

DMA STATE EMPLOYEE MANUAL

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INTRODUCTION

As an employee of the State of Wisconsin, you are a member of the largest business in the state – the business of serving the people of Wisconsin.

As an employee of the Department of Military Affairs (DMA), you give your best efforts to a large and capable team that protects our communities, state and nation.

Your co-workers include approximately 500 state employees, approximately 900 federal civilian employees and about 11,000 full and part-time members of the Wisconsin Army and Air National Guard.

This diverse work force includes men and women who perform a very wide range of tasks requiring many different skills. They come from varied backgrounds; they work in more than a hundred locations across Wisconsin; they are paid by different agencies and departments of government with money from a number of funding sources; they are represented by several unions and, in some cases, are not unionized. **Ultimately, they all must work together as a seamless unit to protect and serve Wisconsin and the nation.**

- Uniformed National Guard members are paid by the federal government, while in federal duty status. They are paid by the state when in state active duty status under the command of the Governor (i.e., state of emergencies). They earn drill pay for spending 39 days a year in military training. In addition, about one of seven Army Guard members and about half of Air Guard members work full-time for the Wisconsin National Guard. These full-timers, mostly maintenance technicians and administrative personnel, comprise a “skeleton crew” that keeps the Wisconsin National Guard in good working order in the times between weekend drills and two-week annual training periods.
- The Wisconsin Army National Guard and the Wisconsin Air National Guard also have federal full-time civilian employees who assist with various administrative duties.
- Wisconsin state employees, both full and part-time, work directly for the Department of Military Affairs or for Wisconsin Emergency Management, a civilian division within the Department.

Most Wisconsin state employees are in the classified service. Within the DMA, the classified service includes employees in the following areas:

The Adjutant General’s Office: Administrative managers; state human resources and payroll staff; state budget and finance staff; facilities design, management and maintenance staff; environmental review staff; purchasing staff; information management, printing and mail services staff; legal counsel; public affairs staff; executive staff assistant to the Adjutant General; administrative policy advisor; and program staff serving the Federal Directorate of Enlisted Personnel and Administration.

Wisconsin Emergency Management: Administrative managers, emergency management program specialists and supervisors, grants specialist staff, program assistants, public information staff, and trainers. Most WEM staff is located in the DMA state headquarters offices in Madison. Six regional offices are located throughout the state.

Air National Guard Installations: Located at Mitchell Field in Milwaukee, Truax Field in Madison, and Volk Field in Camp Douglas, DMA state employees include fire/crash rescue specialists and supervisors, facilities maintenance staff and superintendents, security officers and supervisors, real estate specialists, CADD specialists, and environmentalists. Volk Field also employs food production personnel.

Army National Guard Installations: Facilities maintenance and custodial personnel serve the Wisconsin Military Academy at Fort McCoy, the Aviation Administration and Support Facilities in Madison and West Bend, the United States Property and Fiscal Office and the State Surface Maintenance Office at Camp Douglas, and more than sixty local Army National Guard armories.

Wisconsin National Guard ChalleNGe Academy: Located on site at Fort McCoy, employees include managers and supervisors, experiential recreation specialists (team leaders), social workers and treatment specialist, nurse clinician, teachers, recruitment/placement/mentor staff, information system support staff, business manager, storekeeper, and office support staff. The **Badger ChalleNGe** six-week summer program employs similar kinds of employees on a temporary (LTE) basis.

Other state employees, such as elected officials, appointees of the Governor, legislative officers, and the university teaching staff, are in the unclassified service. In DMA, the unclassified service includes the Adjutant General, the Deputy Adjutants General for Army and Air, the Executive Assistant to the Adjutant General, and the Administrator of Wisconsin Emergency Management.

The Department of Military Affairs' mission is to build and maintain a trained, equipped and ready force of Army and Air National Guard units which are fully capable of meeting any national or state mission, and a Division of Emergency Management which provides timely and effective disaster mitigation, preparedness, response and recovery services to Wisconsin communities resulting from all hazards.

Our internal customers include the Governor, the Adjutant General, commands and organizations with the Army and Air National Guard, Wisconsin Emergency Management, the Wisconsin National Guard ChalleNGe Academy, members of the Wisconsin Army and Air National Guard and their families and Guard retirees.

Our external customers include citizens of Wisconsin; elected and appointed local, state and federal officials; local and state law enforcement agencies, emergency responders, and county emergency management directors; the National Guard Bureau, the United States Army and Air Force, the Federal Emergency Management Agency, and the National Command Authority (the President and those with Presidential authority over national security forces).

This manual is designed to acquaint you with your responsibilities, rights, and benefits as a state employee. Should you have any questions, ask your supervisor or our State Human Resource Services staff.

STATE OF WISCONSIN DEPARTMENT OF MILITARY AFFAIRS

OVERVIEW

The Department of Military Affairs (DMA) supports and oversees the Wisconsin National Guard (WING) and Wisconsin Emergency Management (WEM).

The National Guard began with Colonial volunteers who helped win our nation's independence from Britain. Because of their service, and because the American people distrusted "regular" military forces, the Constitution provided for local militias, to be trained and operated by the states but on call for federal service "to execute the laws of the union, suppress insurrection and repel invasions." These state militias became today's National Guard.

The National Guard remains basically a state organization. Every state has its own National Guard, commanded by the Governor except when called into federal service for national emergencies. States can use Guard units to patrol tornado-damaged neighborhoods, calm civil unrest, clean up flood-damaged cities and perform other vital missions. Wisconsin's National Guard was pioneered by Morgan L. Martin, who organized a volunteer company, the Green Bay Rangers, 1837. After Wisconsin became a state in 1848, the legislature provided a formal organizational framework for the State Militia.

At the outbreak of the Civil War in 1861, the Badger State responded quickly to President Lincoln's call for volunteers and ultimately provided 91,379 men to fight for the Union, of whom about one in eight died in that great conflict.

In 1879, Wisconsin changed the name of its State Militia to "Wisconsin National Guard." In 1903, the federal government passed the Dick Act creating the National Guard as a force to augment the regular Army and giving it federal supervision and financial support. Further legislation in 1933 tied the Guard more closely to the Regular Army and reduced the administrative difficulties of mobilizing for war.

Wisconsin and Michigan Guard members joined forces to create the 32nd Division, which served with great distinction in Europe in World War I and in the Pacific during World War II. The famous "Red Arrow" shoulder patch of the 32nd symbolizes the unit's record of piercing every line it encountered in combat.

After World War II, the Air Force became a separate military branch, like the Army and Navy. Wisconsin airmen lost no time in organizing the Wisconsin Air National Guard, with flying units in Milwaukee and Madison and a training base, Volk Field, at Camp Douglas.

Besides the Civil War and the two world wars, Wisconsin National Guard members have served in every other major conflict: the Spanish-American War, the Mexican Border Dispute of 1916, Korea, the Berlin Crisis of 1961, Vietnam and Operation Desert Storm. Our troops, both Army and Air Guard, continue to lend strength to U.S. policy in the Balkans, the Persian Gulf region, Central America and elsewhere.

The Wisconsin National Guard is funded and maintained by both the federal and state governments. The federal government, through the United States Property and

Fiscal Office (USPFO) at Camp Douglas, provides arms and ammunition, training and supervision, equipment and uniforms, major outdoor training facilities, and pay for military and support personnel.

In 1967, the Department of Military Affairs was created to shoulder the state's responsibilities in running the Wisconsin National Guard. The state provides personnel; conducts training as required under the National Defense Act; and shares the cost of constructing, maintaining and operating armories and other military facilities.

The Governor commands the Wisconsin National Guard. The composition of Wisconsin National Guard units is authorized by the U.S. Secretary of Defense through National Guard Bureau. All officers and enlisted personnel of the Guard must meet the same physical and educational requirements as members of the regular U.S. Army or U.S. Air Force.

The Department of Military Affairs is headed by the Adjutant General, who is appointed by the Governor for a term of 5 years. The Adjutant General must be an officer actively serving in the Army or Air National Guard of Wisconsin who has attained at least the rank of lieutenant colonel with a minimum of 5 years of continuous, federally recognized commissioned service in the National Guard immediately preceding the date of appointment.

In 1989, the Department was enlarged by adding the state's Division of Emergency Government (renamed "Wisconsin Emergency Management" in 1996). The division grew out of the Civil Defense program developed in the 1950s to prepare for enemy attack. In 1959 its mission was broadened to include responsibilities related to natural and human-caused disasters.

Wisconsin Emergency Management coordinates development and implementation of the State Emergency Operation Plan; helps local governments develop emergency programs and plans; supervises the restoration of power and water systems and sewage treatment plants in emergencies; administers private and federal emergency funds; and maintains a 24-hour reporting and response system. The division also trains businesspeople, government officials and the general public in emergency planning and response. The division administers Wisconsin and federal laws requiring the filing of hazardous materials inventory information and planning for hazardous materials releases. It also coordinates planning and training for off-site radiological emergencies at four nuclear power plants in and near Wisconsin. The Division Administrator is appointed by the Governor with the advice and consent of the senate.

Having both WEM and the National Guard in the same department of state government helps Wisconsin respond properly to emergencies occurring within our state. With the Guard's constant high level of military training for national emergencies, the Department of Military Affairs has become a crucial link in providing the safety, security and assurance that all our citizens need.

EMPLOYMENT POLICY STATEMENT

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

The following is a summary of the Department of Military Affairs (DMA) policy on equal employment opportunity and affirmative action. The complete policy statement can be found in the current DMA Affirmative Action Plan. Supervisors of state employees, the Affirmative Action Advisory Committee and the State Human Resources Office have copies of this plan.

The Department of Military Affairs policy and practice at all levels and locations assures the active and positive implementation of federal, state, local and departmental Equal Employment Opportunity/Affirmative Action (EEO/AA) laws, executive orders, policies, plans, rules and regulations. The commitment will be honored in all of our employment and personnel activities and transactions.

This agency is committed to equal employment and non-discrimination for all persons regardless of race, creed, religion, sex, color, sexual orientation, national origin or ancestry, age, disability, marital status, political affiliation, arrest or conviction record except for certain types of positions,* membership in the National Guard, state defense force or any other reserve component of the military forces of the United States or this state. Retaliation is a form of discrimination and, as such, is prohibited.

*(*The agency implements statutory requirements regarding arrest and conviction records.)*

Equal employment opportunity is a legal, social and economic necessity for the DMA. This agency is committed to the implementation of affirmative action for the elimination of all past and present effects of discrimination and to provide equal employment opportunities. This agency recognizes the need to take affirmative action in the hiring or promotions of classified, LTE, project or unclassified positions for racial/ethnic groups, females or persons with disabilities. The agency will make every effort to increase the employment of underrepresented groups. The plan for implementing the above will include outreach, recruitment, training and other activities and commitments.

Efforts to provide reasonable accommodations include, but are not limited to making facilities accessible, acquisition or modifications of equipment, or assignment of an employee who becomes disabled and unable to perform his or her original duties to an alternative position with comparable pay.

The Affirmative Action Officer (Director of State Human Resources) monitors and evaluates the performance of the policy. If violations of the policy occur, it will be reported to the Adjutant General or top management to determine appropriate disciplinary action. Violations of the DMA Equal Employment Opportunity and Affirmative Action policy will result in appropriate disciplinary action.

HARASSMENT

The following is a summary of the Department's "Employee Discrimination and Complaint Policy and Process." Copies of the full document have been posted on agency bulletin boards and may be obtained from the Affirmative Action Officer in the State Human Resources Office.

Policy

Harassment in the work place is illegal and is prohibited by state and federal laws. The DMA prohibits its employees from any actions or words which can be construed as sexual or other illegal harassment and considers such actions or words to be a violation of the DMA's Equal Employment Opportunity Policy and Work Rules. Furthermore, the DMA strictly prohibits retaliation against employees for filing complaints about discrimination and/or harassment. Harassment of either employees or clients will not be tolerated. The DMA will investigate alleged harassment in a responsible and timely manner and address meritorious allegations of harassment. Violations of this policy will not be tolerated and may result in discipline, up to and including, discharge.

Definitions

Harassment is defined as any unwelcome, deliberate, or repeated unsolicited comments, gestures, graphic materials, physical contacts, or solicitations of favors which are directed toward an individual because of the individual's ancestry, color, national origin, race, religion, creed, impairment, marital status, sex or sexual orientation, arrest or conviction record (which is not job-related), political affiliation, or membership in the military service.

Harassment is a form of discrimination which is personally offensive, impairs morale, and undermines the integrity of the employment relationship, causing serious harm to the productivity, efficiency, and stability of the agency.

Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to:

- the deliberate, repeated making of unsolicited, inappropriate gestures or comments;
- situations in which submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals;
- conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Dealing with Harassment

Harassment includes actions which are uncomfortable to the individual or the employee's working relationship. If you believe you are being harassed by another employee or external customers while engaging in DMA business, on or off the work site, the DMA encourages you to use the following steps:

1. In circumstances where you think you will not be jeopardizing yourself, communicate clearly and firmly to the offender that the conduct is not welcome or is not humorous and you want it to stop immediately. This is not a time to be polite or vague with the offender. You want the message to be understood and taken seriously.
2. If the harassment continues OR if you cannot confront the harasser without some perceived risk to your employment or yourself, discuss the harassing behavior with your supervisor and ask him/her to take corrective action. DMA resources include any supervisory or management person with whom you feel comfortable discussing it, or the AA Officer/Director of State Human Resources. Sharing your feelings and experience may help you cope with feelings of frustration, self-doubt, powerlessness, and helplessness that often accompany this difficult problem.
3. Keep a factual record of the harassing behavior, including any attempts you made to get the perpetrator to stop. This should include a description of the conduct — what was said or done, how you responded, and the names of any witnesses.

Complaint Process -- Informal and Formal

Employees have the right to use the DMA's informal and formal complaint processes without fear of retaliation under s. 111.322 (3) of the Wisconsin Statutes. Information regarding the complaint, complainant, and all other involved parties will remain confidential to the extent possible. However, to allow for the investigation and conciliation to occur, employees who file a complaint may need to authorize the release of pertinent names and details to appropriate parties. Copies of these procedures may be obtained from the Affirmative Action Officer in the State Human Resources Office.

DISCIPLINARY ACTION

Disciplinary action may be taken as a result of violation of the Department's Work Rules, the State Code of Ethics (Wisconsin Administrative Code ER-Pers 24), or other applicable laws while an employee is performing work duties.

Depending on the seriousness of the offense and the number of infractions, penalties may range from a verbal or written reprimand to immediate dismissal. Except for serious or repeated offenses, the purpose of disciplinary action is to correct conduct that is regarded as detrimental to the Department.

Permanent nonrepresented employees have the right to due process in disciplinary actions. This means employees must be notified, in writing, as to why and how they are being disciplined, and they must be afforded an opportunity to appeal the action through the state's grievance process. Disciplinary actions involving a reduction in pay, demotion, suspension, or dismissal may be appealed to the State Human Resources Office. Refer to the "Grievance Procedure" Section of this manual for further information.

DRUG-FREE WORKPLACE

In 1988, the U.S. Congress passed the Drug-Free Workplace Act. As a recipient of federal funding, the DMA is required to maintain a drug-free workplace. The law mandates that we periodically notify employees engaged in work under a federal grant of the following:

1. Unlawfully manufacturing, distributing, dispensing, possessing, or using a controlled substance in the workplace is prohibited.
2. Actions that will be taken against employees for violations of such prohibition.

Current DMA work rules prohibit the illegal use and/or possession of any controlled substances in the workplace. The Federal Drug-Free Workplace Act also mandates that any covered employee convicted of a criminal, drug-related charge must notify his/her immediate supervisor and the Director of State Human Resources, no later than five (5) days following the conviction, if the violation occurred in the workplace. Failure to report such a conviction may result in disciplinary action.

A covered employee convicted of a criminal, drug-related violation occurring in the workplace will be subject to discipline and may be required to participate in a rehabilitation program in compliance with the federal law. The agency is required to report all such convictions to the federal sponsoring agency within ten (10) days of notification.

The DMA is willing to assist employees who are experiencing problems with alcohol or drug abuse. Employees who are concerned about their own use or a family member's use of alcohol or other drugs are encouraged to seek counseling or other help voluntarily.

WHISTLEBLOWERS LAW

As defined in Chapter 230 of the Wisconsin Statutes, Subchapter III, this Act encourages state government employees to disclose information regarding a violation of any state or federal law, rule or regulation, or mismanagement or abuse of authority in agencies and provides protection from retaliatory action for such disclosures. The DMA's Affirmative Action Officer/Director of State Human Resources is our designated employee to receive information disclosed under the Act (if the employee chooses not to disclose information to his/her supervisor). Please refer to ss. 230.80 through 230.89, of the Wisconsin Statutes for more detailed information.

