who may be
294 appointed from the special list of handicapped eligible candidates.

295 **Section 11-12. Noncompetitive examinations.**

296 The director of human resources may hold a noncompetitive original entrance
297 examination or a noncompetitive promotional examination if it is impractical to hold a
298 competitive examination and if the examination is for a classification:

- 299 (a) In an unskilled class of work which had no administrative or supervisory
300 responsibilities and which requires no verbal or clerical skills for proper
301 performance of the duties of the classification; or
- 302 (b) Requiring highly specialized or technical training which can be adequately
303 demonstrated by possession of related certification or licensing; or

304 (c) In an established unit, department, or entity brought into county service which are
305 required to be in the classified service and are filled at the time of transfer to the
306 county.

1 **RULE IV. REQUISITION, CERTIFICATION AND APPOINTMENT**

2 Section 1. Requisition.

3 Section 2. Certification

4 Section ~~23~~. Certification of employees eligible to return to work from disability pension.

5 Section ~~34~~. ~~Notice of certification~~Appointment.

6 Section ~~4~~. ~~Waiver of certification~~.

7 Section 5. Probation.

8 Section 6. Temporary appointments.

9 Section 7. Emergency appointments.

10 Section ~~8~~. ~~Bond~~.

11 Section ~~98~~. ~~Veterans points~~preference.

12 **Section 1. Requisition.**

13 (1) Whenever an appointing authority intends to fill a vacant position, the appointing
14 authority shall file a position requisition according to procedures established by the
15 Department of Human Resources. ~~learns that a vacancy has occurred or is about to~~
16 ~~occur in any position in the classified service in his/her department, the appointing~~
17 ~~authority shall, if he/she intends to fill the position, utilize the appropriate procedure to~~
18 ~~notify the director of human resources of the vacancy. Such notice of a vacancy shall~~
19 ~~include the department in which the vacancy exists, the classification and~~
20 ~~compensation of the position to be filled, and an indication if the request is to fill a~~
21 ~~vacancy in an authorized number of hours for the classification. The appointing~~
22 ~~authority shall include with his/her notice a recommendation as to whether the vacancy~~
23 ~~should be filled:~~

24 (a) ~~From a certified list of eligibles; or~~

25 (b) ~~By promotion, reduction, or reinstatement of a named county employe from any~~
26 ~~county department; ¹¹ or~~

27 (c) ~~From a special list of handicapped eligibles per rule III, section 11(2).~~

28 ~~In the event the position to be filled has not been classified, the appointing authority~~
29 ~~shall submit a statement of the duties, qualifications and other matters affecting the~~
30 ~~classification and compensation of such position, whereupon the director of human~~
31 ~~resources shall proceed under the provisions of section 4 of rule I of these rules.~~

32 (2) ~~Upon receipt of a requisition, the director of human resources shall certify for~~
33 ~~appointment the person whose name stands highest on the layoff/recall list of eligibles~~
34 ~~who are on layoff from a classification appropriate to the duties and qualifications of the~~
35 ~~position to be filled, provided such person has notified the director of human resources~~
36 ~~that he/she is again interested in obtaining a position in the county service. It shall not~~

37 be mandatory for the director of human resources to certify any individual whose name
38 appears on the layoff/recall list, who, in the discretion of the director of human
39 resources, is no longer competent or fit to perform the duties of the position to be
40 filled.* Any person aggrieved by the action of the director of human resources may
41 appeal such action to the civil service commission.
42

43 Section 2 Certification

44 (13) If there is no layoff/recall list for the requested classification,* then the Upon receipt of
45 a requisition, the director of human resources may certify for appointment:

46 (a) A name from the layoff/recall or reinstatement list who is on layoff from a
47 classification appropriate to the duties and qualifications of the position to be
48 filled.

49 (b) Certify to the appointing authority The names of the individuals who score within
50 the top ten scores of a competitive examination as set forth in Wis. Stats. 63.08.
51 up to ten (10) names from the appropriate list of eligibles if the request is to fill an
52 authorized position and all individuals on the appropriate transfer list and
53 reinstatement list; or all names on the eligible list if the request is to fill a vacancy
54 within an authorized number of hours for the classification and all individuals on
55 the appropriate transfer list and reinstatement list; the names certified shall be
56 resulting from: a competitive examination for the classification of the vacant
57 position; or from a reinstatement, layoff/recall or eligible list of a similar
58 classification in the same or higher pay range than the vacant position provided
59 that the examination for the similar classification is a valid and reliable test for the
60 position to be filled and provided that persons whose names appear on a
61 promotional eligible list shall have precedence for certification over those whose
62 names appear on the eligible list from an original entrance examination.

