

State of Wisconsin

DEPARTMENT OF EMPLOYMENT RELATIONS

- CLASSIFICATION & COMPENSATION BULLETIN -

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Subject: Wisconsin Human Resources Handbook Chapter
324 - Confidential, Management and Supervisor
Exclusions for Positions in the Classified Service

Attached is Chapter 324 of the Wisconsin Human Resources Handbook - Administration, Classification and Compensation, entitled "Confidential, Management or Supervisor Exclusions for Positions in the Classified Service." The purpose of this chapter is to provide agencies and human resource offices with guidelines for assessing if an employe occupying a position is appropriately excluded from representation by a collective bargaining unit.

Section 230.09, Wis. Stats., provides the authority to the Secretary of the Department of Employment Relations (DER) to establish classifications for all positions within the classified service. Classification decisions made under this authority also involve a decision as to whether the position is appropriately included in a collective bargaining unit. Chapter 111, Wis. Stats., provides that the final authority to determine the appropriate bargaining unit for eligible employes rests with the Wisconsin Employment Relations Commission (WERC).

The attached Wisconsin Human Resources Handbook Chapter replaces Wisconsin Personnel Manual Chapter 324 entitled "Use, Completion, and Processing of the Supervisory Analysis Form (Exclusions)" dated December 1, 1975, which is obsolete and should be destroyed. Attachments to the new chapter consist of forms to be used when making classification recommendations which could result in "confidential," "management," or "supervisor" exclusions from bargaining unit representation. Earlier versions of these forms are obsolete and should be destroyed. The attachments may be copied as needed or made available to agencies electronically and must be attached to any position description for which a first-time confidential, management or supervisory exclusion is requested/approved. There will not be a supply of these forms available for purchase through Document Sales.

Questions concerning the information contained in the attached handbook chapter may be addressed to: Leean White within the Division of Classification and Compensation, 137 E. Wilson Street, Madison, WI, or via E-mail: LWhite1@mail.state.wi.us. Phone number: (608) 267-0344.

James A. Pankratz, Administrator
Division of Classification and Compensation

Allen Cottrell, Assistant Administrator
Division of Collective Bargaining

JAP: PLW