COMMITTEES AND PROGRAMS

AFFIRMATIVE ACTION ADVISORY COUNCIL

According to s. 230.46 of the Wisconsin Statutes, the DMA State Affirmative Action Advisory Council (SAAAC) is comprised of employees that represent all areas of DMA state employees across the entire state of Wisconsin, plus a representative designated by the Wisconsin State Employees Union in accordance with the terms of the bargaining agreement. The purpose of the SAAAC is to advise and recommend affirmative action policy to the Adjutant General of the DMA, to investigate and analyze the Department's employment activities for discriminatory practices, and to propose broad policies, action programs and procedures to achieve and maintain equal opportunity in the Department's employment activities. The council members are appointed by the Adjutant General. A list of current members is found in the Affirmative Action Plan (AA Plan). The Affirmative Action Officer is the State Human Resources Director.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is designed to provide information, counseling and support to employees and their family members who are experiencing a variety of problems (e.g., emotional, psychological, legal, family, childcare or eldercare assistance, marital, alcohol, drug or financial problems). The DMA has a contract with a private Employee Assistance Services Company, FEI Behavioral Health, to provide free and confidential problem assessment services. These services are available to all DMA State employees and their immediate family members. FEI Behavioral Health counselors are certified, experienced professionals who know the treatment community's providers, staffs, programs and referral procedures. They know the health care network and how to effectively access it. Through a confidential conversation with a FEI Behavioral Health counselor, the employee and/or family members will be able to discuss and evaluate the problem with a trained professional. The FEI Behavioral Health counselor will make recommendations or, when needed, identify and help contact appropriate resources in the employee's community where further assistance can be obtained. It is the employee's decision whether or not to accept and follow through on the counselor's suggestions. If desired, the FEI Behavioral Health counselor will follow-up with the employee to provide ongoing support and to assure the delivery of quality care by the recommended treatment provider. Employees and their families are encouraged to take full advantage of the benefits that this program has to offer. Help is immediately available by calling FEI Behavioral Health directly at 1 800 334 1672. These numbers are available 24 hours per day. Website access is available at www.feieap.com: username: widma

In accordance with federal regulation, state rules, and agency policy, FEI Behavioral Health contacts are held in strict confidence and do not become part of the employee's personnel file. Counselors cannot release information to anyone without the employee's written consent. Contact the State Human Resources Office for more information.

STRATEGIC PLANNING

This Department uses what is known as the “State of Wisconsin Department of Military Affairs Strategic Plan” to guide decision-making in matters of long range objectives.

DMA’s current Strategic Plan is dated September 1999. The following information is excerpted from the current plan. For complete information, please contact the Department of Military Affairs Quality Advisor.

(Vision Statement)

OUR VISION

The Wisconsin Department of Military Affairs will meet or exceed its state and federal requirements by embracing change and advocating continuous improvement.

We are and will always be an effective and economical asset to the people of Wisconsin. Honesty, Open Communication and Teamwork will be the foundation of our success. Army, Air, Emergency Management, Federal and State employees will be respected and valued, take pride in their work and be challenged to develop their full potential.

Because of our total commitment to excellence, the Department of Military Affairs will be a driving and relevant force in the 21st Century.

(Mission Statement)

OUR MISSION

To build and maintain a trained, equipped and ready force of Army and Air National Guard units which are fully capable of meeting any national or state mission, and a Division of Emergency Management which provides timely and effective disaster preparedness, mitigation, response and recovery services for Wisconsin.

FEDERAL MISSION: To staff, equip and maintain readiness in partnership with the active military forces and Federal Emergency Management Administration to:

- Support the National Command Authority
- Perform wartime taskings
- Perform peacetime missions compatible with community needs

STATE MISSION: To provide personnel and equipment ready to protect life and property and to preserve order and public safety as directed by the Governor.

COMMUNITY MISSION: To be an active partner in local initiatives and programs. Our personnel are deeply rooted in the communities from which we draw our strength and support. We use the talent and experience of our employees and members to enrich the community at large.

(Our Commitment and Our Quality)

The DMA is an integral part of Wisconsin's response to state and national emergencies and the nations' military force. The strength of the DMA is found in its members and employees: men and women dedicated to excellence. We are committed to -- and characterized by -- community support (and) ... Wisconsin work experience and ethic ...

(Plan Concept)

The Wisconsin Department of Military Affairs Strategic Plan provides guidance related to the development of national and state long-term objectives and strategies. In turn, this plan focuses on issues of long-term importance to the Department. Ten goals are identified for attention: Personnel, Communication, Leadership, Government Relations, Training, Mobilization, Emergency Preparedness, Structure, Facilities and Equipment.

(The Future)

The Wisconsin Department of Military Affairs view of the future suggests that an assessment of international, national and state environments is fundamental to the planning process.

National trends suggest changes in the overall size of the U.S. armed forces, largely driven by shrinking defense budgets. In view of this, the Department will be presented with numerous challenges and opportunities to adopt fresh, uninhibited approaches to doing business. There will be changes in long-term social trends, technology, education, labor force, management, family and institutions. Our traditions have been forged through high standards of performance, dedication and flexibility. These traits will continue to enhance our efforts as we enter an era of changing threats, austere budgets, and social discontent.

SUGGESTION PROGRAM

“Innovative Ideas Improve Wisconsin”

The state employee suggestion program, created by s.230.48 of the Wisconsin Statutes, is a state and university service-wide program whereby employees' ideas and suggestions for changes or additions to processes and procedures are submitted for evaluation and award. To be considered for an award, ideas must first be documented, evaluated as to merit, costs or savings, and actually implemented and proven. Suggestions are eligible for cash awards or certificates of commendation.

Department coordinators forward suggestions to the state board (made up of three members). The state board reviews suggestions to determine what recognition or monetary award, if any, is given.

For additional information, contact the DMA State Human Resources office or visit the Internet site at <http://SUGGEST.state.wi.us>.

EMPLOYEE RECOGNITION PROGRAMS

DMA employees receive length of service awards to recognize completion of every 5 years of state service. The 5, 10 and 15-year awards are certificates signed by the Adjutant General. At 20 years, and every 5 years thereafter, the employee receives a State of Wisconsin plaque.

A Department of Military Affairs certificate of recognition is presented to employees who retire from DMA (no matter the cumulative amount of state service). This certificate, signed by the Adjutant General, recognizes the individual's length of service with the Department.

When DMA employees retire, they receive a special certificate from the Governor of Wisconsin. Supervisors should submit qualifying employee names to the State Human Resources (SHR) office.

There are two DMA medals that are given to private citizens, members of the Wisconsin National Guard or DMA employees for achievement rather than years of service. (The medals differ in criteria and timeframes.) The individual must be recommended for the award.

a. The DMA Meritorious Service Medal is to recognize meritorious service which goes above and beyond the performance of assigned duties and that contributes significantly to the Department.

b. The DMA Commendation Medal is to recognize outstanding service in support of the Department.

The office serving as point of contact for the medals is the Directorate of Personnel and Administration, Enlisted Actions Section.

CHARITY CAMPAIGN

(web site: www.wisc.edu/secc)

The State Employees Combined Campaign (SECC) is an annual charity drive. It begins in mid-October and runs through November. State, University and University of Wisconsin Hospital and Clinics employees are given the opportunity to participate in this worthwhile cause. It is strictly voluntary and contributions may be made in cash, by check, or through payroll deductions.

Each department has an SECC chairperson/coordinator who voluntarily serves as the point of contact during the campaign. For more information on DMA's chairperson/coordinator or the campaign, please contact the State Human Resources Office.

GENERAL INFORMATION

ORIENTATION

All permanent and project employees are given an orientation by a State Human Resources staff member within the first month of starting at the DMA. The orientation consists of:

- * an overview of the DMA and state service;
- * an overview of benefits available to new employees, eligibility, and application procedures for these benefits;
- * information about the DMA;
- * necessary payroll forms.

Limited term employees (LTEs) are do not receive this SHR orientation, however, they are provided with the necessary payroll forms upon the start of their employment with the DMA.

BENEFIT INFORMATION

Following is a summary of benefits available to state employees. Detailed benefit information is provided at your state employee orientation and in the benefit handbooks you received in your new employee packet.

DMA's State Human Resources Office staff is happy to assist you with any benefit questions you may have.

Income Continuation

This benefit is a contributory income insurance plan that is integrated with the sick leave program.

Deferred Compensation Program

The deferred compensation program is a savings plan that defers taxes until after retirement.

Employee Reimbursement Account:

This program allows state employees to pay certain expenses (out-of-pocket medical expenses and child care) with pre-tax rather than post-tax income. Payments taken from pre-tax income result in lower federal, state and Social Security taxes being withheld from their paycheck and increases their spendable income.

Employee Assistance Program:

This is a free and confidential counseling program available to employees and their families to help them maintain or regain their good health and well-being. The program can deal with such personal problems as family discord, financial difficulties, alcohol or

drug abuse, marital conflicts, grief and trauma, legal concerns, emotional problems, psychological disorders, childcare or eldercare assistance.

Health Insurance

In most cases, the State pays between 90% - 105% of the premium cost for health care insurance. Most areas of the state have the option of participating in a Health Maintenance Organization (HMO) or approved alternate care plans.

Life Insurance

Coverage up to 500% of the employee's annual salary is available at a low group rate.

Retirement

All state employees participate in the State retirement program and Social Security Program. The State pays the greatest share of the State retirement portion of the program. Group health and life insurance coverages are also available for retirees.

CLASSIFICATION AND COMPENSATION

Each position is assigned to one of about 2,000-plus job classifications on the basis of its duties, authority and responsibility. The position description is the primary document used to assign duties, authority and responsibility and, as such, is the key document used in determining the appropriate classification and Fair Labor Standards Act status of a position.

Each classification is assigned to a pay range, with the pay of the class being comparable to the pay for other job groups with equivalent level duties and responsibilities. The Department of Employment Relations and the DMA are involved in a continuing process of reviewing the classification of positions to ensure that each position and job grouping is properly classified.

(Reference: Wisconsin Administrative Code ER 2 and s. 230.09 of the Wisconsin Statutes; Wisconsin Administrative Code ER 29 and s. 230.10 of the Wisconsin Statutes; s. 230.12 of the Wisconsin Statutes; Wisconsin Compensation Plan)

FAIR LABOR STANDARDS ACT

As a result of a U.S. Supreme Court decision (commonly referred to as the Garcia Decision), almost all employees in state service are covered by the overtime provisions of the Federal Fair Labor Standards Act (FLSA). The FLSA provides that covered employees be compensated at a premium rate (time and one-half) for all time worked in excess of 40 hours in a workweek unless the employees are among the minority who are "exempt" from this requirement. Although this premium pay requirement appears to be simple, the FLSA and the situations it regulates are actually very complex. This is especially true when the overtime provisions of a labor contract also cover employees.

All represented and non-represented classified employees are covered by the FLSA. Most unclassified employees are also covered by the FLSA except elected officials and certain staff of elected officials. However, based primarily on the work performed, certain “covered” employees may be “exempt” from overtime pay provisions of the FLSA. Exemptions from the overtime provisions are made for employees who perform work that is primarily management or supervisory, or who perform work which is administrative or professional in nature requiring the consistent exercise of discretion and independent judgment as defined in the federal regulations. The Department of Employment Relations (DER) has categorized job classifications as “exempt” or “nonexempt” based on the work described in the class specifications. Exempt or nonexempt status codes for each job classification are contained in the *Alphabetical Listing of Classifications*. This publication is available for reference in the State Human Resources (SHR) office.

The Position Description (PD) is the key document in determining the appropriate class title and exempt or nonexempt status of a position. Since the PD should describe the work performed by the employee, the PD is used to determine the job classification which is used to determine the exempt or nonexempt status of a particular employee.

Nonexempt Employees

Employees who are nonexempt from the FLSA overtime provisions must be paid the premium rate for all hours worked in excess of 40 hours in a workweek. Compensation may be either in cash at the premium rate or in compensatory time credits at the rate of 1.5 hours per overtime hour worked within certain maximum limitations. Overtime hours worked by nonexempt employees without the supervisor’s permission or contrary to the supervisor’s instructions must be compensated at the premium rate. An employee cannot waive the protection of the FLSA, nor can the employee “excuse” the employer from its duty to pay for overtime work. Supervisors should establish and enforce policies prohibiting unauthorized work or their employees may be eligible for overtime pay.

Exempt Employees

Employees who are exempt from FLSA overtime provisions are not required by FLSA to be paid at the premium rate for hours worked over 40 in a workweek. The FLSA does not require overtime compensation for exempt employees. Exempt employees are generally intended to have their salary compensate them for the total responsibilities of the position regardless of the number of hours worked. In fact, the FLSA requires that “exempt” employees be compensated on a “salary basis.” This means that deductions from an exempt employee’s salary may not be made for time off of less than one day. The supervisor may charge such time off to appropriate paid leave without reducing the employee’s salary. If no appropriate paid leave is available, the salary may not be reduced, but the employee may be required to work additional hours at a later date. It should also be noted that for some exempt employees, overtime compensation may be required under the provisions of a labor contract or the state’s compensation plan.

Limited Term Employees

Limited term employees (LTEs) are not paid on a salary basis and, therefore, are considered nonexempt with three (3) exceptions: LTE physicians, attorneys and teachers. Nonexempt LTEs must be compensated in cash at the premium rate for overtime hours. Pursuant to state policy, LTEs may not be granted compensatory time off. (Wisconsin Compensation Plan Section D - 4.01, 4.02 & 4.03)

Project Employees

Overtime earned by project employees will be calculated the same as for permanent employees in the same classification.

Compensation

Overtime compensation may be either in cash or in compensatory time credits. An employee who has accrued compensatory time credits and has requested use of this compensatory time must be permitted to use such credits within a “reasonable period” after making the request. Granting an employee’s request for compensatory time off should not unduly disrupt the operations of the work unit. Under certain conditions compensatory time credits may be converted to cash. On April 30 of every year, compensation carryover is paid out in cash. Specific questions regarding the conversion of compensatory time credits to cash should be directed to the SHR office.

Labor Agreements/Compensation Plan

When overtime hours computed pursuant to a labor agreement exceed the overtime hours computed under the FLSA, the provisions of these labor agreements shall determine the amount and nature (cash or compensatory time) of compensation due the employee for the additional overtime hours. However, in all instances where premium rate is required for overtime, including overtime under the FLSA, compensation plan, and labor agreements; or for holiday work hours, the computation of the premium rate will be calculated in accordance with the provisions of the FLSA. For nonexempt employees who are eligible for overtime under a labor agreement, all contractual provisions relating to overtime eligibility, scheduling of overtime, forced overtime, etc., shall continue to apply. Where the labor agreement does not contain overtime provisions for employees determined to be covered employees under FLSA, the overtime provisions of the FLSA shall determine the pay due the employee.

Record Keeping

The FLSA requires that records stating the hours worked on each workday and the actual hours worked each workweek be maintained for all nonexempt employees. It is the supervisor’s responsibility to ensure that the hours worked by a subordinate nonexempt employee are accurately reported to the personnel/payroll office according to established procedures and deadlines. While the FLSA does not require such records for “exempt” employees, it is highly recommended that similar records be kept for exempt employees since it could be determined at a later date that such exempt employees are actually nonexempt. Supervisors should monitor work time of subordinates to avoid overtime hours whenever practical.

(Reference: Practice and Procedure Bulletin 1.100 & 1.105)

HOURS OF WORK

Wisconsin Statutes, s.230.35(4)(f), requires that standard work hours be from 7:45 a.m. to 4:30 p.m., Monday through Friday. The standard lunch break is 45 minutes long, and there are two 15-minute rest breaks per day, one in the morning and one in the afternoon. Lunch breaks are unpaid and must be a minimum of 30 minutes. All employees except shift workers (security officers and fire/crash rescue personnel) working six (6) hours or more per day are required to take a lunch break between the hours of 11:00 a.m. and 1:00 p.m. If there is a conflict with adequate office coverage during the rest or lunch breaks, your supervisor will determine the times for such breaks. Break time does not accumulate, nor can it be used as compensatory time.

Within established guidelines and with supervisory approval, employees of the DMA also have the opportunity to work nonstandard hours. Referred to as Alternative Work Patterns, this flexible approach gives you the option of arranging your work hours in a number of ways, including flex-time, part-time, compressed, and deviated work schedules.

ALTERNATIVE WORK PATTERNS

As stated in Wisconsin Administrative Code ER 42 and s. 230.215 of the Wisconsin Statutes, Alternative Work Patterns (AWP) include flexible time, non-standard workweek employment, part-time employment, job sharing and other patterns that may be developed between an employee, management and the secretary of the Department of Employment Relations or the appropriate union. The Director of State Human Resources (SHR) is responsible for coordinating the agency's AWP program.

The DMA recognizes the need to maximize the employment options available to existing and potential state employees and to maintain or increase agency efficiency and service to the public/customers. It is the policy of the state to provide alternative work patterns in a manner consistent with the needs of state service. Reasonable efforts will be made to explore the possibility of implementing alternative work patterns to appropriate work environments. Implementation of alternative work patterns or any variation thereof shall be by mutual agreement between the supervisor, Director of State Human Resources (SHR) and, in the case of nonrepresented employees, the secretary of the Department of Employment Relations, or in the case of represented employees, the appropriate union.

Employees may request AWP in writing to their supervisor. Schedule requests which conflict with work requirements may be denied. Supervisors will submit requests for approval for all AWP in writing to the Director of SHR.

(Reference: Practice & Procedure Bulletin 1.115)

PAYCHECKS

Paychecks are distributed on a biweekly basis, on Thursday of the second week of a pay period. You will receive your first check approximately four weeks after you have

started working. If you are absent on a payday, the State Human Resources Office will hold your check.

Electronic deposit of your check to the banking institution of your choice is an option available to you. A remittance advice is generated rather than a check and contains all of the benefit information provided on a check stub.

The address on your check/remittance advice is the address listed as your current address. If you change your address, you must notify the State Human Resources Office.

Attached to each check is a “statement of earnings and deductions.” This statement shows several important dollar amounts -- net pay, year-to-date gross salary, and deductions. You should keep these statements since they are important personal records for income tax purposes.

Deductions are taken automatically from your gross salary for Social Security, Medicare, federal and state withholding taxes, the Wisconsin Retirement Fund and, in some cases, union dues (when fair share or maintenance of membership).

You may request optional deductions for health and life insurance premiums, accidental death and dismemberment insurance, income continuation insurance, savings bonds, credit union savings and loans, union dues (in some cases mandatory), deferred compensation, employee reimbursement accounts, and contributions to charity.