63 (bc) The names of individuals from the list of qualified promotional candidates.

64 (de) A named county employee, as authorized under Wis. Stats. 63.05, provided the
65 employee After verification that the recommendation from the appointing
66 authority to fill the vacant position with a named county employe is based upon
67 the employe's merit and fitness for the position and that the employe meets the
68 established minimum qualifications for the classification and any other such
69 conditions as established by the director of human resources ; and that the
70 employe has held a regular appointment to a different classification in the
71 classified service for at least six (6) months immediately prior to the request; or
72 holds a temporary appointment to a position in the classified service; or is on a
73 leave of absence; reinstatement list, or layoff/recall list from a position in the
74 classified service to which he/she held a regular appointment; or continuously
75 has held an appointment to a position in the unclassified service for at least six
76 (6) months immediately prior to the time of the request; or continuously held an
77 appointment to a position in the unclassified service for at least six (6) months

- 78 prior to being placed on a leave of absence from that position, or being placed on
79 a reinstatement list or layoff/recall list; certify the employe's name to the
80 appointing authority; or^[12]
- 81 (ee) Certify to the appointing authority ~~a~~The names from a special list of
82 ~~handicapped qualified disabled candidates~~eligibles per rule III, section 11(2); or
- 83 (fd) ~~Certify to the appointing authority t~~The entire list of eligibles~~qualified eligible~~
84 candidates, or a number deemed appropriate by the director of human
85 resources, from an eligible list established by a noncompetitive exam, as
86 provided for in Section 12 of rule III of these rules Wis. Stats. 63.08. The director
87 of human resources shall also certify appropriate reinstatements as noted in
88 section 1(3)(a), of rule IV of these rules.^[13]
- 89 (4) ~~If certification is made under rule IV, section 1(3)(a):~~
- 90 (a) ~~And more than one (1) vacancy in the same classification is to be filled, two (2)~~
91 ~~additional names may be certified for each additional vacancy, providing there~~
92 ~~are sufficient names on the eligible list;~~
- 93 (b) ~~In the event fewer than five (5) names appear on the eligible list certified by the~~
94 ~~director of human resources to the appointing authority, the appointing authority~~
95 ~~may appoint from the certified names or request certification of additional names.~~
- 96 (5) ~~When certification and appointment, however, are made from a reinstatement,~~
97 ~~layoff/recall^[14] or eligible list for a higher classification than the classification in which~~
98 ~~the vacancy exists, such certification and appointment to the lower classification shall~~
99 ~~establish the employe on regular appointment in such lower classification subject to~~
100 ~~such probationary regulations as are prescribed in the rules of this commission:~~
- 101 (a) ~~Provided, that if a vacancy occurs in the higher classification for which the~~
102 ~~reinstatement, layoff/recall or eligible lists are applicable during the time the~~
103 ~~employe is in good standing on the reinstatement, layoff/recall or eligible list,~~
104 ~~certification to such vacancy shall include, in the order in which they stood on~~
105 ~~such list, the name or names of any persons certified to the lower classification.~~
- 106 (62) As required by applicable state law, ~~t~~The appointing authority shall make selection
107 with reference solely to merit and fitness from the names certified, ~~unless objection is~~
108 ~~made and sustained by the director of human resources to one (1) or more of the~~
109 ~~persons named, in which case the director of human resources shall certify in addition~~
110 ~~the name or names next following upon the eligible list. Any person aggrieved by the~~
111 ~~action of the director of human resources may appeal such action to the civil service~~
112 ~~commission. No person shall be certified to any classification at a salary higher than~~
113 ~~the minimum salary prescribed in the schedules of compensation except with approval~~
114 ~~of the county board, or, where provided by ordinance, the civil service commission.~~

115 **Section 23. Certification of employees eligible to return to work from disability**
116 **pension.**

117 If an employee applies for or is granted a disability pension by the pension board and
118 the director of human resources a medical reevaluation under the rules of the employee
119 retirement system determines the employee is capable of performing the duties of the
120 classification previously held or the duties of any other classification in the classified service,
121 the director of human resources:

