

Appendix A

Glossary of Terms

ADVERSE IMPACT: An employment policy, practice, or procedure has adverse impact if it results in the disqualification of affirmative action group members at a significantly greater rate than members of other groups. The enforcement agencies will generally regard a selection rate for any group which is less than four-fifths (4/5) or 80% of the rate for other groups as constituting evidence of adverse impact.

AFFECTED CLASS: Any target group that is being discriminated against or has been discriminated against in the past.

ALTERNATIVE WORK PATTERNS: Work schedules which differ from the standard work schedule include but are not limited to: part-time, shared-time and flexible-time schedules which may result from position restructuring, the creation of additional part-time positions, or other work schedule changes.

APPLICANT FLOW: The number of applicants applying for a particular job over a given period of time, analyzed by racial/ethnic minority group, sex, age and disability status.

APPLICANT POOL: All people who have applied for a particular job or jobs during a particular period of time.

AVAILABILITY: The percentage of minorities and women who have the requisite skills in the labor pool on a statewide or regional basis. (see Underutilization)

CIVIL SERVICE: All offices and positions of trust or employment in the service of the state, except offices and positions in the organized militia.

COMPLIANCE: Adherence to laws, regulations, executive orders and other legal mandates governing affirmative action and equal employment opportunity, including any standards established through the State Division of Affirmative Action.

DISABLED: means individuals who:
(a) Have a physical or mental impairment which makes achievement unusually difficult or limits the capacity to work;
(b) Have a record of such an impairment; or
(c) Are perceived as having such an impairment.
(SOURCE: ER 43 (5)(m))

DISCRIMINATION: Unlawful actions or practices which constitute unequal or different treatment of, or create an unequal or different effect on an individual or group of people, on the basis of age, race, creed or religion, color, handicap, sex, marital status, national origin or ancestry, political affiliation, arrest or conviction record, sexual orientation, or other bases specified under subch. II of ch. 111, Stats.

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC): The federal agency that enforces the Civil Rights Act of 1964 and other civil rights laws.

EXPANDED CERTIFICATION: If a position is in a job group which is underutilized for women or racial/ethnic minorities, an agency may receive up to three additional names of qualified women or racial/ethnic minorities which may be added to the certified list of applicants for employment consideration. Persons with disabilities are always added to the certification list.

HARASSMENT: Any statement, remark or action which affects an individual's employment, or creates an offensive, hostile, or intimidating work environment.

JOB GROUP: A set of classifications combined by OSER on the basis of similarity in required training and skills, responsibility, pay range and nature of work.

LABOR FORCE: Includes all persons, 16 years or older who are employed or unemployed but looking for works.

LARGE SIZED AGENCY: A state agency with 500 or more employees.

LAYOFF: The termination of services of an employee with permanent status in class from a position in a layoff group approved under §ER-PERS 22.05, in which a reduction in force is to be accomplished.

LIMITED TERM EMPLOYEE (LTE): A person who is an employee in a limited term position in which the nature and conditions do not permit attainment of permanent status in class and for which the use of normal procedures for recruitment and examination are not practical.

MEAN: The sum of the observations divided by the total number of observations.

MEDIAN: The middle value, or the mean of the two middle values, of a set of numbers arranged in order of magnitude.

MEDIUM SIZED AGENCY: A state agency with 100-499 employees.

PERMANENT CLASSIFIED EMPLOYEE: A person who is an employee as a result of a permanent appointment in the classified civil service, whether or not the employee has attained permanent status.

PERMANENT EMPLOYMENT: means employment in a position in which permanent status in class may be obtained and which requires the services of an employee for 600 hours or more on an annual basis and includes seasonal employment under sub.(44), sessional employment under sub.(45) and school year employment under s. 230.08(3)(e), Wis. Stats.

PERMANENT STATUS: The rights and privileges attained upon successful completion of a probationary period or career executive trial period required upon an appointment to a permanent, seasonal or sessional position

PROJECT EMPLOYEE: A person who is an employee in a project position under conditions of employment which do not provide for attainment of permanent status.

PROMOTION: Any of the following:

- (a) The permanent appointment of an employee to a different position in a higher class than the highest position currently held in which the employee has permanent status in class;
- (b) The permanent appointment of an employee or former employee in layoff status to a different position in a higher class than the highest position in which permanent status in class was held at the time the employee or former employee became subject to layoff; or
- (c) The permanent appointment of an employee on an approved leave of absence, either statutorily mandated or granted by an appointing authority to a different position in a higher class than the highest position in which permanent status in class was held at the time the employee began the leave of absence.

RACIAL/ETHNIC (R/E) MINORITIES: American Indians or Alaskan Natives, Asians or Pacific Islanders, Blacks and Hispanics defined as follows:

- (a) American Indians or Alaskan Natives means persons descended from any of the original peoples of North America who possess 1/4 degree of documented tribal descendency, or are enrolled with a federally or state recognized tribe, or are recognized by a federally or state recognized tribe as American Indians for state affirmative action purposes.
 - (b) Asians or Pacific Islanders means persons descended from any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.
 - (c) Blacks means persons descended from any of the Black racial groups of Africa.
 - (d) Hispanics means persons of Chicano, Mexican, Puerto Rican, Cuban, Central American or South American culture or origin, regardless of race.
- [Source: ER 43(6m)]

RECLASSIFICATION: The assignment of a filled position to a different class as provided in §230.09(2), Stats., based upon a logical and gradual change to the duties or responsibilities of a position or the attainment of specified education or experience by the incumbent.

SEVERELY DISABLED EMPLOYEE: An employee in the classified service with a chronic disability if the chronic disability meets all of the following conditions.

(a) It is attributable to a mental or physical impairment or combination of mental and physical impairments.

(b) It is likely to continue indefinitely.

(c) It results in substantial functional limitations in one or more of the following areas of major life activity: self-care; receptive and expressive language; learning; mobility; capacity for independent living; and economic self-sufficiency.

SEXUAL HARASSMENT: Deliberate or repeated, unsolicited verbal comments, gestures or physical contact of a sexual nature which are unwelcome.

SMALL SIZED AGENCY: A state agency with 15-99 employees.

STANDARD DEVIATION: A statistical measurement of the distribution about the mean. Technically, it is the square root of the average of the squares of the deviations from the mean.

STATE WORKFORCE: For purposes of this report, all classified state employees.

UNCLASSIFIED EMPLOYEE: A person who is an employee in a position that is not included in the classified service. Examples are agency heads, division administrators, attorneys in the State Public Defender's Office, faculty and academic staff.

UNDERUTILIZATION: Having fewer minorities or women in a particular job group than would reasonably be expected by their availability in the relevant labor force.

UNIVERSITY OF WISCONSIN SYSTEM: All University of Wisconsin campuses (13 two-year and 13 four-year), UW-Extension and UW System Administration.

VALIDATION: Demonstrating that selection criteria are reliable indicators of future success in a job.

WOMEN IN TRADITIONAL OCCUPATIONS: Women in job groups which were at least 70% women at the time of the previous annual report.