Some deductions are computed on a monthly basis. Rather than take all deductions from one paycheck, a system of split deductions is used. This means that some deductions are taken from the first paycheck of the month, and the others from the second paycheck.

Additionally, your paycheck statement shows a current readout of the status of your vacation, personal holiday, sick leave, Saturday/legal, and compensatory time accounts. If at any time you feel the information on your paycheck is incorrect, contact your supervisor or the Payroll Staff, State Human Resource Services Office (608-242-3167) immediately.

TIME REPORTS

Every pay period (biweekly), DMA state employees must report their time on the Time and Attendance Collection System (TACS) Time Report form (AD-TACS-2). Employees must account for all hours worked and/or leave time taken. All time reports are to be submitted to WING-SHR by 9:00 a.m. on the Monday following the end of a pay period. Please allow mailing time. Your supervisor should be consulted for specifics regarding the completion of your time report. For further information, please contact the Payroll Staff, State Human Resources Office (608-242-3167).

(Reference: Practice & Procedure Bulletin 1.105)

PROBATIONARY PERIODS

With reference to Wisconsin Administrative Code ER-MRS 13 and Wisconsin Statutes, s. 230.28, a probationary period of at least six months is usually served when beginning state service, upon promotion, or when transferring between departments.

Some technical positions may require up to a two-year probationary period. Supervisory positions require a one-year probationary period, which may be shortened to no less than six months upon completion of required supervisory training and recommendation of the immediate supervisor. Career executive positions require up to a two-year trial period.

During your probationary period your supervisor will provide you with periodic, written reports on your progress and discuss with you any areas in need of improvement. Near the end of your probationary period you will be given a final probationary report indicating whether you have attained permanent status.

Completion of this probationary period may entitle you to a pay increase and a variety of benefits. These benefits will be discussed with you, in detail, during orientation.

If your work has not met the standards for your position, your probation may be extended, or you may be dismissed without the right of appeal.

PERFORMANCE EVALUATIONS

As required by s. 230.37 Wisconsin Statutes and Wisconsin Administrative Code ER 45, the Department has established a performance evaluation program to provide a record of employee development within the position and to serve as a basis for decisions on employee pay increases and other personnel matters. Annual discretionary pay awards for nonrepresented employees are based on a satisfactory level of job performance. Performance evaluations are based on goals that have been cooperatively developed and agreed upon by the employee and supervisor.

Employees serving a six-month probationary period will be reviewed/evaluated at the end of the third and sixth months of the probationary period. Employees serving a twelve-month probationary period or career executive employees serving a two-year continuous service trial period will be reviewed/evaluated at three-month intervals. Performance evaluations form the basis for determining whether to grant permanent status. Performance is evaluated against standards established by the immediate supervisor.

All permanent employees receive an annual performance evaluation. Supervisors are required by statute to complete annual performance evaluations for their state employees. The evaluation interview is an opportunity for both employee and supervisor to assess the employee's development within the position during the previous year, to note areas for future growth, and to discuss performance standards for the next 12-month period. The employee will receive a copy of the performance evaluation and the standards established for the next evaluation.

If an employee's overall performance is below standards, the employee must be provided with a document that shows why they are below standards and what they must do to correct the situation.

PERSONNEL/PAYROLL RECORDS

From the first day of employment with Wisconsin civil service, a personnel file (P-file) is maintained by the State Human Resources Office. This file contains a copy of the employee's resume; position descriptions; certification requests showing dates of appointments, transfers, promotions; performance evaluations; letters of appointment, promotion, reclassification, and transfer; information on educational and training courses completed; reclassifications/reallocations; awards; and any other official record regarding your employment. We hope that the records will reflect positive information. However, if some form of disciplinary action is deemed appropriate, such as a written reprimand, a copy of that document also goes into the P-file. Subject to certain exceptions, this information is confidential. Without the individual's authorization, only the employee and designated management/supervisory personnel have access to this file.

If a DMA employee leaves the Department and takes a position with another state agency, the P-file will be sent to that agency's human resources office. When an employee leaves state service, the P-file will be retained by the agency for 1 year. Then it is sent to the State Records Center for retention. Such files are destroyed after 8 years.

A separate folder is maintained for each employee's payroll documents. This folder remains at the agency for 5 years after termination and then gets destroyed.

RESIGNATION

According to Wisconsin Administrative Code ER 21, an employee who desires to terminate his or her employment with the agency is required to submit a letter of resignation to their supervisor, with a copy to the Director of State Human Resources. Resignations must be submitted at least fourteen (14) calendar days prior to the resignation date, unless the appointing authority and employee agree to an alternate resignation date. The appointing authority for Department of Military Affairs is the Adjutant General. The Director of State Human Resources is designated to act on his behalf in matters of resignation. (For more detailed information, see Wisconsin Administrative Code ER 21.)

WORKERS COMPENSATION

In accordance with Wisconsin Administrative Code ER 28 and ch. 102 of the Wisconsin Statutes, all state employees (permanent, project, LTE) of the DMA are covered by Workers Compensation. Volunteers are not covered. The Department of Administration, Bureau of State Risk Management administers this program. If you are injured at work, you must advise your supervisor/superior immediately, regardless of whether it results in a treatable injury. Reporting should also be coordinated through the Payroll & Benefits Specialist, State Human Resources Office (608-242-3165). Failure to report injuries in a timely manner will result in major penalties and fines and may result

in untimely compensation payments, or could jeopardize entitlement to Workers Compensation (WC) benefits.

State agencies process all Workers Compensation (WC) paperwork through the Department of Administration, Bureau of State Risk Management. The Department of Workforce Development, Worker's Compensation Division (WCD) Administrative Rules provide the Bureau of State Risk Management claims adjusters 14 days from the date of injury to determine if the injury or disease is eligible for benefits and to notify the injured employee and the WCD. Because of this filing deadline, the Bureau of State Risk Management requires that all required paperwork regarding any work-related injury/disease be filed with them within 24 hours from the time the employee reports same. Failure to notify the employee and WCD on time will result in an automatic \$100 penalty for each late report and the injured employee may receive a penalty equal to 10% of delayed compensation payments. The penalties for late reporting and the costs of delayed compensation payments will increase our Department's loss experience and, ultimately, our premiums. Failing to make immediate reports will not only result in costly fines and penalties, but will also significantly increase the chances that the claim will be much more expensive than if reported immediately. Early reporting of claims can substantially reduce our claims costs.

When a work related injury/disease occurs, do the following:

1. The employee will complete an Employee's Work Injury and Illness Report (DOA-6058 R 02/98) immediately after an injury and give this report to his/her immediate supervisor. If, for whatever reason, the employee cannot complete the report, the supervisor should complete the form as best they can and at a later date follow up with a form signed by the employee. If the supervisor is unavailable, the employee should fax or contact the Payroll & Benefits Specialist, to inform them of the injury (608-242-3165; fax 608-242-3168). The Payroll & Benefits Specialist will forward the injury report on to the Risk Management Specialist (608-242-3345) who will manage the claim until the employee returns back to work with no restrictions.
2. The supervisor, upon notice of an injury, must investigate the incident immediately or as soon as possible after the accident occurs when conditions are nearest to those at the time of the accident. The supervisor will complete an Employer's First Report of Injury or Disease (WKC-12 R 02/98) and forward it along with the Employee's Report to the Workers Compensation Coordinator within 4 hours of the notice. Fax both reports (608-242-3168).
3. The supervisor will complete the Supervisor's Accident Analysis and Prevention Report (DOA-6437) and forward it to the Workers Compensation Coordinator. In cases where medical attention is required, a Physician's Certification and/or medical notes **must** be forwarded to the Workers Compensation Coordinator as soon as possible. It is the employee's responsibility to see that medical reports are sent to the employer/Workers Compensation Coordinator.

4. In the event of a fatality resulting from a work-related injury/disease, the employer must submit the Employer's First Report of Injury or Disease directly to the Department of Workforce Development within 24 hours of the fatality.

All compensation and medical payments are based on medical reports from the employee's doctor. No time loss compensation is ever paid for the day of injury/last day worked. The employee may remain in pay status on the day of injury while seeking medical attention. There is a waiting period before WC benefits can be paid. The waiting period is the first three days from the day the employee first leaves work as a result of the accident/illness with supporting medical documentation. Compensation is not paid for these three days if the employee is disabled for only seven days or less. If the employee is disabled for eight days or more, they will receive compensation for the first three days, excluding Sunday.

Workers Compensation (WC) benefits for temporary disability are based on a 6-day work week, regardless of the employee's work schedule, and will cover two-thirds of an employee's salary at the time of injury. When a WC claim is determined to be compensable, all WC payments are made to coincide with the regular payroll schedule. When WC is paid, the injured employee is considered on leave-without-pay for the period of time represented by the WC payment. Therefore, sick leave does not accrue; current year vacation is prorated; and fiscal year-to-date hours are reduced, resulting in a prorated length-of-service payment.

Employees may choose to supplement their WC payment with accrued leave (sick leave, vacation, personal holiday, Saturday/legal holiday, termination/sabbatical or compensatory time) to the extent that the employee would receive the equivalent of their regular base pay per pay period.

Direct questions regarding Workers Compensation benefits to the Risk Management Specialist, State Human Resources Office at 608-242-3345 or 608-242-3165.

(Reference: Practice & Procedure Bulletin 3.125)

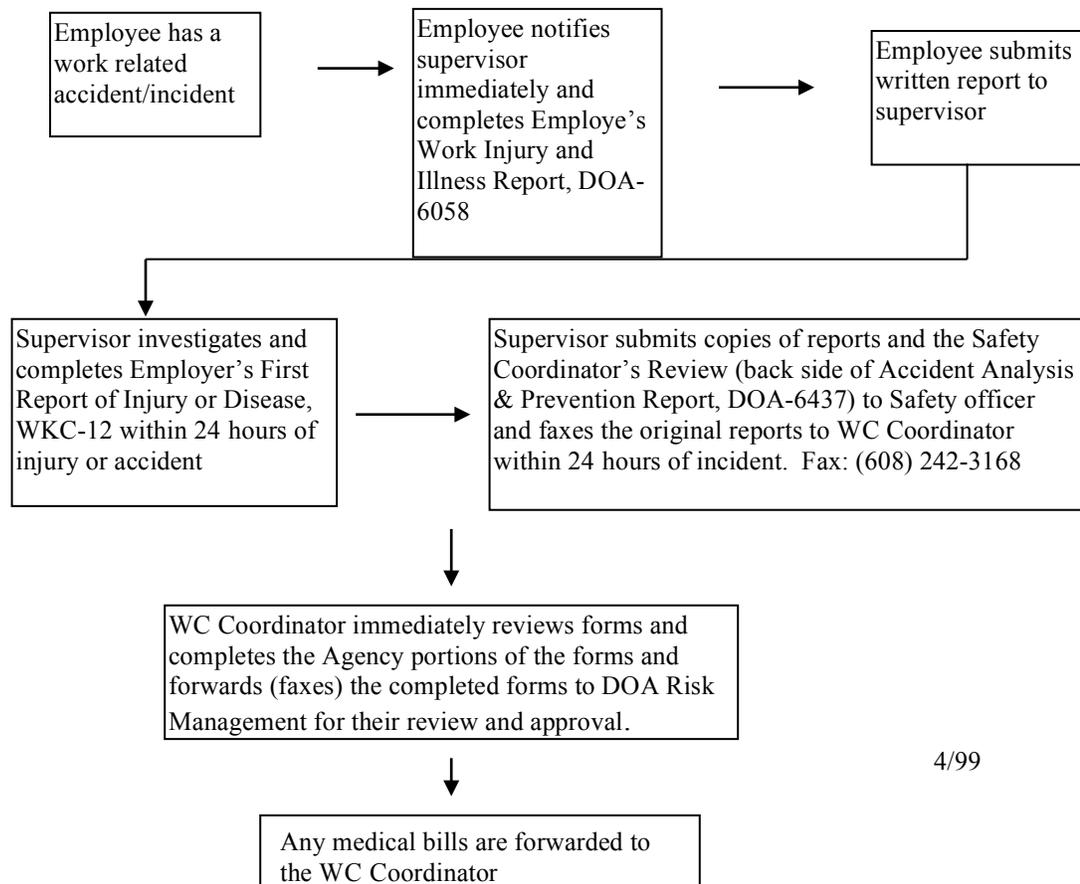
ACCIDENT/INCIDENT REPORTING

When an employee sustains a work related injury or illness, it must be reported to the supervisor immediately. Worker Compensation forms must be completed and forwarded to the Worker's Compensation (WC) Coordinator in the State Human Resources Office at the TAGO building in Madison (WING-SHR) within **24** hours.

The forms that need to be completed are:

- Employee's Work Injury and Illness Report, DOA-6058 (R 2/98)
- Employer's First Report of Injury or Disease, WKC-12 (R 2/98)
- Supervisor's Accident Analysis and Prevention Report, DOA-6437 (R 5/96)
- Safety Coordinator's Report, DOA-6437 (R 5/96)

The ANG bases have their own Safety Coordinator who should complete the Safety Coordinator's Report, all others should send the Coordinator's Report to the TAG Office for completion. If the injury is serious and requires medical attention, the supervisor should call the Risk Management Specialist at 608-242-3345 or SHR Director at 608-242-3163 to report the incident. The supervisor should complete Section I of the Physician Certification, DOA-6125 (R 5/95) form and, if possible, send that form along with the employee whenever medical attention is necessary. If this is not possible, the WC Coordinator will forward the form to the physician. The Worker Compensation forms are reviewed by the coordinator and must be forwarded to the Department of Administration, Bureau of State Risk Management within **24 hours** of the incident for their review. The Bureau of State Risk Management must have the forms to the Department of Work Force Development within **14** days of the incident. If the Department of Work Force Development does not have the completed forms by the deadline a 10% penalty is assessed against the Department of Military Affairs and added onto the compensation that is due the employee.



4/99

RETURN TO WORK PROGRAM

(Governor's Executive Order #192)

The Return to Work program covers all worker's compensation illness/injury claims as well as employees who have been off work due to a non-work related medical condition.

It is the policy of the DMA to provide all work-related injured employees, as well as employees who have been off work due to a non-work related medical condition, modified duty assignment(s) when appropriate and when modified work is available.

The responsibility for the Return to Work Program will reside with the State Human Resources Office. The State Director of SHR and/or his/her designee will be responsible for making the modified/transitional job assignments in conjunction with supervisors.

All department heads and supervisors must notify the State Human Resources Office when they have modified work suitable for employees. Supervisors should provide a list of the job tasks available for modified duty and the duration of such need.

Temporary work assignments are granted after the employee provides medical documentation to the employer. When modified work is available (not necessarily within the employee's own work unit) within the employee's medical restrictions, he/she does not have the option of refusing this work. Refusal to perform modified duty or failing to inform the employer that the employee has been released from modified duty will result in suspension of all Worker's Compensation benefits and may also result in disciplinary action.

The DMA has the right to contact treating physicians for Worker's Compensation claims to either clarify restrictions or to discuss our modified duty program to determine if the employee qualifies for a modified duty assignment. Medical Leave of Absence claims require the employee to either provide this information or grant permission to DMA to obtain the information.

Any permanent employee of DMA who sustains a work related injury or non-work related medical condition will be placed on modified duty on a temporary basis following release from their physician for this type of work. In most cases, modified duty will continue until the employee has reached an end of healing as it relates to the work-caused injury. Non-work injured/medical condition employees will work modified duties for a maximum of 90 days. Should any employee have difficulty performing the duties assigned to them by the employer, they must return to their physician to have the temporary restrictions modified to better suit their recovery.

Modified duty assignments are meant to benefit the employee by reducing the amount of benefits lost by employees had they remained off work. For example, loss of vacation, sick leave, holiday credits, length of service payments and so forth. The agency's intent is to help the employee maintain regular contact with their work unit and assist the employee in their return to performance of normal job duties.

When an employee is released to perform modified work following a work injury they do not have a permanent work schedule until they are released from their physician to return to “full duty” without restrictions. Management then has the right to assign modified duties during the hours or days that are most beneficial to the agency.

Employees injured while in the course of their work are required to provide medical verification to the Worker’s Compensation Coordinator immediately following medical appointments. This information shall be shared with the employee’s supervisor. Failure to provide such documentation can result in suspension of benefits or disciplinary action by the employer. At any time when an employee feels unable to perform the assigned duties or to continue working, the employee must return to the treating physician and obtain medical verification prior to any adjustments in work assignment or to any additional benefits being approved and/or paid to the employee.

Employees assigned modified duty will meet monthly with their immediate supervisor to assess the success/progress of the employee. All employees working transitional duties will complete an “activity log” at the end of each pay period indicating the type of duties performed and their comments. Supervisors will initial their acknowledgement of these logs and submit them to the State Human Resources Office for review. Work assignments can be adjusted based on employee comments regarding the effects of assigned duties.

When the employee is assigned modified duty, they will receive an instruction form outlining the expected duties, date(s) of work, hours of work, who to report to, as well as other pertinent information from the Director of SHR or his/her designee.

PRACTICE & PROCEDURE BULLETINS

The DMA has a Practice and Procedure (P&P) Bulletin system to disseminate State Human Resource (SHR) policies, practices and procedures in a uniform manner. As new P&P bulletins become available, they will be distributed to all permanent DMA state employees and DMA state employee supervisors. Supervisors are responsible for making these bulletins available to Limited Term Employees (LTEs). It is recommended that each state employee/state employee supervisor establish a P&P binder for ready reference. These bulletins are also available on the G drive at “G:/DMA_all/SHR P&P Bulletins.”

A bulletin numbering system has been developed to organize these bulletins by section and subject.