- 122 (1) May place the name of the individual on layoff/recall lists for the classification
123 previously held and/or the reinstatement list for any other classification(s) of which
124 he/she can reasonably perform the duties based upon his/her training, education,
125 experience and medical condition. ~~The name of the individual shall remain on the~~
126 ~~layoff/recall list(s) indefinitely until such time as he/she is appointed to a classification~~
127 ~~in a pay range equal to the classification held prior to his/her disability.~~
- 128 (2) May certify in accordance with section I of this rule the individual in the same manner
129 as a laid off employee, ~~based upon seniority,~~ to vacancies in any of the classifications
130 which are determined to be appropriate. Once the individual is appointed to a vacancy,
131 he/she shall serve the normal probationary period for that classification ~~unless he/she~~
132 ~~is appointed to the classification held immediately prior to disability.~~ However, after
133 appointment to a vacancy in a classification in a lower pay range than the classification
134 held at the time of becoming disabled, the individual's name shall remain on the
135 layoff/recall lists in a higher pay range until such time as he/she is appointed to a
136 vacancy in a classification which is in the same pay range as the classification held at
137 the time of disability.
- 138 (3) Shall follow applicable rules to reinstate all seniority, vacation, sick allowance and other
139 benefits to employees who return to active employment ~~in accordance with~~
140 ~~subsections 1 and 2 above in the same manner as any other employee who is recalled~~
141 ~~from layoff.~~

142 Section 34. Notice of certification. Appointment.

- 143 (1) ~~Upon certification, whether for reinstatement or for original or promotional appointment,~~
144 ~~a written notice shall be sent to the appointing authority with the names of the certified~~
145 ~~eligibles. Upon receipt of a certified list of eligible candidates, the appointing authority~~
146 ~~shall contact and interview as many persons on the certified list of eligibles as is~~
147 ~~necessary to fill the vacant position. Prior to making an appointment, the appointing~~
148 ~~authority shall inform all certified individuals in writing of the procedure being used to~~
149 ~~screen candidates and make an appointment whenever the list includes individuals~~
150 ~~certified as a result of a competitive examination.~~
- 151 (2) Failure of an appointed candidate eligible to report to the appointing authority on the
152 assigned start date for duty within two (2) days after the date of appointment or failure
153 to communicate with the latter in person or in writing shall may be construed as a
154 surrender by such eligible candidate of his/her right of appointment and his/her place
155 upon the list of eligibles eligible candidates.

- 156 (3) ~~The appointing authority shall immediately report to the director of human resources all~~
157 ~~appointments, together with a report on all certified eligibles who indicated no interest~~
158 ~~in employment in county service.~~
- 159 (4) Employees accepting appointment from a promotional eligible list are thereby
160 permanently separated from the position from which they were promoted.:
- 161 (a) ~~Provided, that any such employee may within six months, in the discretion of~~
162 ~~the director of human resources and with the approval of the appointing authority,~~
163 ~~within six (6) months, upon his/her request and with the approval of the~~
164 ~~appointing authority, may be reinstated in any vacancy in a classification of the~~
165 ~~same or similar title and range of compensation from which he/she was so~~
166 ~~separated, or, his/her name may be placed upon the appropriate reinstatement~~
167 ~~list. Any employe aggrieved by the action of the director of human resources may~~
168 ~~appeal to the civil service commission; and~~
- 169 (b) ~~Provided, further, that where an employe accepts appointment to a higher~~
170 ~~classification, the duties of which have been specified temporary, he/she shall be~~
171 ~~reinstated in his/her former position without loss of seniority when such higher~~
172 ~~duty is completed.~~

173 ~~Section 4. Waiver of certification.~~

174 ~~An eligible may waive certification or reinstatement upon reasons deemed~~
175 ~~satisfactory to the director of human resources and the eligible shall retain his/her standing~~
176 ~~on the eligible list from which certification was made. If the reasons for waiver of certification~~
177 ~~or appointment after certification are not satisfactory to the director of human resources the~~
178 ~~name of the eligible shall be removed from the eligible list provided that employes certified~~
179 ~~for regular appointment to a position from an established eligible list shall have the option of~~
180 ~~declining one (1) such appointment without prejudice to their relative position on such eligible~~
181 ~~list. However, any employe who rejects a second appointment, having been again certified~~
182 ~~from the same eligible list, shall be removed from such eligible list. Any person aggrieved by~~
183 ~~the action of the director of human resources may appeal to the civil service commission.~~

