

# CORRESPONDENCE/MEMORANDUM

STATE OF WISCONSIN

Date: July 28, 1978

File Ref:

To: Appointing Authorities and Holders of Wisconsin Personnel Manual-Class

From: Verne H. Knoll, Acting Deputy Administrator  
State Division of Personnel  
Department of Employment Relations

Subject: New Procedures - Establishing Pool/Surplus Positions

The attached Department of Employment Relations Bulletin describes the new policies and procedures for establishing pool/surplus positions which were necessitated by the change in ss. 16.50(3), Wis. Stats., which was made by Chapter 196, Laws of 1977. The statutory revision requires that the Secretary of the Department of Employment Relations request that the Secretary of the Department of Administration "authorize the temporary creation of pool or surplus positions." These requests are to be made when the Secretary of DER determines that such positions are necessary for one of the following reasons:

- 1) To maintain adequate staffing levels for high turnover classifications.
- 2) In anticipation of attrition.
- 3) To fill positions for which recruitment is difficult.

Because of the nature of the statutorily defined "determining factors," the Secretary of DER has decided to delegate this "requesting" authority to each agency head.

The procedure for the formalization of that delegation will be the same as for other forms of delegation (i.e., the signing and return of the delegation letter by the appointing authority). The delegation letters will be sent out before the end of the month. In the interim, requests for pool or surplus positions should be completed as described in the attached DER Bulletin and sent to the Secretary of DER in accordance with the statutes.

Instructions concerning where to direct questions on this topic and where to file DER Bulletin P-3 are listed at the end of the Bulletin.

Attachment

## DEPARTMENT OF EMPLOYMENT RELATIONS BULLETIN

Division of Personnel

Date July 28, 1978

Subject Policies and Procedures for Establishing Surplus/  
Pool Positions - ss. 16.50(3), Wis. Stats.

Number P-3

In order to provide direction to agencies regarding those sections of Chapter 196 which relate to the creation of pool positions, the policies and procedures as set forth below have been developed in cooperation with the State Budget Office, Department of Administration.

### Statutory Authorization

Sub-Section 16.50(3), Wisconsin Statutes, states in part: "At the request of the Secretary of the Department of Employment Relations, the Secretary [DOA] may authorize the temporary creation of pool or surplus positions under any source of funds if the Secretary of the Department of Employment Relations determines that temporary positions are necessary to maintain adequate staffing levels for high turnover classifications, in anticipation of attrition, to fill positions for which recruitment is difficult. Surplus or pool positions authorized by the Secretary [DOA] shall be reported quarterly to the Joint Committee on Finance along with the report required under s. 16.50(4)".

### Policy and Procedure

Because the circumstances which warrant the creation of pool or surplus positions are specifically outlined in the law (i.e., to maintain adequate staffing levels for high turnover classifications, in anticipation of attrition, to fill positions for which recruitment is difficult) and since agencies have better access to the information used to determine if such positions are necessary from an operational standpoint, the procedural authority of the Secretary of the Department of Employment Relations (DER) relative to pool/surplus positions will be delegated to the appointing authority of each agency. This means that an agency's request to create a pool or surplus position will be submitted directly to the State Budget Office rather than to the Secretary of DER. This delegation will be specifically communicated to each appointing authority in the same way that classification authority has been delegated in the past. Those agencies which have either not yet received this delegation or have not accepted it will be required to submit all necessary materials (i.e., AD-PMIS-1 and written justification) to the Department of Employment Relations, Division of Personnel rather than directly to the State Budget Office.

The procedures for establishing a temporary pool or surplus positions are as follows:

1. The appointing authority of the agency must submit an appropriately completed Position Transaction Request/Report (AD-PMIS-1) to the State Budget Office. This request to authorize the creation of a specific pool or surplus position(s) should include detailed supporting documentation and rationale which is based on the criteria established in s.16.50(3) relative to the creation of temporary pool or surplus position(s).

2. Based on the documentation provided by the requesting agency, the Secretary of DOA will either approve or deny the request.
  - a) If denied, the Secretary of DOA (through his/her agents in the State Budget Office) will notify the requesting agency and explain the rationale behind the decision.
  - b) If approved, the State Budget Office will sign the AD-PMIS-1 and it will be returned to the requesting agency for further action. (i.e., Normal completion and processing of a Certification Request).

NOTE: Normally, the State Budget Office does not require that a temporary pool or surplus position be established when the overlap in employment is anticipated to be two weeks or less. Further information on how this exception applies to specific instances should be obtained directly from the State Budget Office on a case-by-case basis. Such short-term "overlap" vacancies are to be processed in the same manner as the filling of a regular vacant position. If the termination date of the present incumbent is dependent upon or takes into account when the new employe is hired, this factor should be explained in the Comments Section of the Certification Request so that the actual amount of overlap can be distinguished.

Questions regarding the policies and procedures should be addressed to Tom Landgraf (266-1877) or Marietta Moen (266-1038) of the Department of Administration, State Budget Office or Glen Blahnik (266-7296) or Steve Christenson (266-1838) of the Department of Employment Relations, Division of Personnel.

MCW:lw

NOTE: THIS BULLETIN SHOULD BE FILED WITH CHAPTER 314  
(COMPLETION OF CERTIFICATION REQUEST/REPORT FORM) OF  
THE WISCONSIN PERSONNEL MANUAL-CLASSIFICATION.