- ❑ 1.1 Employee Hours/Leave
- ❑ 2.1 Information Management
- ❑ 3.1 Employee Services/Programs
- ❑ 4.1 Recruitment

All P&Ps are intended to be helpful and informative. All state employees/state employee supervisors should read them carefully and make sure they understand them. Each DMA state employee is responsible for complying with these and future P&Ps.

COPYING AND PRINTING SERVICES

Requests for Duplication

Duplicating facilities/printing centers are located at the Adjutant General's Office and U.S. Property and Fiscal Office (USPFO) Duplicating Facility at Camp Williams. A signed duplicating order is always required when submitting work. The Requisition for Duplicating Service Order, DMA Form 844, and all appropriate attachments must be submitted directly to the State Printing Manager (WIAR-IM-PM). At no time will requests for duplication be mailed or hand-carried directly to the printer at either printing center.

Procedures

The following procedures apply for duplicating at Camp Douglas or Madison duplicating facilities.

All requisitions should be submitted to WIAR-IM-PM with a completed DMA Form 844 attached. DMA Form 844 is available through normal publication channels.

Submissions should be camera-ready. Camera-ready means complete, correct, original text material that requires no further preparation before printing, to include reductions/enlargements. Typed characters should appear clear and sharp throughout, with no weak or broken characters. The use of laser-jet or ink-jet printer is recommended. There should be at least a one-inch margin on all sides. All booklets, regulations and pamphlets must be accompanied by a Mock-Up Dummy Sheet (DMA Form 845-E).

When submitting a book order, regulation, pamphlet, MOI, etc., provide either a full dummy and/or a "DMA Form 845-E Mock-Up Dummy Sheet" to identify which pages print on fronts and backs, which pages are blank, etc.

Normal quantities produced in the Madison Copy Center are between 1 to 5,000 copies per original. Odd sizes of printed area, projects which require to be enlarged or reduced in size, carbonless sets, envelopes, etc., will be reproduced at the Camp Douglas Center. The Camp Douglas Center has the capability of printing with three different ink colors – black, red, blue. The following are production limits for internal printing. Not more than 5,000 production units of any page and not exceeding 25,000 per job (sum of multiple pages reproduced in single color).

Jobs exceeding the limits above must be sent to outside agencies to be printed. These must be fully justified in writing, on letterhead, and forwarded to The Adjutant General's Office, DMA (WIAR-IM-PM) for approval. Upon approval of funding, you will be advised if additional paperwork will be required. The normal completion time for printing performed by outside agencies is 6 to 8 weeks. You will be advised of the projected completion date when the vendor provides it to the printing manager.

For additional information regarding copying and printing, contact the State Printing Manager (WIAR-IM-PM) at 608-242-3675.

MAIL CENTER SERVICES

This information is provided as basic guidance to get you started. Any further questions you may have should be directed to the Mail Center at extension 3679.

The DMA Mail Center is open from 7:30 a.m. to 4:00 p.m. each working day. The Mail Center is considered a “**Restricted Area.**” **Only authorized personnel are allowed access.** Drop boxes are available just outside the Mail Center. You may place any mail for internal distribution in these boxes at any time during the day. Oversized packages may be placed outside the Mail Center door. These packages should be mail-ready with correct addresses, and a numeric mail code (obtained from the mail center) in the return address area. Each Director/Office has been issued a lock box and may retrieve mail from this box (with a box key) at any time during the day. PLEASE USE YOUR MAILBOX KEY and do not disturb mail center personnel while they are trying to sort your mail. This can cause mistakes and slow mail distribution greatly. To reach Mail Center personnel, dial extension 3679, or the Official Mail Manager at extension 3681.

Mailing Musts

Mail Codes: Each directorate/section has been issued a numeric code. This code enables the mail center personnel to track and charge back postage costs when necessary. All envelopes/packages to be mailed should have a mail code in the return address area (upper left-hand corner). Learn your mail code and use it!

Proper Addressing: Envelopes and packages must be properly addressed. Make sure the address is as complete as possible, including apartment or suite numbers and proper delivery designations such as RD, ST, and directions such as N, NW, and S. Capitalize everything, using plain block letters or a sans serif typeface such as Helvetica. Omit all punctuation except the hyphen in the ZIP + 4 code. Use abbreviations whenever possible. Use the format shown below.

Information / Attention (optional):	MAIL CENTER
Company Name / Recipient:	DEPT OF MILITARY AFFAIRS
Delivery Address:	2400 WRIGHT ST
City, State, Zip Code:	MADISON WI 53704-2572

Inter-Office Mail:

Department of Military Affairs has a unique set of abbreviations for its offices and directorates. These office symbols are strings of capitalized letters. Please learn and use the proper office symbols to address distribution to other offices within the Department. For more information on office symbols, see the mail center. Wisconsin Army National Guard Pamphlet 25-50 also lists them.

Place your correspondence in a U.S. Government Messenger Envelope (Optional Form # 65-B) or simply print the office symbol in the upper right-hand corner of the mail piece. Messenger Envelopes are available in the Mail Center. These military/federal envelopes are commonly referred to as “holey joes” or “shotgun” envelopes. They differ from the state inter-departmental envelopes, although at first glance they look similar.

Inter-Departmental Mail:

Please use the State Inter-Departmental Mail Envelope (Form 3256) to send correspondence to other State agencies. Envelopes are available in the DMA Mail Center.

Inter-Departmental Mail is picked up twice daily (morning and mid-day) by the Department of Administration (DOA) mail staff and delivered to other state agencies throughout the city.

INFORMATION TECHNOLOGY SERVICES

The DMA has a computer information system which consists of a network of microcomputers running on a Local Area Network (LAN). This network consists of two domains which have a trusted relationship. These domains are DMA-DOM1 for state supported computers and WI-ARNG for federally supported computers. DMA's network is connected to the Internet through a Wide Area Network (WAN). The WAN provides access to the National Guard Bureau, the Department of Administration's mainframe and Info-Tech Resources, electronic mail, and general Internet access.

The LAN supports Windows NT as an operating system and uses Windows NT software to manage the network. Application software support on the network consists of but is not limited to: Microsoft Outlook for electronic mail, scheduling and calendaring; Microsoft Word for text processing; Microsoft Excel for spreadsheet; Microsoft Access for database; and Microsoft PowerPoint for charts and drawings.

Help Desk

The Directorate of Information Management (DOIM) maintains a help desk for reporting and managing "first and second level" problems. Report problems by addressing the HelpDeskDMA, using email. If you are unable to use the email, the HelpDesk phone numbers are 242-3601 and 242-3674. The HelpDesk is operational 24 hours per day for accepting email; staff is available from 7:00 a.m. to 4:00 p.m., Monday through Friday.

Security

The computer network and its applications are protected by using logon identifications (logon IDs) and passwords. Logon IDs and passwords are required for the network, email, calendaring, and mainframe systems. Logon IDs and passwords should be kept confidential to minimize the chance of another person gaining access to sensitive documents or computer applications. Additional questions or concerns about security should be addressed to the HelpDesk, and the appropriate individual will get in touch with you.

Email

Email should serve the business needs of the agency. Email messages are used like paper memos, letters, and reports to conduct agency business but may also be casual communications, like telephone conversations. Such transitory messages have only momentary communicative value and lose their administrative value as soon as read.

Email often provides for quick and easy distribution of important business-related materials that improve input into decision-making and greater distribution of information and decisions.

Public Records: Email messages are public records like any other record – that is, they are public records if they are made or received by any state agency worker in connection with the transaction of public business.

Open Records: Email messages that are public records are subject to the open records law and need to be filed and stored in such a way that they can be located, accessed, and provided to requesters for inspection and/or copying, as specified in law. Email is *not* confidential, unless access to a record is limited under law.

Records Retention and Disposition: Email records should be retained for the period appropriate to their content. Email messages should be disposed of in accordance with the approved record disposition authorizations (RDAs) for records of like content in other media. Email messages of limited communicative value can be deleted once they are no longer needed.

Duplicates: Email, as a medium, promotes communication to multiple users with great ease. Consequently, email systems frequently contain duplicates of a record. In general, if a user takes official action related to a message and the message is needed for documentation, it should be retained as a record. Otherwise, a duplicate is a nonrecord that can be deleted.

Ownership: The email system is government property. Email messages are the property of the government, not its employees, vendors, or customers. End users are obliged to follow agency work rules with respect to use of the email system.

Abuse: No one may use another employee's email ID to send messages without that person's express permission. Any other use of an ID is misrepresentation.

Personal Communications: Employees may use email for occasional and incidental necessary personal communications. If an abusive pattern develops, discipline will be implemented. Employees should delete any message that is not a state business record, immediately after reading the message.

(Reference: Practice & Procedure Bulletin 2.100)

Internet Use

The Department of Military Affairs will use the Internet/World Wide Web (www) as an effective, efficient, and timely source of information, method of communication, and vehicle for data collection, information dissemination, and delivery of services to DMA clients and customers. Internet resources are to be used in a manner consistent with the administrative, informational, instructional, and research objectives of the Department. Appropriate use of resources is limited to the official work of the Department and its mission. Government-provided resources shall not be used for private, personal, or nonofficial use.

Internet/www access is provided at government expense to conduct government business. Internet/www users must use our resources responsibly and abide by

acceptable standards of professional and personal conduct. Internet/www access will not be used in a way that would interfere with official duties, reflect adversely upon the organization or further any unlawful activity or personal commercial purpose. Inappropriate use of the Internet/www may be grounds for disciplinary action.

Employees may access the internet/www for occasional and incidental personal use providing such use does not contribute to significant degradation of the system; does not interfere with the organization's operation; does not incur additional expense to the government.

(Reference: Practice & Procedure Bulletin 2.105)

TELEPHONE SYSTEM

The effective use of our telephones has a vital impact on our success in serving the public efficiently and responsively. Used well, the telephone is a tool for both vital productivity and public relations.

Please follow the guidance in our departmental directory – the Wisconsin National Guard Telecommunications Directory - published by DMA's Information Management office.

Voice mail is an integral part of our telecommunications architecture. When properly employed, it has the strong potential to enhance the efficiency of our business practices.

The DMA uses PBX telecommunication network systems which are installed, programmed and maintained by an agency IS Telecommunication Professional. Meridian Mail is the electronic voice messaging system used by DMA. Meridian Mail answers your calls when you are busy or away from your phone, and also allows you to:

- Compose, edit, and send messages
- Forward and reply to messages
- Create lists of names for sending messages
- Dial by name instead of by mailbox number
- Set a date and time for message delivery
- Set up remote notification schedules

Employees are discouraged from placing or receiving personal (local) calls. Please use discretion and place only necessary personal calls from your work phone. Please keep those necessary calls short (5 minutes maximum). If an abusive pattern develops, the authorization to charge an employee for personal calls can and will be implemented. Placing excessive personal calls also disrupts the efficient business operations of the agency and should be avoided for that reason as well.

The DMA accesses the Defense Switched Network (DSN) for the Department of Defense, when available, to place long distance calls. DSN is a large, private long distance network tying the nation together.

The DMA accesses the state telephone system (STS) for their long distance service within the continental U.S.A. when DSN is not available. Do not place or allow visitors

to place personal long distance call on STS. STS is designed for business calls only. Telephone tariffs and laws prohibit use for personal calls. Employees who find it necessary to make a personal long distance call during working hours may either place a collect call, bill the call to their home telephone, or use the public telephones provided.

(Reference: Practice & Procedure Bulletin 2.110)

ABSENCES

MANY OF THE POSITIONS AT THE DEPARTMENT OF MILITARY AFFAIRS ARE ASSIGNED TO CLASSIFICATIONS THAT ARE REPRESENTED BY COLLECTIVE BARGAINING UNITS (UNIONS). CONTRACTS ARE NORMALLY NEGOTIATED ON A BIENNIAL BASIS. IF YOUR CLASSIFICATION IS COVERED BY A COLLECTIVE BARGAINING CONTRACT, THE LANGUAGE THEREIN SUPERSEDES LANGUAGE IN THIS MANUAL.

APPEARANCE AS A WITNESS

If an employee is subpoenaed for reasons which do not directly result from, or relate to, the performance of required job duties, the employee must charge the time against vacation, personal holiday, accrued compensatory time, or leave without pay. Witness fees provided may be accepted.

If an employee is subpoenaed as a witness, and the supervisor determines that the subpoena resulted from, or was directly related to, the performance of required duties, the employee will receive time off with pay during regularly scheduled work hours. In this case, the employee must turn over to the Department any witness fees paid.

DONATING BLOOD

An employee who donates blood shall be allowed reasonable time off in pay status to donate blood at the closest blood center to his/her work unit. An employee who wants to donate blood via the pheresis method may use up to 3 hours, twice a year, without loss of time. Any additional time will have to be taken from vacation, personal holiday, compensatory time, or Saturday/legal holiday, or, with supervisory approval, the employee may be allowed to make up the time lost during the current workweek, including Saturday.

EMERGENCY RELEASE OF EMPLOYEES

Emergency situations may arise necessitating the need for:

1. Release of employees from assignments for periods of time for their own safety or well-being;
2. Temporary assignment of work to employees which is not normally performed or described in their position descriptions; or
3. A temporary interchange of employees between agencies.

Employees may request or be allowed to be excused from work when they believe that weather conditions or emergency situations make it unsafe to get to or remain at work. Generally, employees must use accrued vacation, holiday or compensatory time, leave without pay or, at the discretion of the supervisor, the employee may be allowed to make up the time lost during the current workweek, including Saturday. If you are unable to report to work due to inclement weather, you must notify your supervisor, or his/her designee, within the first hour of your scheduled workday.

Additionally, employees may be ordered to leave or not report to work because the Governor or the appointing authority has determined that conditions exist which are detrimental to the health and safety of employees.

Treatment of absences will be made in accordance with administrative rule or the applicable collective bargaining agreement, as well as the provisions of the Fair Labor Standards Act. Pay as a result of a temporary reassignment or temporary interchange during an emergency situation will be subject to the Governor's order, administrative code, or union contract.

FAMILY AND MEDICAL LEAVE ACT OF 1993 - FEDERAL

I. BACKGROUND

The following policy has been developed to ensure statewide compliance with the federal Family and Medical Leave Act of 1993 (FMLA). The FMLA took effect on August 5, 1993, for nonrepresented employees. For represented state employees for whom a collective bargaining agreement was in effect on that date (including extension of a previous agreement), the law became effective when the collective bargaining agreement terminated or February 5, 1994, whichever was earlier.

II. POLICY

1. Employee Eligibility. State employees (including limited term and project employees) are eligible for unpaid leave under FMLA if they:
 - a. Have been employed by the state for at least 12 months; and
 - b. Have worked for the state at least 1,250 hours in the 12-month period immediately preceding the beginning of the requested leave under FMLA; and
 - c. Are employed at a worksite where there are at least 50 state employees employed within a 75-mile radius of the worksite.
2. Reasons for Leave. Eligible employees are entitled to use unpaid leave under FMLA when taken for the following purposes:
 - a. For the birth of the employee's child and to care for the newborn child (leave must be concluded within 12 months following birth); or
 - b. For placement of a child with the employee for adoption or foster care (leave must be concluded within 12 months following placement); or
 - c. To care for the employee's child, spouse, or parent (but not parent "in-law") with a serious health condition; or
 - d. For the serious health condition of the employee that makes the employee unable to perform the functions of the employee's position.
3. Length of Leave. Eligible employees are entitled to use up to 12 workweeks of unpaid leave for FMLA-qualifying purposes during each calendar year.

4. Notice of Need for Leave. Employees are required to provide their supervisor with 30 days advance notice of the need to take FMLA leave, or as much notice as feasible if leave is to begin in less than 30 days. Employees must request FMLA leave by completing a "Family and Medical Leave - Employee Request Form" which can be obtained from the State Human Resources Office. Failure to provide timely notice as required may result in an employee's request for leave being denied until at least 30 days after the date notice is provided.

5. Substitution of Paid Leave for Unpaid FMLA Leave.

- a. Employees may substitute unused accumulated paid leave, i.e., annual leave, personal holiday, compensatory time, or a combination thereof, for portions of unpaid FMLA leave for the birth of a child or for placement of a child for adoption or foster care. Employees may elect to substitute sick leave, in addition to leave noted previously, for unpaid FMLA leave to care for a family member with a serious health condition or for the employee's own serious health condition. Sick leave may only be substituted under those circumstances for which sick leave is otherwise provided under the applicable collective bargaining agreement or administrative rules. Under no circumstances will employees be entitled to FMLA leave in excess of the authorized 12 weeks as a result of the substitution of paid leave.

Any leave, with or without pay, which is designated leave under FMLA will count against the employee's FMLA entitlement.

6. Intermittent Leave. Intermittent leave or leave on a reduced work schedule:

- a. Must be given only when there is a medical need for such leave and the medical need can be best accommodated through an intermittent or reduced schedule; and
- b. The leave is being used for (1) the employee's own serious health condition, or, (2) to give care for a family member with a serious health condition.
- c. Employees may request intermittent leave (partial absences) when taken for (1) the birth of the employee's child or, (2) placement of a child with the employee for adoption or foster care provided it does not unduly disrupt the operations of the work unit. Any request to take family leave under these situations must be pre-approved by the employee's supervisor and the Director of State Human Resources.

7. Medical Certification. If requested, employees must provide medical certification for leave under FMLA when taken for the serious health condition of the employee or the employee's family member. Failure to provide timely medical certification as requested may result in the denial of leave until the required certification is provided.

8. Benefit Continuation.

a. Group Health Insurance. For employees on leave without pay under FMLA, agencies must maintain the employee's group health insurance coverage on the same conditions and continuing agency contributions as would have been provided if the employee had been continuously employed.