184 ~~Section 5. Probation.~~

185 ~~All persons certified from original or promotional eligible or layoff/recall lists, shall be~~
186 ~~on probation serve a probationary assessment period of not less than 1,040 hours of straight~~
187 ~~time hours worked, excluding overtime. The director of human resources may authorize or~~
188 ~~assign other reasonable probationary assessment periods for classifications based on~~
189 ~~training requirements or other factors. The probationary assessment period may be~~
190 ~~extended with approval of the director of human resources for a period not to exceed an~~
191 ~~additional 1,040 straight time hours worked, excluding overtime, provided an evaluation or~~
192 ~~performance plan is established for the probationary appointee. Probation for positions that~~
193 ~~are assigned non-standard work weeks, such as Firefighters, shall not exceed the closest~~
194 ~~approximation of one calendar year of work. for the first one thousand forty (1,040) hours of~~

195 straight time hours paid, excluding overtime, unless further extended by the director of
196 human resources for a period not to exceed an additional one thousand forty (1,040) hours
197 of straight time hours paid, excluding overtime, except that for classifications of deputy
198 sheriff, deputy sheriff I, and juvenile correctional worker, juvenile correctional worker-bilingual
199 (Spanish), juvenile correctional worker supervisor ⁽¹⁴⁶⁾ and all correction officers I, including
200 but not limited to correction officer I, correction officer I (boiler operation), correction officer I
201 (clerical), correction officer I (recreation), and director of training, (international health),
202 probationary period shall be for the first two thousand eighty (2,080) hours of straight time
203 hours paid, excluding overtime. For the classification of Parks/Highway Maintenance Worker,
204 the probationary period shall be the first one thousand five hundred and sixty (1,560) hours.
205 For the classifications of firefighter and equipment operator and firefighter and equipment
206 operator in charge the probationary period shall be the first two thousand nine hundred
207 nineteen and eight-tenths (2,919.8) hours of straight time hours paid, excluding overtime. For
208 represented* and nonrepresented supervisory classifications and positions in the classified
209 service included in the executive compensation plan appearing in chapter 17 of the General
210 Ordinances of the County of Milwaukee, the probationary period shall be for the first two
211 thousand eighty (2,080) hours of straight time hours paid, excluding overtime. For
212 classifications which require licensing or professional certification, the probationary period
213 shall extend through the first one thousand forty (1,040) hours of straight time hours
214 paidworked, excluding overtime, or until licensing or professional certification is received,
215 whichever is longer. For classifications, such as clinical psychologist, where temporary
216 licensing or professional certification limits the duties which can be performed by the
217 employee, the probationary period shall extend from the date of appointment through one
218 thousand forty (1,040) hours of straight time paidworked, excluding overtime, after the
219 employee has received final licensing or professional certification.*

220 The department of human resources shall designate at the time of advertising an
221 examination the probationary period required. If any probationer shall: fail to obtain the
222 necessary licensing or professional certification within a reasonable length of time; or be
223 found incompetent or unqualified, in the opinion of the appointing authority, to perform the
224 duties of the position to which he/she has been certified; the appointing authority may
225 separate the probationer-probationary appointee prior to the completion of the probationary
226 period and shall submit to the department of human resources a written statement of his/her
227 reasons for such separation, together with such other performance evaluation reports as the
228 department of human resources may require. The retention of a probationer-probationary
229 appointee in the service after the expiration of the probationary period shall be equivalent to
230 his/her final and absolute appointment. Upon the separation of a probationer, the director of
231 human resources may at his/her discretion restore the probationer's name to an appropriate
232 eligible list with status similar to that held prior to appointment, and the employe may
233 thereafter be certified from such eligible list to any department other than that from which
234 he/she was separated, and if an appointment is made, such appointment shall again be

235 probationary for the full period indicated for original, promotional, or reinstatement
236 probationary periods. Any person aggrieved by the action of the director of human resources
237 may appeal to the civil service commission.

238 **Section 6. Temporary appointments.**

- 239 (1) Upon receipt of a request by the appointing authority, the director of human resources
240 may grant authority to said officer to make a temporary appointment pursuant to Wis.
241 Stats 63.07 from eligible lists, if there be such lists, in the manner prescribed for filling
242 and making permanent appointments, to fill a vacancy in a position of an essentially
243 temporary nature; provided:
- 244 (a) That the appointing authority gives facts which, in the judgment of the director of
245 human resources, show that the said employment is necessary and is of a
246 temporary nature; and
 - 247 (b) That no such authority shall be granted for a period greater than permissible by
248 state statute and county ordinance.
- 249 (2) Upon receipt of a requisition for certification to a classification for which there is no
250 eligible list, the director of human resources may grant authority to the appointing
251 power making such requisition to make an emergency appointment to fill said position
252 and to remain in force only until an eligible list can be prepared and certification can be
253 made therefrom as provided in subsection (1) hereof. Such appointment shall be
254 subject to the provisions of subparagraphs (a) and (b) of subsection (1) hereof.

