

ACRONYMS / ABBREVIATIONS

AA: Affirmative Action	EEO: Equal Employment Opportunity
AAC: Affirmative Action Committee	EEOC: Equal Employment Opportunity Commission
AAO: Affirmative Action Officer	ELA: Enterprise Leadership Academy
ADA: Americans with Disabilities Act	ELPA: Entry Level Professional Accountants/Auditors
ADA: Assistant District Attorney	EMPL ID: Employee ID
AER: Advanced Employment Relations training program	EOT: Education or Training
Alpha List: Alphabetical Listing of Classifications AOC:	ESG: Executive Salary Group
Appt: Appointment	ETF: Employee Trust Funds
ASP: Association of State Prosecutors	Eval or PE: Performance Evaluation
BCER: Bureau of Compensation and Employee Relations	FLSA: Fair Labor Standards Act
BEI: Bureau of Equity and Inclusion	FMLA or WFMLA: Family and Medical Leave Act or Wisconsin Family & Medical Leave Act
BC: Blue Collar	FSS: Fiscal and Staff Services
BMRS: Bureau of Merit Recruitment and Selection	HAM: Hiring Above Minimum
BU: Bargaining Unit	HCM: Human Capital Management
CAA or SCAA: Council on Affirmative Action or State Council on Affirmative Action	HEL: Handicap Eligible (exam waiver)
Career Exec: Career Executive	HR: Human Resources
CB: Collective Bargaining	IPMA-HR: International Public Management Association for Human Resources
CBA: Collective Bargaining Agreement	IS: Information Systems
CE: Career Executive <u>or</u> Continuing Education – depends on context	IT: Information Technology
CEP: Cooperative Education Program	JAC: Job Announcement Code
Cert: Certification	JCOER: Joint Committee on Employment Relations
CHN: Critical Hiring Need	KSA: Knowledge, Skills, and Abilities
CIC: Census Identification Code	LE: Law Enforcement
Class Specs or Specs: Job Classification Specifications	LOA: Leave of Absence
Class: Classification	LTE: Limited Term Employee
Comp Plan: Compensation Plan (non-represented employees)	LWOP: Leave Without Pay
Conf: Confidential	MC: Multiple Choice
CSS: Civil Service Score	MEC: Minority Expanded Certification
DEC: Disabled Expanded Certification	Min. Qual.: Minimum Qualification
DMC: Discretionary Merit Compensation	NF: Not Finalized
DOA: Department of Administration	Nonrep: Non-represented (not covered by labor agreement)
DP: Data Processing	OIQ: Objective Inventory Questionnaire PD: Position Description
DPM: Division of Personnel Management	PE or Eval: Performance Evaluation
EAP: Employee Assistance Program	P-File: Personnel File (employee's permanent file)
EE: Employee	PIHR: Professionals In Human Resources
EEO/AA: Equal Employment Opportunity/Affirmative Action	PIP: Performance Improvement Plan
	PR: Pay Range

Predisc: Predisciplinary

PSICM: Permanent Status In Class Minimum

PSS: Professional Social Services

PWD: Person With Disability

PWE: Professional Work Experience

Qual: Qualification

RA: Range Adjustment

Reclass: Reclassification

Regrade: Impact on employee after reclass or reallocation

Rep: Representative (Union Representative)

Rep: Represented employee (by labor union)

RMR: Raised Minimum Rate

SAAIP: Summer Affirmative Action Intern Program (formerly known as TOPjobs)

SCAA or CAA: State Council on Affirmative Action or Council on Affirmative Action

SELRA: State Employment Labor Relations Act (Ch. 111, Wis. Stats.)

SESP: State Employee Suggestion Program

SHRMC: State Human Resources Management Council

SIWRP: State Injured Worker Re-employment Program

SME: Subject Matter Expert

Specs or Class Specs: Job Classification Specifications

Stats. or Wis. Stats.: Statutes, or Wisconsin Statutes

STC or WSTC: State Training Council or Wisconsin State Training Council

Sup or Supv: Supervisor

T & E: Training & Experience Assessment

T: Technical

TA: Teaching Assistant

TAM: Temporary Appointment Max

TOPjobs: Targeted Opportunity Program – summer internship program (now known as SAAIP)

TSA or UTSA: Travel Schedule Amounts or Uniform Travel Schedule Amounts

ULP: Unfair Labor Practice

UTSA or TSA: Uniform Travel Schedule Amounts or Travel Schedule Amounts

VP: Veterans Preference

W-2: Wisconsin Works, an employment program for economically disadvantaged persons

WEC: Women Expanded Certification

WERC: Wisconsin Employment Relations Commission

WFEA: Wisconsin Fair Employment Act

WFMLA or FMLA: Wisconsin Family & Medical Leave Act or Family and Medical Leave Act

WFP: Workforce Planning

WHRHC or WHRH: Wisconsin Human Resources Handbook Chapter or Wisconsin Human Resources Handbook

Wis. Stats. or Stats.: Wisconsin Statutes or Statutes

Wisc.Jobs: The official State of Wisconsin jobs web site

WLEA: Wisconsin Law Enforcement Association WPP: Wisconsin Personnel Partners

WRPS: Within Range Pay Step WRS: Wisconsin Retirement System

WSAA: Wisconsin State Attorneys Association

WSTC or STC: Wisconsin State Training Council or State Training Council