The agency will advise employees of their individual eligibility for continuation of group health insurance under the provisions of FMLA. Employees are required to pay the employee portion of health insurance premiums, if applicable, during unpaid leave under FMLA. The agency will advise employees as to the cost of coverage and when and where to send the premium payments, if any. Coverage will be terminated for employees who do not pay their portion of the cost of coverage.

If the employee fails to return to work after the employee's FMLA leave entitlement has been exhausted or expires, the agency will collect from the employee the employer portion of premiums during the leave unless the reason the employee does not return is due to:

- 1) The continuation, recurrence, or onset of a serious health condition which would qualify as leave under FMLA; or
- 2) Other circumstances beyond the employee's control (e.g., an individual other than an immediate family member has a serious health condition and the employee is needed to provide care, or the employee is laid off while on leave.)

b. Benefits Accrued Prior to Leave. While employees will not accrue additional benefits during leave without pay under FMLA, benefits accrued prior to leave will be retained at the same levels upon return to work. For example, paid annual leave, sick leave, or personal holidays which are not substituted for FMLA leave will be available to the employee upon return from leave.

c. Continuous Service.

- 1) State Seniority. Employees will continue to accrue continuous service for seniority purposes while on leave under FMLA.

- 2) Retirement System. The time an employee is on FMLA leave (either paid or unpaid) will be treated as continuous service for purposes of vesting and eligibility to participate in the retirement plan. However, the time an employee is on unpaid FMLA leave will not be counted as creditable service.
9. Return from FMLA Leave. When returning from leave taken under FMLA, generally an employee will be returned to the same or equivalent position, including the same pay, benefits, and other terms and conditions of employment. However, the employee has no right under FMLA to return to the same position. If state law or a collective bargaining agreement governs an employee's return to work, those provisions shall be applied.

Fitness-for-duty certification may be required prior to returning to work from FMLA leave taken for the employee's own serious health condition. Failure to provide fitness-for-duty certification as requested may result in denial of reinstatement until the required certification is provided.

10. FMLA and Other Leave Benefit Provisions. FMLA entitlement is to be coordinated with the provisions of the Wisconsin Family and Medical Leave Act (WFMLA) (see next section), as well as leave benefits provided under administrative rules of the Secretary of DER, or the applicable collective bargaining agreements. Employees may not use benefits provided under FMLA in addition to benefits provided under the WFMLA, administrative rule, or applicable collective bargaining agreement. Leave qualifying under both laws will be counted against the employee's entitlement under both the federal and state laws, as well as towards the employee's entitlement under administrative rule or the applicable collective bargaining agreement.

Questions regarding the Family and Medical Leave Act should be referred to the State Human Resources Office.

FAMILY AND MEDICAL LEAVE ACT - WISCONSIN

The Wisconsin Family and Medical Leave Act provides for unpaid family and medical leave. Under the law, there are two types of family leave:

1. Absence from employment to care for a family member who has a serious health condition. Family member is defined to include child, parent, or spouse. (Note that this definition is more restrictive than that of “immediate family” found in collective bargaining agreements or s. ER 18.01(4), Wisconsin Administrative Code.) Family leaves for this purpose are limited to two weeks within a calendar year.
 - “Child” means a natural, adopted or foster child, a stepchild or a legal ward to whom any of the following applies:
 - The individual is less than 18 years of age;
 - The individual is 18 years of age or older and cannot care for himself or herself because of a serious health condition.

- “Parent” means a natural parent, foster parent, adoptive parent, stepparent, or legal guardian of an employee or an employee’s spouse (parent-in-law).
 - “Spouse” means an employee’s legal husband or wife.
2. Absence from employment for maternity, paternity, or pre-adoptive foster care. Family leaves for this purpose are limited to six weeks within a calendar year. (Note: No more than one six-week period of leave may be used by an employee as to the birth or adoption of any one child.)

Medical leave is defined as the absence from employment due to an employee's own serious health condition which makes the employee unable to perform his or her employment duties. Medical leaves are limited to two weeks within a calendar year.

Family/medical leave provisions apply to state employees who have been employed for more than 52 consecutive weeks and who worked for the state for at least 1,000 hours during the preceding 52-week period. This includes certain limited term and project employees.

The provisions of the family/medical leave law establish a base level of benefits for all eligible state employees. Limited term employees and project employees are covered by no other leave of absence provisions. However, other nonrepresented employees are covered by the leave provisions described elsewhere in this manual, provisions found in s. 230.35 of the Wisconsin Statutes and Wisconsin Administrative Code ER 18. Represented employees are also covered by the leave provisions found in the applicable collective bargaining agreements.

Under the guidelines established by the Department of Employment Relations, use of family/medical leave will frequently result in the simultaneous use of other leave benefits, such as accrued sick leave and parental leave. Pursuant to Wisconsin Administrative Code, s. IND 86.01 (8) and (9), since sick leave provided under administrative rule or collective bargaining agreement is provided in a manner which allows for a more generous use of sick leave than leave provided under the WFMLA, any use of sick leave is deemed to be leave available to the employee under the WFMLA.

For specific information, contact your supervisor or our State Human Resources staff.

HOLIDAY LEAVE

Employees are granted 9 legal holidays per year as follows:

- New Year's Day (January 1)
- Martin Luther King Jr's Birthday (third Monday in January)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas Eve Day (December 24)
- Christmas Day (December 25)
- New Year's Eve Day (December 31)

If a legal holiday falls on a Sunday, the following Monday is the holiday and state offices will be closed. If a legal holiday falls on a Saturday, state offices will be open the following Monday and full-time employees will be granted 8 hours of Saturday/legal holiday for future use. (Leave is prorated accordingly for part-time employees.)

Employees, other than Craft employees (electricians, plumbers, etc.), are granted 3½ personal holidays each year which may be used the same as vacation and must be used in the calendar year earned. These holidays may be used during the first 6 months of your probationary period, if nonrepresented. For represented employees, refer to the appropriate collective bargaining agreement.

JURY DUTY

All employees, other than limited term employees, may receive time off without loss of pay or benefits if summoned for grand or petit jury service. When an employee is not selected for actual service but remains on call, the employee must report back to work unless the supervisor authorizes such absence from work.

DISCRETIONARY LEAVE WITHOUT PAY

Informal leave of absence means leave without pay up to 40 hours per calendar year for permanent employees (prorated for part-time), or 56 hours per calendar year for Fire/Crash Rescue Specialists. These 40/56 hours need not be consecutive. Informal leaves may be approved by your supervisor and will be granted only if such activities will not seriously impair necessary service provided by the work unit and the employee has exhausted all available leave except sick leave. **Formal** leave of absence means leave without pay for more than 40 hours per calendar year. Any permanent employee may request a formal leave of absence without pay for a period not to exceed one year. Pursuant to Wisconsin Administrative Code Chapter ER.18.14, such leave may be granted by the appointing authority when it will not result in prejudice to the interests of the state as an employer beyond any benefits to be realized upon the employee's return to the service. A leave of absence may be extended on a year to year basis, not to exceed a total of three years, with the approval of the appointing authority.

To request formal leave, an employee must complete and submit to his/her supervisor a "Leave Without Pay Request/Authorization" form (<http://oser.state.wi.us/docview.asp?docid=1206>) at least 30 days in advance of the anticipated leave. Except for emergencies, your supervisor and the Director of State Human Resources must approve formal leaves at least two weeks in advance of the absence.

To use discretionary leave without pay, an employee must enter and their supervisor must approve leave code 14 in PTA Web.

Benefits

Consideration must be given to employee benefits while on leave of absence without pay. Depending on the length and amount of leave without pay, benefits may be interrupted and/or the employee may be required to continue payment without use of payroll deduction. Careful coordination must be made with DMA's Payroll & Benefits Specialists.

Leave balances

Since the employee is not in pay status during a leave of absence without pay, s/he is not earning sick leave, vacation, or legal holiday during this period of time at the standard rate. It is important to remember that the leave balances credited to an employee's account at the beginning of a year are based on the premise that s/he will be in pay status for the assigned FTE (full time equivalent) for the entire year. Any time an employee's pay status is reduced due to leave without pay, vacation and legal holidays are deducted from the initial balances credited to his/her account at the beginning of the year. An unanticipated leave of absence in the last quarter of the year could easily cause a negative leave balance. The employee would then be required to reimburse DMA (number of hours overdrawn times the hourly rate) for the leave used but not earned.

Probationary employees

Formal or informal leaves of absence for an employee serving probation will result in that employee's probationary period being extended by the amount of time absent.

DMA's State Human Resources Office staff is happy to assist you with any questions you may have.

MATERNITY, PATERNITY AND ADOPTIVE LEAVES OF ABSENCE

Upon request, pregnant employees shall be granted maternity leaves of absence without pay. The employee must submit, in writing, notification to her immediate supervisor at least 4 weeks prior to the anticipated date of departure. The notice should state the probable duration of the leave. In no case is the employee to be required to leave prior to childbirth unless she is no longer able to satisfactorily perform her duties. A doctor's statement may be required for maternity or other medically related leave without pay.

Such leaves shall be granted for a period of time up to, but not exceeding, 6 months. Upon request of the employee, and at the discretion of the supervisor, maternity leaves of absence may be extended or renewed for up to an additional 6 months. In no case is the total period of absence to exceed 12 months.

Upon request of the employee, leaves of absence for paternity, adoption, and pre-adoptive foster care shall be granted for a period of time not to exceed 6 consecutive months. This leave without pay may be extended for up to an additional 6 months at the discretion of the appointing authority.

MILITARY LEAVE

A permanent employee receives up to 30 days of paid leave for military duty with an armed services reserve unit on active duty or training. There is no loss of vacation time, and the employee continues to earn sick leave and annual leave credits. A permanent employee must be on military orders for at least 3 consecutive days (not required to be workdays) in order to claim military leave. Prior to going on military leave, the employee needs to submit to the Payroll staff, State Human Resources Office, a copy of their orders attached to their Time and Attendance Collection System (TACS) Time Report indicating the days they will use leave code 13 (Military-Annual Active Duty Training). During such military leave, the employee will receive base state pay. Upon return from military leave, a copy of the pay voucher must be submitted to the Payroll staff, State Human Resources Office. An adjustment will be taken using the lesser daily rate between military and state pay. Only employees with permanent status are eligible for paid military leave for training or active duty. Employees who do not have permanent status must be granted leave, but they are only entitled to military pay. However, they may use any accrued annual leave, personal holiday or Saturday/legal holiday to cover this time.

Leave granted under these provisions is in addition to all other leaves granted or authorized by law. Seniority, pay advancement, and annual salary increases are not interrupted by a period of active duty.

PROMOTIONAL EXAMINATION/INTERVIEW LEAVE

Permanent nonrepresented employees may request up to 16 hours of paid leave each calendar year for promotional examinations and interviews during scheduled work hours. Such leave may be used to take no more than two promotional civil service examinations and to participate in employment interviews in connection with such examinations. Employees shall be granted such requests provided due notice has been given and work coverage will not be interrupted. Leave time for additional examinations/interviews may be granted at the discretion of the appointing authority. Represented employees should consult their contracts for provisions that apply to them.

SICK LEAVE

Sick leave compensates you for absences from work caused by personal illness or injury, pregnancy, exposure to contagious diseases, or illness or death in your immediate family. Represented employees should refer to their collective bargaining agreements.

If you are unable to come to work for any reason, you must notify your supervisor, or his/her designee, within the first hour of your scheduled workday.

All employees earn sick leave, except for limited term employees. Full-time employees earn sick leave at the rate of 5 hours for each full biweekly pay period of service

in pay status. The rate of sick leave accumulated is prorated for part-time employees (.0625 hours of sick leave multiplied by each hour in pay status, not to exceed 5 hours in any biweekly pay period). Sick leave credits are not earned during an absence without pay. Unused sick leave collects in an employee's sick leave account.

Use of sick leave will count against the employee's leave entitlements under state family and medical leave law. (For additional information, see the "Family and Medical Leave Act - Wisconsin" section of this manual.)

An eligible employee may use vacation, personal holiday, or other earned compensable time off instead of sick leave.

Sick leave also can be used for personal medical or dental appointments that can only be scheduled during working hours. In such cases, employees must notify their supervisors at least 3 days in advance, except in emergencies.

Maternity is considered a medically related work interruption. The use of sick leave for maternity is at the option of the employee, but it may be used only for the medically related portion of the work interruption.

Sick leave can also be used for temporary emergency care of ill or injured members of the immediate family for a limited period of time to permit the employee to make other arrangements. Use of sick leave for this purpose is limited to 5 workdays for any one illness or injury. However, the use of sick leave may be extended to cover unusual circumstances provided prior approval is obtained.

For a death in the immediate family, use of sick leave is limited to a total of 3 workdays, plus required travel time not to exceed 4 additional workdays. However, the appointing authority may extend the use of sick leave to cover unusual circumstances.

If a supervisor has reason to believe an employee is abusing sick leave, the supervisor may require the employee to obtain a medical statement to verify the employee's ability to work. A medical statement also may be required if the supervisor believes an employee should not be working due to illness.

When an employee with permanent status resigns or is laid off due to a lack of work or funds, any unused sick leave is held in the employee's sick leave account. An employee in lay off status may use sick leave credits to pay for health insurance premiums. If an employee is reemployed in a permanent position within 5 years, the sick leave balance is restored. If an employee resigns or is laid off, and is not reemployed, any unused sick leave is canceled.

Upon retirement, sick leave credits are converted to credits to prepay health insurance. If an employee dies before retirement, unused sick leave credits are converted to prepaid health insurance for the surviving spouse and any eligible dependents.

TEMPORARY WORK-AT-HOME PROGRAM

The DMA recognizes the need for, and the value of, creating flexible work schedule options to meet workload demands and to attract and retain a qualified and diversified work force. The Temporary Work-at-Home program enables DMA managers to authorize employees to work at home to accommodate the following types of temporary situations:

1. Parents of newborns or recently adopted children.
2. Accommodation for employees with temporary medical problems or physical disabilities.
3. Extended illnesses of immediate family members involving severe and potentially terminal situations.
4. For very short-term projects involving heavy workload on an infrequent basis.

The program is not intended to accommodate space problems or temporary employment or to permit employees to carry out routine work functions in their homes on an ongoing basis. Only those employees who have a proven good performance record may participate in the program. Normally, employees who are on probation are not eligible to participate.

Requests for temporary work at home of up to 3 consecutive workdays require only verbal approval by the supervisor. Those over 3 consecutive workdays require a formal written agreement signed by the employee and the supervisor. Those exceeding 10 consecutive workdays also require the approval of the appropriate Directorate or Division Administrator. Regardless of the duration, all agreements require prior approval, and written work-at-home requests require review and approval by the Director of State Human Resources (SHR).

(Reference: Practice and Procedure Bulletin 3.110)

TERMINATION/SABBATICAL LEAVE

An employee who earns annual leave at the rate of 160 or 176 hours per year, or an employee who has a balance of at least 520 hours of sick leave at the end of the October B-22 pay period (check appropriate bargaining contract), may elect to receive up to 40 hours of such leave, or prorated portion thereof, among one or more of the following options:

1. Annual leave during the year earned.
2. Credit for a combined termination and sabbatical leave plan.

Employees who earn annual leave at the rate of 200 or 216 hours per year may elect to receive up to 80 hours of such leave, or prorated portion thereof, among one or more of the following options:

1. Annual leave during the year earned.
2. Credit for a combined termination and sabbatical leave plan.
3. Cash payment during the year earned not to exceed 40 hours of pay.

Individuals who are eligible to receive termination/sabbatical leave are sent a memo in November of each year notifying them of their options.

VACATION (Also known as Annual Leave)

For classified employees, after completion of the original 6 months of your probationary period, you are eligible to take vacation. The amount of vacation earned is based on the length of service.

There is not a qualifying period required of unclassified employees. They are eligible to use annual leave immediately.

Annual leave (vacation) is increased every fifth year of continuous service for full-time regular and Attorney/Career Executive employees according to the schedule indicated below.

Permanent employees who work 600 hours or more in a calendar year, but less than full-time, earn vacation in proportion to the hours worked.

Project employees earn vacation benefits based on the number of hours worked.

Limited term employees do not earn vacation.

Employees on a leave of absence without pay do not earn vacation.

Vacation Amount Schedule (employees other than Craft employees)

<u>Years of Continuous State Service</u>	<u>Regular Annual Leave (hours per year)</u>	<u>Attorney and Career Executive Annual Leave (hours per year)</u>
0-5	80	120
5-10	120	160
10-15	136	176
15-20	160	200
20-25	176	216
Over 25	200	216

Craft employees (electricians, plumbers, etc.) with less than 20 full years of service have the option of selecting 84 hours (10½ days) of vacation or 124 hours (15½ days) of vacation for each year. Employees with 20 or more full years of service have the option of selecting either 100 hours (12½ days) of vacation or 140 hours (17½ days) of vacation for each year. The employee’s prevailing wage rate is adjusted according to the vacation option selected.

Vacation Carryover

Employees are encouraged to take their annual vacation time in the year in which it is earned. However, an individual will be allowed to carry over up to 40 hours of unused vacation from one calendar year to the next without a formal request. (Check the appropriate bargaining union contract for exact hours/days allowed for carryover.) Requests to carry over more than 40 hours may be approved by the Director of State Human

Resources under special circumstances. Vacation carried over must be utilized prior to July 1 of the following calendar year.

In determining annual leave schedules, the appointing authority shall respect the wishes of the eligible employees as to the time of taking their annual leave insofar as the needs of the service will permit. Annual leave allowance shall be taken during the calendar year as follows:

1. Employees who are required by their appointing authority to defer all or part of their annual leave for a given calendar year shall be permitted to take it within the first 6 months of the ensuing calendar year.
2. However, employees who are unable to take unused annual leave as provided in (1) above due to their work responsibilities shall be granted an additional 6 months extension of time in which to use such annual leave.