255 **Section 7. Emergency appointments.**

256 Any person holding an emergency appointment to a position in the classified service
257 shall not have civil service status or rights, except that such emergency appointee shall be
258 entitled to, in accordance with prerequisites indicated, vacations, sick allowance, leave of
259 absence of less than thirty (30) days, and the annual salary increments as recommended by
260 the appointing authority.

261 **Section 8. Bond.**

262 When the position to be filled involves fiduciary responsibility, the appointing
263 authority may, with the approval of the county board of supervisors, require the appointee to
264 furnish an official bond, payable to the County of Milwaukee, in an amount to be determined
265 by the county board of supervisors and in a form to be prescribed by the corporation counsel.

266 **Section 98. Veterans points preference.**

- 267 (1) Veterans who receive a general average of a score of seventy (70) percent or more as
268 calculated in section 6 of rule III shall be given preference points in accordance with s.
269 230.16(7), Wis. Stats. Proof of such status as a veteran, plus proof of disability which is
270 directly traceable to war service, if additional points are to be granted, shall be required

271 for each application submitted. Such proof shall be presented by the applicant at any
272 time during the selection procedure but not to exceed ten (10) working days after the
273 establishment of the eligible list.

274 (2) (a) Persons without veteran status shall be certified from an eligible list under s.
275 63.05(1)(b), Wis. Stats., in accordance with commission Rrule IV, section
276 42(3)(a), without the addition of veterans points to any individual's examination
277 score; and

278 (b) Any veteran whose examination score plus the veterans points to which he/she
279 is entitled under Rule III results in a score equal to or higher than the lowest
280 score of all persons certified under subsection (2)(a) of this section, shall have
281 his/her name added to the list of certified eligible candidates; and

282 (c) The number of veterans added to the certification list may not exceed the number
283 of persons originally certified under subsection (2)(a) of this section.

284
285

286 FOOTNOTE(S):
287

288 ~~---(11)--- The underscored language does not pertain to positions or employees represented by DC 48 of~~
289 ~~AFSCME. (Back)~~

290 ~~---(12)--- The underscored language does not pertain to positions or employees represented by DC 48 of~~
291 ~~AFSCME. (Back)~~

292 ~~---(13)--- If a position is represented by district council 48 of AFSCME and a noncompetitive promotional~~
293 ~~exam is conducted, the director of human resources may certify up to ten (10) names. (Back)~~

294 ~~---(14)--- Underscored language does not pertain to positions represented by district council 48 of~~
295 ~~AFSCME. (Back)~~

296 ~~---(15)--- Underscored language [all of section 3] does not cover employees represented by AFSCME, DC~~
297 ~~48, who were hired prior to 7/24/87, the effective date of the 1987-88 memorandum of agreement. (Back)~~

298 ~~---(16)--- Underscored language does not affect classifications or employees represented by AFSCME DC~~
299 ~~48. (Back)~~

RULE V. PERFORMANCE EVALUATION PERIOD

Section 1. Performance evaluation.

Section 2. Performance evaluation procedure.

Section 3. Maintenance of performance evaluation records.

Section 1. Performance evaluation.

The director of human resources shall be responsible for designing, implementing and maintaining a system of evaluating employee performance. ~~Insofar as is practical, the system shall include factors relative to an individual position as well as those factors which are relative to all classifications in the classified service.~~

Section 2. Performance evaluation procedure.

Performance evaluations should be completed annually for every employee in the county service by the individual's immediate supervisor, department head or appointing authority who is knowledgeable about the required duties of the position and the employee's performance. The performance evaluation shall be signed by the evaluator and the employee. The employee shall be given the opportunity to make comments with respect to the performance evaluation which shall become part of the performance evaluation record.

Section 3. Maintenance of performance evaluation records.

~~The original~~ A copy of each employee performance evaluation shall be maintained in the respective employee's personnel file within the department of human resources and a copy should be maintained in the employee's departmental (work unit) personnel file. Performance evaluations may be reviewed by an appointing authority or his/her designee, as well as the individuals to whom they apply, during normal work hours of the department of human resources.

RULE VI. PROMOTION

RULE VI. PROMOTION

Section 1. Lines of promotion.

Section 2. Promotional examinations.

Section 3. Eligibility.

Section 4. Seniority in promotion.

Section 1. Lines of promotion.