Any such authorized leave credits carried over from the previous calendar year shall be dropped as of December 31 of the following calendar year.

(Reference: Practice & Procedure Bulletin 1.110)

VOTING TIME

An employee who is eligible to vote, but is unable to do so during nonworking hours, may receive up to 3 consecutive hours off without loss of pay to vote. Applications must be received by the supervisor at least 2 workdays in advance and must explain why the employee cannot vote during nonworking hours and how much time is required. If granted, the supervisor may designate the time of day the employee will have off to vote.

WORK RULES

DEPARTMENT OF MILITARY AFFAIRS WORK RULES

Work rules are defined as rules established by the Department within its discretion which regulate the personal conduct of employees. These rules, and the application and interpretations thereof, apply during the hours of employment, but they may be enforced outside of the hours of employment if the action of the employee would prejudice the interests of the Department. The rules are established not to restrict the rights of employees, but rather to define those rights and to assure attainment of the Department's objectives through orderly processes.

Topics addressed in the work rules include: work performance, attendance/punctuality, use of government property, personal conduct, and conduct outside of work time/premises.

The work rules for DMA state employees are distributed by the State Human Resources office and are issued to employees upon commencement of employment with DMA. Employees are required to sign a certification form acknowledging receipt and review of the work rules. This certification is returned to the State Human Resources office and becomes part of the employee's personnel file.

For further information, please contact the State Human Resources office (office symbol: WING-SHR).

CODE OF ETHICS

AUTHORITY

This code of ethics, as found in ss. 19.41 through 19.49 of the Wisconsin Statutes, is promulgated under the authority of applicable state statutes and administrative codes and is intended to provide this agency's employees with guidelines to use in avoiding activities which cause, tend to cause, or present the appearance of conflicts between their personal interests and their public responsibilities.

DEFINITIONS (These are not printed in entirety)

"Anything of value" means any money or property, favor, service payment, advance, forbearance, loan, or promise of future employment, but does not include compensation and expenses which are paid by the state, fees, honorariums, and expenses which are permitted under this section, political contributions which are reported under ch. 11 of the Wisconsin Statutes, or hospitality extended for a purpose unrelated to state business by a person other than an organization.

"Hospitality" includes, but is not limited to, meals, beverages, and lodging which a host other than an organization offers a guest on premises owned or occupied by the host or his or her immediate family as the host's principal or seasonal residence.

"Associated" when used with reference to an organization, includes any organization in which an employee or a member of the employee's immediate family is a director, officer, or trustee, or owns or controls, directly or indirectly, and severally or in the aggregate, at least 10% of the outstanding equity.

"Employee" as used in this portion of the Employee Manual means any person who receives remuneration for services rendered to the state under an employer-employee relationship in the classified service or in the unclassified service of the State of Wisconsin, except "state public officials."

"Immediate family" means: (1) an employee's spouse; and (2) an employee's relatives by marriage, consanguinity or adoption, and any other person who directly or indirectly receives more than one-half of their support from the employee, or from whom the employee directly or indirectly receives more than one-half of his or her support.

"Organization" means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, self-employed individual, trust, or any other legal entity other than an individual or body politic which engages either in nonprofit or profit-making activities.

"State property" includes, but is not limited to, facilities, vehicles, supplies, equipment, stenographic assistance, and reproduction services.

POLICY

The observance of high moral and ethical standards by its employees is essential to the conduct of free government. The employee holds his or her position as a public trust, and any effort to realize personal gain through official conduct is a violation of that trust.

The ethical standards set forth in this statement for employees in the performance of their official duties are intended to avoid conflicts of interest between their personal interests and their public responsibilities, improve standards of public service, and promote and strengthen the faith and confidence of the people of this state in their state civil service.

Employees have the same personal and economic interest in the decisions and policies of government as do other citizens.

Employees retain their rights as citizens to interests of a personal or economic nature. Employees may need to engage in employment, other than official duties, or may need to maintain investments, but no employee shall engage in any employment or maintain any investment if the employment or investment conflicts with the specific provisions of this portion of the Employee Manual.

STANDARDS OF CONDUCT

The standards of ethical conduct for employees distinguish between those minor and inconsequential conflicts which are unavoidable in a free society, and those conflicts which are substantial and material.

This section shall not prevent an employee from accepting outside employment or following a pursuit which in no way interferes or conflicts with the full and faithful discharge of his or her duties to this state, subject to the conditions below.

A conflict of interest on the part of an agency employee exists whenever: (1) 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 (2) 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 this chapter, has a substantial interest.

The state must, by necessity, specifically prohibit those activities that will cause a conflict of interest to the employee or to the State of Wisconsin. Therefore:

1. No employee may use or attempt to use his or her public position or state property, including property leased by this state, or use the prestige or influence of a state position to influence or gain financial or other benefits, advantages or privileges for the private benefit of the employee, the employee's immediate family, or an organization which the employee is associated.
2. No employee may solicit or accept from any person or organization, directly or indirectly, money or anything of value if it could reasonably be expected to influence such employee's official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of such employee.
3. No employee who is assigned or acts as an official representative of the state in the presentation of papers, talks, demonstrations, or making appearances shall solicit or accept fees, honoraria, or reimbursement of expenses for personal

gain. Any fees, honoraria, or reimbursement of expenses which may be offered in connection therewith shall be paid to the agency.

4. Acceptance of fees and honoraria paid for papers, talks, demonstrations, or appearances made by an employee on the employee's own time and not directly part of the employee's official duties, shall not be a violation of these rules. Employees shall notify their supervisors prior to accepting fees and honoraria for papers, talks, demonstrations, or appearances to insure no conflict of interest exists.
5. Employees shall notify their supervisors prior to accepting unsolicited awards or rewards, who in turn shall request that the Division of Merit Recruitment and Selection (DMRS) Administrator make a determination regarding acceptance or refusal of the award or reward. The DMRS Administrator will determine whether or not it may be accepted by the employee after considering whether acceptance of the award or reward would conflict with the purposes of this portion of the Employee Manual.
6. Hospitality may be accepted by an employee when it could be concluded that the hospitality would be extended if the guest or a member of the guest's immediate family was not a state employee.
7. No employee may intentionally use or disclose information gained in the course of or by reason of the employee's official position or activities in any way that could result in the receipt of anything of value for himself or herself, for his or her immediate family, or for any other person or organization, if the information has not been communicated to the public or is not public information. However, no reprisal may be taken against an employee for the lawful disclosure of information which the employee reasonably believes evidences: (1) a violation of any law, rules, or regulation; or (2) mismanagement, a gross waste of funds, an abuse of authority, enforcement of unreasonable agency work rules, or a substantial and specific danger to public health or safety.
8. No employee, member of an employee's immediate family, nor any organization with which the employee or a member of the employee's immediate family owns or controls at least 10% of the outstanding equity, voting rights, or outstanding indebtedness may enter into any contract or leases involving payment or payments of more than \$3,000 within a 12-month period, in whole or in part derived from state funds unless the employee has first made written disclosure of the nature and extent of such relationship or interest to the DMA Director of State Human Resources and obtained written approval from the Director. The Director shall approve an employee's interest in a lease or contract unless he or she determines that the employee's personal interest in the agreement will conflict substantially and materially with the employee's discharge of his or her public responsibilities. This standard does not affect the application of s. 946.13 of the Wisconsin Statutes.
9. An employee may recommend or decide to hire or promote another person for a permanent, seasonal, or sessional position when the person affected is a member

of the employee's immediate family, if that person has been certified from an open or competitive promotional register. No employee may recommend or make a limited term or project appointment when the person to be hired is a member of the employee's immediate family.

10. No employee shall give preferential or favored treatment in the supervision or management of another employee who is a member of his or her immediate family. Nothing in this standard prohibits an employee from making decisions concerning salaries, salary-related benefits, or reimbursement of actual and necessary expenses when the action does not result in preferential or favored treatment of a member of the employee's immediate family.

GUIDELINES FOR OUTSIDE EMPLOYMENT

It is the policy of the DMA to permit employees to participate in outside activities for recreation, community service, continued education, management of personal properties and projects for supplemental income, and to work for others for remuneration. The DMA recognizes its employees' rights to outside employment when such employment does not constitute a conflict of interest. Such activities must receive prior approval from the Director of State Human Resources. It is the Department's responsibility to determine conflict of interest as it pertains to outside employment by its employees.

Outside employment includes any work in which the employee enters into an employee-employer relationship with an employer other than the Department or performs work for gain other than for the Department on an independent basis. Approval is not to be required for volunteer activities performed by an employee, such as serving on a church board or acting as its treasurer, or serving on a board or council of a local unit of government, etc., for which the employee receives no compensation. Employment would not include those activities performed for work or educational credits or reduced fees for organizations, such as Boy or Girl Scouts, athletic organizations, bowling leagues, etc.

Outside employment may be approved if all of the following conditions are met:

1. The activity is something the employee would not be expected to do as part of his or her job at the Department.
2. The employee is not acting as an official representative of the Department or the State of Wisconsin.
3. The employee is not expected to present an official position of or act as a spokesperson for the Department or the state.
4. The activity is not so closely related to the employee's official job functions that his or her participation is primarily because of that factor nor because the person has special expertise in the subject area regardless of his or her daily job duties.
5. State funds or materials (including travel advances or reimbursement) are not used and preparation is not done on state time.
6. The activity occurs while the employee is on approved vacation, personal or Saturday holiday, or leave without pay.

7. Neither the Department nor the state is obligated as a result of the activity.

(Reference: Practice & Procedure Bulletin 3.120)

ACTIONS TO AVOID POSSIBLE CONFLICT

Any DMA employee who, in the discharge of his or her official duties, is involved or about to be involved in any matter that could result in a conflict of interest on his or her part, shall notify the DMA Director of State Human Resources or designee by submitting a written statement describing the matter requiring action or decision, and the nature of the possible conflict of interest with respect to such action or decision.

In those situations where a possible conflict of interest may occur, the Director (or designee) shall take action which may include: (1) relieving the employee of the assignment and assigning the matter to another qualified employee who does not have a conflict of interest; and (2) preparing a memorandum of the particulars of the action taken and forwarding such memorandum, together with a copy of the employee's statement, to the DMRS administrator. In all cases, the Director will furnish to the employee a copy of such memorandum.

The Director, an employee, or any individual may request an advisory opinion from the DMRS Administrator on the application of the Code of Ethics to a given set of circumstances to which the person or agency may become a party. The DMRS Administrator may keep confidential the identity of the person requesting an advisory opinion or of persons mentioned in an opinion.

REPORTING AND ADJUDICATING ETHICS CODE VIOLATIONS

Notice of alleged violation of the Code of Ethics may be directed to the DMRS Administrator, who may then refer the allegations to the appropriate authority.

CRIMINAL PENALTIES

For penalties for violations of this section, see s. 19.58 of the Wisconsin Statutes. The DMA hereby adopts and incorporates any changes or renumbering of Wisconsin Administrative Code ER-MRS 24 that may hereafter be duly promulgated.

POLITICAL ACTIVITY

The extent to which state employees may engage in political activities is set forth in s. 11.36 and s. 230.40 of the Wisconsin Statutes. Besides being subject to state laws restricting political activity, you also may be subject to the provisions of the Federal Hatch Act because some of DMA's activities are federally funded.

PERMISSIBLE ACTIVITIES

The following political activities are permissible for state 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 nonpartisan part-time office (e.g., City Alderperson, County Board, School Board, etc.), provided such service will not conflict or interfere with employee's performance of state position duties.
3. Expressing opinions as an individual, privately or publicly, on political subjects and candidates.
4. Participation as a candidate for a partisan political office providing a leave of absence is taken from state position (still prohibited for Hatch Act employees).
5. Parking an automobile bearing partisan political signs and/or stickers in a state parking area while on duty at a state workstation.
6. Being a member of a political party and participating in political party affairs. The following are some of the political activities an employee may participate in, providing 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.

PROHIBITED ACTIVITIES

In general, the following political activities are prohibited:

1. Using governmental authority to interfere with or effect nomination or election for any public office or position within any political party.
2. Using governmental authority to 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 an official authority or influence to coerce any individual or group for political acting, or to confer benefits or effect reprisals to secure desired political action or inaction.
5. Offering to pay or accept benefits in return for desired political action or inaction.
6. Engaging in political activity on state-owned property including, but not limited to, the wearing of a political identification while on duty where it could impair the effectiveness of the state agency's operation.
7. Engaging in any political activity when not on duty to such an extent that efficiency during working hours is impaired or that the employee is tardy or absent from work.
8. Becoming a candidate for partisan public office when in work status.
9. 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.

10. Either orally soliciting or by letter 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.
11. 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.
12. Use of state property, materials, supplies, or equipment in connection with partisan political activity.

If you have questions regarding the Federal Hatch Act or state laws on political activities, contact the State Legal Counsel.

GRIEVANCE PROCEDURES

A grievance is a written complaint by one or more employees requesting relief in a matter of concern or dissatisfaction relating to their employment which is subject to control of the employer and grievable within statutory limitations.

Although the state encourages continuing informal communication between employees and management, when an employee is unable to get a complaint resolved informally, he/she has the right to formally grieve the matter without fear of retaliation. "Retaliation" means any action taken by an appointing authority in order to adversely affect the employee's condition of employment, when such action is taken because of the employee's exercise of rights.

A classified employee in either a permanent or project position who feels unfairly treated may file a formal grievance. Limited term employees (LTEs) are excluded from grievance procedures.

Nothing in this chapter precludes an employee from informally discussing with the employer any matter of concern, whether grievable or not.

GRIEVANCE PROCEDURE

Wisconsin Human Resources Handbook, [Chapter 430](#), Employee Grievance Procedure, is the state's authority for the grievance process. DMA [Policy and Procedure Bulletin No. 6.100](#) provides procedures specific to DMA, including a required grievance pre-file step, identification of DMA employer representatives for each grievance step, and instructions on how to file a grievance with an employer representative.

Updated December 6, 2013

YOUR CAREER IN STATE SERVICE

ADVANCEMENT IN STATE SERVICE

Promotion

The most common means of moving up the career ladder is by promotion. You may compete for vacancies in higher level positions for which you qualify based on the knowledge, skills, and abilities required to perform the duties and responsibilities of the vacant position. An employee may compete for promotional opportunities through the following means: 1) internal, competitive promotional examinations given on an employing unit, agency, or service-wide basis; or, 2) competition on an open state basis. Upon successful completion of a probationary period, you will obtain permanent status in the classification to which you are promoted.

You need not have attained permanent status to compete for a promotional opportunity.

Transfer

To be eligible for transfer, an employee shall be qualified to perform the work of the position to which the employee would transfer. You may apply for a transfer to another state agency or to a different position within the DMA. Contractual transfer provisions allow transfer into the same classification within the same employing unit. Noncontractual transfer provisions allow transfer into the same classification within another state agency or into different classifications within the same or counterpart pay range as the employee's original classification within DMA or within another state agency. If you transfer to a different agency, you may be required to serve a probationary period in your new position.

Reclassification

You may also advance your career in state service through reclassification. A reclassification can occur when the following conditions are met:

1. The level, complexity, and nature of the duties and responsibilities assigned to a position exceed those specified in the original position description.
2. The duties and responsibilities warranting the reclass action result from a logical and gradual change in responsibilities.
3. The changed duties/responsibilities have been performed for a minimum period of 6 months in a satisfactory manner.

Reallocation

Your position, along with those of other employees in your classification throughout state service, may be reallocated. Reallocation may result from a change in the concept of the classification, an appraisal of the classification in relation to the total state service, or as an assignment of the classification to a different salary range. Reallocation normally occurs as a result of a statewide classification survey. Your

position may also be reallocated due to a logical change of duties or a change in the level of accountability.

For more information about reclassification and reallocation, contact the State Human Resources Office at 608-242-3164 or 608—242-3166.

(Reference: Practice & Procedure Bulletin 3.115)

ATTENDANCE AT PROFESSIONAL MEETINGS AND CONVENTIONS

If a supervisor directs an employee to attend a conference, convention, or meeting, the employee receives paid time within normally scheduled work hours, plus expenses.

Attendance at meetings or professional associations which directly or indirectly concern collective bargaining with the employer is governed by contract provisions.

EDUCATION AND TRAINING

Your employment with the State will hopefully be a period of continuing personal growth and advancement. The DMA recognizes that providing opportunities for further training and education will benefit the State as well as you. The Department of Employment Relations publishes a State-level Training Catalog which is available from the State Human Resources Office. Courses are also available from the University of Wisconsin-Extension Management Institute and the area technical colleges. Catalogs may be requested from the specific colleges. Training opportunities are also available from private vendors.

Those training/employee development activities which require time and/or money are categorized and defined as follows:

Job-Related

Educational/training activities which are directed by management and are necessary for the employee to acquire, improve, or update those skills/knowledge needed for acceptable performance of his/her currently assigned duties and responsibilities or those needed for advancement in his/her current classification progression series are considered job-related. When an employee's attendance at job-related training is required and directed by the employer, such attendance will be without loss of pay. Reimbursement for reasonable and approved (prior to enrollment attendance) costs will be 100%.

Career-Related

Educational/training activities which have been agreed upon by the employee and supervisor as those necessary for the employee to progress through a classification series related to his/her current position or to advance to another position within a career path (i.e., as would be identified in an approved upward mobility program), are considered career-related. Upon successful completion of career-related training and educational activities, the DMA may reimburse costs, books, and required student fees, except those fees paid for student activity, health, or athletic events. The reimbursement level shall be agreed upon prior to attendance at the activity. Time off for career-related training and educational activities may be granted without loss of pay or taken as authorized accrued

leave or compensatory time off, or may be accommodated through the use of alternative work patterns.