Lines of promotion shall be from a lower to a higher paid classification. All vacancies should be filled wherever possible by promotion from lower paid positions in the same classification series, or a promotional examination may be held open to all qualified county employees.

Section 2. Promotional examinations.

The rules governing promotion examinations shall be the same as for original entrance examinations except as hereinafter provided in Chapter 63.09 in Wisconsin Statutes. Should not more than one (1) qualified applicant register or should all candidates fail to pass, an original entrance examination may be held. The subjects and respective weights thereof in all promotion examinations for classifications in the classified service shall be determined by the director of human resources. In conducting promotional examinations, the appointing authority shall not be an examiner during the oral interview.

Section 3. Eligibility.

Probationary employees No person shall be eligible for promotion examination to fill a vacancy, but shall not be appointed to a promotional position unless such person has completed probation. is serving by actual employment, in the county service at the time of such examination, or is on leave of absence therefrom, or is eligible for reinstatement thereto.

Section 4. Seniority in promotion.

The weight given to seniority in any promotion examination shall in no case exceed one-tenth of the total weights of all subjects, but in any event shall not be less than the weight given to efficiency as provided by section 5 of this rule. The marking to be entered for a candidate for "seniority" in a promotion examination shall be obtained by adding to a marking of seventy (70) as follows:

Three (3) points for each year of the first five (5) years of service of such candidate;

One and one-half (1-1/2) points for each year of the next five (5) years of service of such candidate;

One-half point for each additional year of service of such candidate not in excess of five (5) years. [17]

- MILWAUKEE COUNTY CODE OF GENERAL ORDINANCES VOLUME I
APPENDIX A - CIVIL SERVICE RULES FOR THE MILWAUKEE COUNTY GOVERNMENT

RULE VI. PROMOTION

FOOTNOTE(S):

~~(17)~~

~~The underscored language pertains only to positions represented by district council 48. (Back)~~

1 RULE XI. - ADMINISTRATION

2

3 Section 1. - Organization.

4 The commission shall elect one (1) of its members to act as president and one (1) member to act as
5 vice-president, each for a term of one (1) year and until a successor is duly elected. The director of human
6 resources shall assign a staff member from the department of human resources to serve as secretary to
7 the commission.

8 Section 2. - Meetings.

9 Regular meetings of the commission shall be held as often as necessary as determined by the director
10 of human resources, and/or the president, and/or any two (2) members of the commission. Special
11 meetings may be called at any time by the president or by any two (2) members upon giving reasonable
12 advance notice to each member of the commission. Such advance notice shall be no less than five (5)
13 working days before the day of the special meeting. Three (3) members of the commission shall constitute
14 a quorum. Robert's Rules of Order shall be the rules of order of the commission. All meetings of the
15 commission shall require public notice under the provisions of subch. IV of ch. 19, Wis. Stats.

16 Section 3. - Order of business.

17 The regular order of business shall be:

- 18 (a) Approval of minutes.
- 19 (b) Unfinished business.
- 20 (c) New business.

21 Section 4. - Rules and regulations.

22 Proposed amendments or revisions to the rules of the commission shall be noted on the commission
23 agenda by indicating the specific rule and section being amended or revised. Upon adoption of an amended
24 or revised rule of the commission, the director of human resources shall inform the county executive, county
25 board of supervisors and all department heads. The commission may adopt procedures for the
26 administration of these rules and may also waive any of its rules when deemed appropriate. All rules of the
27 commission must be interpreted and administered as in compliance with federal and state laws and
28 regulations, which shall take precedence.

29 Section 5. - Limitation on reintroduction of measures.

30 Whenever any matter shall have been introduced for the consideration of the commission, and failed
31 of adoption, such matter, unless substantially changed, shall not be introduced again until a lapse of at
32 least ninety (90) days from the date of its indefinite postponement or failure of adoption.

33

34 Section 6. Appeals to the Commission

35 Determinations made by the Director, Department of Human Resources, or other applicable County
36 employee, under the following Civil Service Rules may be appealed to the Commission. Appeals must be
37 filed with the Secretary to the Civil Service Commission within ten (10) days from issuance of notice of such
38 action and must include a written statement of the facts involved. The Commission shall investigate the
39 appeal and enter its findings thereon within ninety (90) days. In consideration of the appeal, the
40 Commission may take any actions deemed necessary and appropriate.

41 Rule II, Section 5 - Disqualification

42 Rule III, Section 7 (2) – Eligible lists pertaining to continuous recruitment lists

43 Rule IV, Section 2 - Certification