Personal Development

Educational/training activities which an employee chooses to undertake to gain skills, knowledge, or experience for self-improvement, or for reaching a career goal in a different occupational field from that of his/her current position are considered personal development. When an employee's objectives are to engage in education or training activities related to personal interests and unrelated to identified career plans or job needs, the DMA will not reimburse the employee for any costs associated with these activities. Time off for personal development training and educational activities may be granted by the appointing authority but shall be without pay, taken as authorized accrued leave or compensatory time off, or may be accommodated through the use of alternative work patterns.

NOTE: Collective bargaining agreement provisions take precedence over the time and reimbursement constraints specified above.

Employees planning on participating in job-related, career-related or personal development training must complete a DMA State Training Request/Authorization form, DMA Form 38-E, and obtain proper approvals before beginning any employee development activity. The training request form is available on-line at web site "wi-intranet01/wiarng/intranet.asp" under DMA Jetforms. It is also available from the State Human Resources Office.

(Reference: Practice & Procedure Bulletin 3.105)

LISTINGS OF EMPLOYMENT OPPORTUNITIES

On a weekly basis, the Division of Merit Recruitment and Selection, Department of Employment Relations, publishes the *Current Employment Opportunities Bulletin*. This bulletin is divided into four specific sections (open, promotional, transfer, other government) and lists announcement of all permanent vacancies throughout state service which are open for competition to the public. It also lists transfer and promotional opportunities open to state employees only. Restricted promotional and transfer opportunities are announced on an individual basis as vacancies arise. This publication is available by subscription for home delivery.

All state job opportunity announcements are available for viewing in the State Human Resources Office. Other employment opportunities are posted on the bulletin board just outside the State Human Resources Office, room 111, located at the Madison Headquarters Building. All *Current Employment Opportunities* bulletins are distributed to and, therefore, should also be posted at the various DMA facilities.

SPECIAL EMPLOYMENT TYPES

LIMITED TERM EMPLOYEES

The DMA may employ personnel on a temporary basis to assist permanent staff in performing special project-type work assignments or to meet peak workload demands. Limited term employees (LTEs) may also be hired to work in a vacant permanent position while recruitment is occurring. The use of LTEs is severely restricted to proven need, budget, and personnel constraints. LTEs do not have or attain permanent civil service status.

There are two types of LTE appointments, short term and provisional.

Short term LTEs may not work more than 1043 hours during a block of time which consists of 26 consecutive biweekly payroll periods and which ends on the anniversary date of the appointment. While the length of any one LTE position (set of duties and responsibilities) may exceed 1043 hours, an individual is limited by rule to 1043 hours in that position. If the employee reaches the hourly limit but the work of the position continues, the employee must be terminated and a new LTE appointed.

Individuals may be appointed provisionally to fill vacancies in the classified service in accordance with s. 230.26 (2) of the Wisconsin Statutes, when a certification request has been submitted and there are no persons eligible for appointment from an appropriate employment register. All LTE requests for provisional appointments must be submitted to the Administrator, Division of Merit Recruitment and Selection, Department of Employment Relations for approval prior to making an employment offer. Provisional LTE appointments are not subject to the 1043-hour limitation; however, no provisional appointment may be continued for more than 45 working days after the date of certification from a register. Successive provisional appointments may not be made.

LTEs are eligible for Workers Compensation and Unemployment Compensation and make contributions to Social Security. In certain instances, they are eligible for health insurance and retirement as well. LTEs are paid only for the number of hours they work and do not receive any paid leave. It is the policy of the DMA that LTEs will not work more than 40 hours in one week.

LTEs are not eligible to compete in promotional examinations. However, they are encouraged to compete for permanent civil service positions announced on an open competitive basis.

(Reference: Practice & Procedure Bulletin 4.100)

PROJECT EMPLOYEES

A project position is a position which is normally funded for 6 or more consecutive months to work on assignments that are not regular functions of any unit within the DMA and which requires employment for 600 hours or more per 26 consecutive biweekly pay periods, not to exceed a total appointment period of 4 years. A project position may be filled with a permanent or project appointment. Project appointments are appropriate when the duration of the project position is expected to be 24 months or less. Permanent

appointments should be considered when the proposed project position is for more than 24 months. Appointments to project employment positions need not follow usual civil service examination and certification procedures. Project employees receive all benefits granted permanent employees (prorated if employed less than full time) except for eligibility for transfer, restoration, reinstatement, promotion, and layoff benefits. They do not acquire permanent status.

(Reference: Practice & Procedure Bulletin 4.115)

WORK STUDY STUDENTS

A federally funded program known as the Work Study Program (WSP) is available to the DMA as an employer through the University of Wisconsin-Madison. This program provides jobs for students who need financial assistance in order to attend college. WSP jobs are intended to provide educational opportunities relevant to students' majors and career choices, wherever possible. Students may work up to 40 hours per week during the academic year. If you would like to utilize the WSP, contact the State Human Resources Office (WING-SHR).

PURCHASING GUIDELINES

The State of Wisconsin, Department of Administration (DOA) has statutory authority "to purchase all necessary materials, supplies, equipment, all other permanent personal property and miscellaneous capital, contractual services and all other expense of a consumable nature for all offices." This authority has, in turn, been delegated to the Department of Military Affairs (DMA), and to our Purchasing Section (WIAR-F, Purchasing).

POLICY

Our Purchasing Section works with the DMA Directorates' various program managers and their employee(s) designated to serve as Purchasing Liaison to purchase the necessary supplies and services for employees that need them. If employees need equipment, supplies, or services for their job, they should let their supervisor know of these needs. The Purchasing Liaison will either act to fill the need or begin the process to secure whatever is needed. This is done in one of three ways:

1. Whenever possible, the DOA's State Bureau of Procurement issues contracts for standard use items, and these contracts become mandatory for use by all state agencies. Examples of items on these types of contracts are foods, office supplies, and furniture.
2. Competitive bidding is utilized for all non-standard items if possible. Bids are taken either by the Purchasing Liaison, the staff of our Department's Purchasing Section, or by the State Bureau of Procurement. There are prescribed methods for soliciting bids and the employee is cautioned not to secure price quotations independently.
3. When it is not possible to utilize competitive bidding, which is sometimes the case when contracting for specialized services requiring broader award criteria than simply "low bid", Requests for Proposals (RFPs) are issued by our Department's Purchasing Section in conjunction with the requisitioning Purchasing Liaison or program manager.

Most purchases that exceed \$5,000 must be obtained competitively or specifically waived by our Purchasing Section. All purchases that exceed \$25,000 must be obtained competitively or specifically waived by the Governor. All contact with the Governor's office regarding purchases or contracts shall be through our Department's Purchasing Section and the Department of Administration.

Employees are cautioned not to make commitments of state funds or to begin any purchasing procedures before receiving instructions from their Purchasing Liaison or our Purchasing Section staff. The employee can be held personally liable for any costs incurred if state procurement policies and procedures are not followed, under Section 16.77(2) of the Wisconsin Statutes.

Our Department's Purchasing Policy & Procedure Manual is available through our Purchasing Section, located in the Facilities Directorate (WIAR-F), Room 107. It is also available online, through DMA's Local Area Network (LAN) at: "G:Adm/Adm_fac/Purchasing/Purchasing Manual."

PURCHASING CARD PROGRAM

The Purchase Card (P-Card) is a tool for DMA employees to use in making low-dollar purchases for official agency business needs. The program is coordinated through a joint effort by the State Budget & Finance office (WING-SBF) and the Purchasing office (WIAR-F). It allows the Department to delegate the authority to purchase low-dollar items directly to designated cardholders, resulting in the purchase of supplies in a faster and more efficient manner.

The P-Card is designed to reduce the number of low-dollar purchase orders and direct payments made to vendors. A biweekly statement and billing cycle has been established to provide faster payment to VISA and feedback to the Department regarding spending patterns and purchases. Cardholders are responsible for reconciling statements and resolving all issues related to discrepancies on a biweekly basis, and submitting the related logs, statements and receipts to the Purchasing office **within 10 days** of receipt of statement.

What Can The P-Card Be Used For?

The agency can issue a card to an employee, at the behest of their supervisor, for certain costs commonly incurred while traveling on official business or for the purchase of goods and certain services necessary to accomplish the mission of the employee's work unit. Normally, cards will be issued for one of the above purposes and will be electronically blocked from the other use. However, some agency personnel may be issued dual purpose cards based on the employee's normal duties and the supervisor's recommendation.

Personal Liability And Your Credit Rating:

The use of the P-Card results in an agency liability, NOT a personal liability for the cardholder. Your credit rating will NOT be affected. All cardholders are required to sign an agreement with the Department of Military Affairs prior to issuance, assigning responsibility for any misuse of the card to cardholder.

How Do I Obtain A Purchasing Card?

1. Contact the Budget and Finance Officer at 242-3155.
2. Purchasing Card Account Setup Forms must be completed and signed by the authorizing agency personnel. Your supervisor must approve your participation in the P-Card program. Once approved, a card will be issued as soon as practicable.
3. Receive P-Card training from the Budget office in person or by viewing the training on CD Rom.

4. Complete a Purchasing Card Application/Use Agreement Form at the time you receive your VISA card. A copy of this agreement is kept by the employee, with the original maintained by the P-Card Coordinator and a copy in the cardholder's personnel file.

Guidelines For Card Use:

Purchases: The P-Card can be used to purchase goods and certain services up to a maximum of \$5,000, however most cards will have a lower established limit due to limited financial resources. The competitive bidding process is the preferred method for selecting suppliers of goods and services. For transactions under \$1,500 the "Best Judgement" rule applies. "Best Judgement" is defined as making a sound, reasonable, good sense decision. Cardholders are urged to consult with their supervisors or the Purchasing office in situations where they are not certain as to the reasonableness of the transaction.

Certain items **may not** be purchased with the card the items, including: insurance, alcoholic beverages, leases, ammunition, audio visual equipment, meals or entertainment, motor vehicles, printing, radioactive materials, services/repairs, flowers/gifts and gasoline or fuel for vehicles. **Absolutely no personal, non-business purchases may be made with these cards.**

Travel: The P-Card can also be used for certain business related travel expenditures, if warranted by the position. Travel use is limited to lodging costs including applicable taxes (all other hotel related expense must be paid for prior to checkout), inter-city transportation (airfare, train or inter-city bus) and rental cars (from the state's contract vendor only). **Use of the Purchasing Card for travel does not exempt you from the State of Wisconsin Uniform Travel Guidelines or from the agency's mandatory out of state travel approval process.** A copy of your lodging receipt must be included with your travel expense report (TER) for the trip. Travel claims will not be processed if the required copy is not attached.

All travel related costs must be business related. No personal costs may be charged to the card, including charges for a spouse or companion.

Card Security

Cardholders are responsible for safeguarding their purchasing card. Cards are not to be loaned to other people, numbers are not to be posted for general office use, and are to be used on secure internet sites only.

The P-card program holds the agency liable for all charges made with a P-card until Elan is notified that the card has been lost or stolen. **Report all missing cards IMMEDIATELY** to the Budget & Finance officer. Failure to do so will result in your program being charged for all activity incurred until such time as the card is reported as missing. On nights and weekends, lost/stolen cards can be reported to Elan directly at 800-393-3526.

What If I Leave The Agency Or Transfer To Another Unit?

If you leave our agency or transfer to another unit/location within the agency, you must return the purchasing card to your supervisor. The supervisor is responsible for contacting WING-SBF, Purchasing Card Coordinator, who will cancel the card. Purchasing Cards should be cut in half and returned to WING-SBF as soon as possible.

GE CORPORATE CARD

The State of Wisconsin, Department of Administration has established a Corporate Card Program for business related travel expenditures. The purpose of this program is to provide State of Wisconsin Agency employees with a corporate travel card program for state business use only. It is designed to provide a means for charging state business travel expenses (such as meals and taxis) that are not covered by the State's P-Card program. There is a limited cash advance provision with this program. The card is for business use only, **no personal use is allowed.**

All expenses charged to this corporate travel card and submitted for reimbursement on the travel voucher must meet all Uniform Travel Schedule requirements. All items that exceed requirements or are considered "unallowable" will be the employee's responsibility. This includes amounts in excess of Authorized Travel Schedule amounts for meals and lodging and any fees charged for cash advances, rush requests and interest or penalty fees incurred for past due accounts.

The card issued is a GE MasterCard charge card and is considered a personal liability card. The balance is payable in full before the next billing. Employees are responsible for all charges and payments to GE under this program.

Applications can be obtained from the Department of Military Affairs GE Corporate Card Coordinator at 608-242-3156.

TRAVEL GUIDELINES

Employees who travel on state business should exercise good judgment when incurring travel costs. Generally employees shall be reimbursed for reasonable and necessary expenses incurred in the performance of official duties.

Sections 16.535 and 20.916 of the Wisconsin Statutes outline policies pertaining to travel expenses. Specific information can be found on the Office of State Employment Relations (OSER) website <http://oser.state.wi.us>, at keyword enter “Section F” and click “go”. From the list of choices, choose the Section F with the most recent date. This is published by OSER after the biennial contracts are written and is subject to change.

NOTE: Provisions in contracts for represented employees which apply to travel expenses supersede the provisions in this manual. Represented employees should review their agreement, particularly as it relates to mileage, lodging, and meal reimbursement.

Employees are encouraged to plan all travel with the principles of fiscal austerity and energy conservation in mind and to make optimum use of telephone and postal service as a way to minimize the need to travel.

AUTHORIZATION

All official business travel by state employees requires authorization and must be appropriate as necessary to the mission, responsibility, or duties of the employee’s unit. Authorization may be written or verbal, depending on the type of travel. Obtain and submit DMA Form 227 to the DMA Budget and Finance Office (WING-SBF) for in-state overnight stays and all out-of-state travel. (A copy of the form follows.).

DEFINITIONS

“Employee” is defined as any classified or unclassified officer or employee of the state, including any legislator, judge, board member, permanent, project, or limited term employee, etc., who is entitled to actual, reasonable and necessary expenses. See s.1653(12)(a)2 and s. 20.916(9)(a)1 of the Wisconsin Statutes.

“Headquarters City” is defined as the area within the city or village limits where an employee’s permanent work site is located and the area within a radius of 15 miles (based on odometer mileage) from the employee’s permanent work site. The head of the Department or delegated designee shall determine the employee’s permanent work site in the best interest of the state. See s.20.916(9)(a)2 of the Wisconsin Statutes.

“Lowest Appropriate Airfare” is defined as coach fare which provides for not more than a two-hour window from the traveler’s preferred departure or arrival time and may require one plane transfer without regard to carrier, aircraft, and connecting airport.

“Traveler” is defined as any person who incurs travel expenses on official state business and is entitled to authorized reimbursement for those expenses.

“Travel status” is defined as when an employee is required by his/her supervisor to leave the headquarters station to accomplish official state business and is eligible for reimbursement of actual, reasonable and necessary travel expenses in accordance with the provisions of the OSER uniform travel schedule amounts, other applicable statutes, or pursuant to collective bargaining agreements.

“Volunteer” is defined as a person not in employee status, who provides service to the state.

TRAVEL REIMBURSEMENT

Employees are encouraged to travel by public transportation (bus, train, or commercial airplane) when it is available. Reasonable transportation expenses incurred on necessary, authorized trips away from the headquarters city are reimbursable, provided an approved type of transportation is used and all travel is made by the most direct and safest route.

When a number of state employees are traveling to the same destination at the same time, it is their responsibility to arrange for pooled transportation whenever practicable.

Requests for employee travel reimbursement (including parking and mileage) shall be filed monthly only when the amount requested for reimbursement is in excess of \$25.00. In the event that the amount requested for reimbursement is less than \$25.00, it should be accumulated until the amount requested reaches the \$25.00 limit. If such limit is not reached in any one calendar quarter, the request for reimbursement should be filed at the end of that quarter without regard to amount. Details on the completion of the travel reimbursement form are available on the back of Travel Voucher form (DOA-6107).

Also, efforts should be made to keep travel reimbursements within the same fiscal years as expenses are accrued. A state fiscal year is from July 1 to June 30, so please plan accordingly.

TRANSPORTATION MODES

The use of a personal automobile or motorcycle shall not be authorized unless it is the lowest cost or the most practical means of public transportation between points convenient to be reached by railroad, bus, or commercial airplane without unreasonable loss of time.

State and Chartered Aircraft

The Department of Administration will furnish air transportation via state aircraft for all state agencies when appropriate. An explanation of when the use of state aircraft or chartered aircraft is appropriate can be obtained from the State Budget and Finance Section.

Commercial Aircraft

Reimbursement for commercial air travel shall be limited to the lowest appropriate airfare (Saturday travel is not required). When official state business does not begin until Sunday p.m. or Monday a.m., Saturday departures must be cost justified and result in significant cost savings to the state.

Taxis and Airline Shuttles

Reasonable charges for taxis and airline shuttles, including taxi tips at a maximum rate of 15% of the charge as provided in s.20.916(9)(d)2., Wis. Stats., are reimbursable when other modes of travel are not available or practical. However, hotel shuttle service (usually less expensive or free) should be utilized in place of a taxi whenever possible and the employee shall be reimbursed a rate of no more than that of the shuttle service cost if such shuttle service was available. Employees shall obtain and provide receipts whenever the cost of a one-way fare exceeds \$25.00.

Train

Travel by train is limited to coach unless travel is overnight, in which case accommodations are limited to a roomette.

Government Automobiles

Employees are encouraged to use federal GSA (General Services Administration) or state pool cars whenever feasible for conducting official state business. Passengers must be limited to government employees or travelers engaged in official state business. Personal use of pool car is not permitted. (Refer to the following Miscellaneous/Fleet Vehicle Section.)

Privately-Owned Automobiles

Privately-owned automobiles may be used when GSA or state pool cars are not available. Employees must request a vehicle before they can ask to receive a certificate of non-availability (of a pool car) from the DOT or DOA Fleet Officers, or from the DMA Fleet Coordinators. Employees who have attached the certificate of non-availability to their travel voucher shall be reimbursed at the current non-availability rate. Round trips of 100 miles or less do not require a non-availability slip. When a state or GSA pool car is available and an employee elects to use his/her privately-owned vehicle, reimbursement shall be made at the turndown rate (a rate lower than the non-availability rate). Contact DMA's Budget and Finance Section (608) 242-3159 regarding current rates for both and the method for reimbursement. When an employee uses his or her privately-owned automobile on official business, the allowable mileage should not exceed the lesser of two distances – headquarters to destination and return, or home to destination and return.

Car Rental

Rental vehicles should be used in situations where it is the most cost efficient means of transportation. The request for a rental vehicle must be a written justification attached to the DMA Form 227 travel request prior to travel. Rental cars should only be used if:

1. State cars are not available and other modes of transportation are inconvenient, untimely and/or more costly. A written explanation should be included as part of the justification and filed **before** rental occurs.
2. Local transportation is required at the destination after train or plane trips. A rented car should be evaluated against other modes of transportation. In some cases, extensive travel at the destination is less costly by rental car than by public transportation, especially when a number of employees may be traveling together.

Rental vehicles **MUST** be procured through the State contract vendors unless the vendor is unable to provide a vehicle as needed. All contract vendors include Collision Damage Waiver (CDW) and liability insurance in their rates. Contract Vendors are: Enterprise for in-state rental and National Car Rental for out-of-state travel. When renting from a National customer service representative, state the contract # 15-97514-203 and booking # 5004463 to insure you are given the proper rates and insurance. These contracts are subject to change. It is recommended you contact Purchasing (608-242-3362) or the State Budget and Finance Office (608) 242-3159 to be sure you are using the most current vendor.

If Enterprise and National are not available at your destination, purchase the collision damage waiver for domestic rentals. Every effort should be made to obtain the lowest rate.

If one or two travelers are using the vehicle, an economy-sized vehicle is authorized. A larger vehicle may be rented and fully reimbursed only if there are three or more travelers involved in state business or extra space is needed for equipment. Claims for larger vehicles must be justified in writing.

MEAL EXPENSES

Current schedules for meal reimbursements are outlined in Section F of the State's Compensation Plan and can be obtained from the State Budget and Finance Section.

Receipts for meals are normally not required. Reimbursement for meals in the headquarters city (within a 15-mile radius of the permanent work site) and meals in excess of the meal maximums (receipt required) must be supported by a written explanation as to the reasonableness of such expense and approved by a supervisor. An unusual amount is a cost which is incurred outside the control of the individual (i.e.: the mandatory meal cost at a meeting or conference approved by the state). When traveling out-of-state, higher meal rates are allowed and can be obtained from the State Budget and Finance Section.

Reimbursement for meals will be allowed for:

- Breakfast - if the employee leaves home before 6:00 a.m.
- Lunch - if the employee leaves the headquarters city before 10:30 a.m. and returns after 2:30 p.m.
- Dinner - if the employee returns home after 7:00 p.m.

No reimbursement will be made for meals included in registration fees for conferences, conventions, seminars, etc. When claiming reimbursement for meal expenses incurred while attending a conference, employees are required to attach a copy of the conference brochure to the travel voucher. No reimbursement will be made for the cost of alcoholic beverages.

HOTEL AND MOTEL EXPENSES

Except for special high cost, out-of-state areas, a maximum for lodging expenses, both in-state and out-of-state, is dictated in the current Compensation Plan and can be obtained from the State Budget and Finance Office. A lodging receipt must be attached to the travel voucher even when state purchasing card is used for payment. Written justifications must accompany claims in excess of the maximum permitted.

The Office of State Employment Relations periodically issues updated rate schedules reflecting the most recent information for out-of-state cities warranting a lodging rate in excess of the allowable maximum. If an employee is required to stay at a city not listed in the OSER guidelines, the rate for the nearest city of comparable size as listed in Runzheimer Meal-Lodging cost Index shall apply. Check with State Budget and Finance for exact information.

When making hotel or motel reservations and when registering, an employee must specifically ask if there are special state rates.

Employees should observe posted checkout hours in order to avoid a charge for the day of departure. An employee required to remain in one location for an extended period of time is expected to find lodging at reasonable weekly and/or monthly rates.

Travel expenses for the spouse of the employee will not be reimbursed. With respect to the cost of lodging, the amount of reimbursement will be at the rate for a single room. The single room rate should be indicated on the receipt.

Within limits specified in Section F of the State's Compensation Plan and the State Budget and Finance Section, gratuities are reimbursable for each hotel stay.

TRAVEL VOUCHER DEADLINES

Travel vouchers are processed and paid on employee's paychecks. In order to meet payroll deadlines, travel vouchers must be received at State Budget and Finance on the Monday following payday to be reimbursed on the next paycheck.

MISCELLANEOUS

FLEET VEHICLES

State Pool Vehicles

To request a state pool vehicle, contact the State DMA Fleet Coordinator and acquire the appropriate paperwork (Form AD-3101 for state vehicles).

Telephone numbers of DMA Fleet Coordinator in Madison:

State Vehicles: 608-242-3675

Wisconsin Emergency Management Vehicles: (WEM staff only)

Division Receptionist: 608-242-3232
608-242-3251

Gas and service credit cards are provided with each state car and must be used when any expenses are incurred. The only expenses that can be reimbursed if not charged on cards are:

- a) Storage, parking, vehicle washes (restricted to \$12 per week), and toll charges.
- b) Expenses incurred when credit cards are not accepted and for emergency expenditures related to operation of the automobile. Receipts showing the fleet number of the automobile are required to be presented to the Department of Administration (DOA) Fleet Operations for reimbursement related to state cars.

The State of Wisconsin carries automobile insurance covering any person authorized to operate a state-owned vehicle while en route to or from a pre-approved destination. Traffic violations or parking tickets incurred while an employee is using a state automobile are the complete responsibility of the employee.

If you should become involved in an accident while operating a state-owned vehicle, contact the nearest law enforcement agency to report the accident if any damage was done to the vehicle or the other vehicle involved in the accident. An "Incident Report," Form AD-86, which is located in the glove compartment of every car, should be completed immediately following the incident or as soon thereafter as practical. Notify the DOA Fleet Officer (608-266-0793) and present the aforementioned report as soon as possible. A copy of the Incident Report must be given to the DMA Fleet Coordinator for the vehicle file. If the accident involves bodily injury of a serious nature, or fatality, contact the State Property and Liability Manager (608-266-0168) as soon as possible. If you cannot reach the State Property and Liability Manager, contact the Capitol Police (608-266-7700).

Federal GSA Vehicles

State employees may use federal GSA (General Services Admin.) pool cars whenever feasible for conducting official state business. Passengers must be limited to state and/or federal employees or travelers engaged in official state business.

To request a GSA pool car, contact the GSA Fleet Coordinator (State Headquarters, 608-242-3675) and acquire the appropriate paperwork.

Gas and service credit cards are provided with each GSA car and must be used when any expenses are incurred. The only expenses that can be reimbursed if not charged on cards are:

- a) Storage, parking, and toll charges.
- b) Expenses incurred when credit cards are not accepted and for emergency expenditures related to operation of the automobile. Any expenditures over \$50 must be pre-approved by the Milwaukee Fleet Management Center (call collect 414-769-5642, 7:30 a.m. – 4:00 p.m., Monday through Friday). Receipts showing the fleet number of the automobile are required to be presented to the Fleet Management Center.

If you should become involved in an accident while operating a federally-owned GSA vehicle, contact the Fleet Management Center in Milwaukee. Call collect at 414-769-5642, 7:30 a.m. – 4:00 p.m., Monday through Friday. The driver must notify the unit GSA point of contact (POC) as soon as possible. If an accident takes place on a weekend, call your unit/activity first and then the POC will call the State Surface Maintenance Office on Monday morning. All drivers must refer to the Motor Vehicle Accident Reporting Kit found in every GSA log book.

OVERNIGHT PARKING DURING SNOW REMOVAL SEASON

From November 1 to March 30, snow removal parking rules are in effect. Personal vehicles that must be left at the State Headquarters facility overnight should be parked in the south row of the north parking lot.

SAFETY/SECURITY IN THE WORKPLACE

The DMA has adopted precautionary measures for dealing with potentially dangerous situations. Maintenance personnel will unlock exterior doors of the State Headquarters Building during the workweek beginning at 7:30 a.m. Maintenance personnel will lock exterior doors of the State Headquarters Building by 4:00 p.m. Access to the State Headquarters Building during non-duty hours will be by card at the southeast main entrance. This card access system is hooked up to a computer in the office of the superintendent of buildings and grounds. Directors will designate personnel required to have building access. Directors will keep the number of cards needed to a minimum. Access will be provided only to those individuals who have a definite requirement to work off-hours.

Internal security measures have been established for registering visitors at the State Headquarters Building, reporting threatening situations to DMA security, handling prank and threatening phone calls, and reporting and investigating incidents.

In order to provide as safe a work environment as reasonably possible, and to protect the security of confidential information, the DMA has adopted strict procedures for the registration of visitors. At all bases, visitors must stop and show identification

before proceeding through the gate. At the State Headquarters building, visitors must stop at the receptionist station, located just inside the main entrance at the east end of the main floor. The main reception desk is staffed from 7:30 a.m. to 4:00 p.m., Monday through Friday. A visitor is defined as anyone that is not an employee of the DMA. All visitors, including those attending meetings, will be required to register with the receptionist.

EMERGENCY SITUATIONS

In the event of an emergency situation, it may be necessary to keep all exterior doors locked. If this should become necessary, an announcement will be made on how access for employees will be handled. This decision will be determined based on the nature of the emergency.

FIRE SAFETY

The State Headquarters building is equipped with a fire alarm system. This system will be tested on a regular basis. An announcement of the test will be made on the public address system.

There are evacuation plans for the various facilities. These plans will be used in the event of a fire, bomb threat or other emergency situation. For further information, contact your facility manager.

REALLOCATION OF SPACE

Reallocation of space between sections and directorates in the State Headquarters building is not authorized unless approved by the Space Committee. Changes within sections not requiring facilities modification are permitted with section/directorate approval. The Space Committee must approve changes within sections requiring facility modification. For more information, please see the Director of Facilities.

STATE HEADQUARTERS BUILDING PHYSICAL FITNESS ROOM/SHOWERS

These rooms will be accessible to all employees.

- A limited number of daily use lockers will be available in the female and male locker rooms nearest the physical fitness room. Individuals are responsible for removing personal belongings after each use so that each locker can be used several times each day.
- Individuals who are permanently assigned a locker for their equipment may also use that locker for physical fitness.
- Individuals utilizing showers are responsible for their own soap, shampoo, towels, etc.
- The contract cleaners are responsible for cleaning the physical fitness room and equipment. No food or beverages are allowed in this room. It is each user's responsibility to help keep the area clean.

DMA OFFICE RULES AND REGULATIONS

The following guidelines have been established for the work areas and break rooms of the various DMA buildings. The intent of these rules is to assure that all staff has a work environment that is conducive to productivity. This means workspace that is calm, uncluttered, and professional, yet allows expression of personal taste, often under crowded circumstances.

Please note that these guidelines are general. Some apply specifically to the Headquarters building in Madison. Outlying work sites may have guidelines particular to that site. Employees are encouraged to check with their supervisors and facility managers to obtain the guidelines pertinent to their work sites.

Workstation Appearance

All necessary related documents and other items are to be stored in available file cabinets, storage cabinets, or bookcases. There will be minimal permanent storage in individual areas and workstation flipper door cabinets.

Tops of file cabinets are to have an orderly and professional appearance. Appropriate uses of file cabinet tops include in/out baskets, framed photographs and plants. The tops of flipper door cabinets should not be used for any kind of storage that will prevent the doors from conveniently opening and/or closing.

Decorations and/or materials inside each workstation should not be posted or placed in such a way that they exceed the height of the nearest panel/partition of the workstations. All system furniture workstations have a tack board where paper items may be posted. Framed pictures and certificates must be hung from top cap of the panels on devices provided by or approved by the Director of Facilities. However, system furniture partitions are acoustical panels and whenever something is hung in front of the panels, some of the sound absorption is lost.

All certificates and pictures to be hung on painted walls are to be installed by maintenance personnel and may not exceed fifteen pounds. Only hanging devices provided by Facilities Maintenance may be used. Masking tape, not scotch tape, may be used to secure temporary items to painted walls, steel door frames or plastic directory signage.

Employees are encouraged to eat in provided break rooms rather than at their workstation so as not to subject other employees to unwanted odors, and to help prevent carpet stains from food debris.

Radios and cup warmers will be allowed at individual workstations.

There are microwaves and refrigerators located in various buildings. Therefore, no coffee pots, microwaves, popcorn poppers, refrigerators, or other appliances will be allowed in individual work areas.

Work Station Security

All desks, flipper doors, file cabinets, etc., come equipped with two keys. Directorates are encouraged to take one of these keys and place them on a ring (provided

by the Facilities Directorate) for use in the event emergency access is needed. The keys may be marked or labeled as necessary by the directorate.

Waste and Recycling

Each workstation is provided a wastebasket that is for recyclable paper only. Trash containers are provided in all latrines, break rooms, drill floor, courtyard, and selected locations in the work areas and will be clearly marked. Aluminum can and commingled (metal, glass, plastic) recycling containers are located in the break rooms and drill floor of the State Headquarters building. Cardboard boxes will be broken down. If there are more boxes than will fit in a wastebasket, they should be taken directly to the recycling dumpster.

Energy Conservation

Every employee is responsible for turning off energy-consuming devices in their area at the end of each day. Computer applications that require continuous power may be left on. Any use of electric heaters or fans is prohibited. Maintenance personnel can change thermostat settings.

BREAK ROOMS

A break room, complete with vending machines, kitchen cabinets and counters, refrigerator, and microwaves, is located on the first floor of the west wing of the State Headquarters building. Additional vending machines are located in an alcove just off the drill floor.

- There is a contract with a vending service for coffee machines and supplies located in the State Headquarters building break room. A DMA Employee Fund will administer the coffee service in the State Headquarters building. Other buildings may have similar funds. Coffee may be transported from the break room to work areas only in covered containers. To avoid frequent trips to the break room, the use of insulated containers to take coffee to work areas is authorized.
- Microwaves, refrigerators, coffee makers and other appliances are to be located only in approved locations. Lunches requiring refrigeration may be stored in the break room refrigerator. Name and date should be placed on all items stored in the refrigerator. The refrigerator is emptied and cleaned weekly.

Food should be consumed in the break room so as not to subject other employees to unwanted odors, and to help prevent carpet stains from food debris.

Break Room Etiquette

- Everybody clean as you go.
- Please cover food when using microwaves.
- After using microwave, please clean if necessary.

- When using refrigerator, containers must be labeled with staff member's name.
- Keep refrigerators clean - please clean up after yourself if necessary.

SMOKING POLICY

DMA federally owned or leased buildings are smoke-free, no exceptions, per DOD Instruction 1010.15 which prohibits any indoor smoking. Facility Managers of state-owned buildings, with the review and concurrence of the Director of Facilities, may designate an indoor smoking area provided that an indoor area exists which meets the following criteria:

- The designated smoking area must not have a heating, ventilating, and air conditioning system which recirculates air to other areas of the facility.
- The designated area must be located so it is inconspicuous to visitors to the facility.
- The designated area must be a common area and not the office of one or more persons.
- The use of the designated area as a smoking area does not impact on operational requirements.
- The designated area must not require any major facility modification in order for it to meet other criterion.
- The designated area shall be cleaned and maintained by the users.

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October 2000

APPENDIX A to DMA State Employees Manual – Accident/Incident Report Forms

Website Addresses and Links for Report Forms

EMPLOYEE WORKPLACE INJURY OR ILLNESS REPORT

Wisconsin Department of Administration Form Number: DOA-6058 (R07/2004)

http://www.doa.state.wi.us/docs_view2.asp?docid=2756

GUIDELINES for Filling Out Employee's Workplace Injury or Illness Report (DOA-6058):

http://www.doa.state.wi.us/docs_view2.asp?docid=2572

EMPLOYER'S FIRST REPORT OF INJURY OR DISEASE

Wisconsin Department of Workforce Development Form Number: WKC-12
(R. 03/2002)

<http://dwd.wisconsin.gov/dwd/forms/23d6/WKC-12.pdf>

SUPERVISOR AND SAFETY COORDINATOR INVESTIGATION REPORT FOR INJURY OR ILLNESS

Wisconsin Department of Administration Form Number: DOA-6437 (R07/2004)

http://www.doa.state.wi.us/docs_view2.asp?docid=2757

GUIDELINES for Filling Out Supervisor and Safety Coordinator Investigation Report for

Injury or Illness (DOA-6437): http://www.doa.state.wi.us/docs_view2.asp?docid=2568

PHYSICIAN'S CERTIFICATION

Wisconsin Department of Administration Form Number: DOA-6125 (R12/2001)

http://www.doa.state.wi.us/docs_view2.asp?docid=307

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Sources used to compile this information include:

Input from employees within DMA

DMA State Human Resources Practice and Procedure Bulletins

DMA Work Rules, July 1999

Wisconsin State Statutes

Wisconsin Administrative Code

State of Wisconsin Blue Book(s)

State of Wisconsin Department of Military Affairs Strategic Plan, September 1999

Wisconsin National Guard Telecommunications Directory, June 2000