



**Division of State Patrol
Policy and Procedure**

Number
11-7

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| Subject PROMOTIONAL EXAMS AND INTERVIEWS | |
| Author/Originator Office of the Superintendent | Approved by Superintendent <i>Anthony L. Burrell</i> |
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I. POLICY

It is the policy of the Division of State patrol (DSP) to encourage and support employees who wish to participate in promotional opportunities within the Wisconsin Civil Service System.

II. GENERAL PROVISIONS

- A. Employees with permanent status in class shall be eligible for up to twenty-four (24) hours paid leave time each calendar year for the purpose of competing in examinations which could make the employee eligible for promotion and for participating in employment interviews in connection with such examinations when such examinations and interviews are conducted during an employee’s scheduled work time.
- B. An employee who is regularly scheduled to work the second-shift shall be granted a schedule change which enables eight (8) hours off-duty before the examination if requested ten (10) days before the needed shift change. This provision is applicable for the purpose of competing in no more than three (3) promotional examinations per calendar year.
- C. Third-shift employees may select one of the following two options. The option selected first in a calendar year will continue to apply for the remainder of that calendar year.
 - 1. The employee is eligible for four (4) hours paid leave prior to the end of his/her shift when examinations are scheduled on the day which the shift ends. The employee must give five (5) days notice to the employer. This provision applies to no more than two (2) promotional examinations per calendar year.

2. The employee shall be granted a schedule change which enables eight (8) hours off-duty before the examination if requested ten (10) days before the needed shift change. This provision is applicable for the purpose of competing in no more than three (3) promotional examinations per calendar year.
- D. An employee will not be denied requests for time to participate in examinations each calendar year and interviews in connection with such examinations provided a minimum of five (5) workdays notice has been given by the employee so that work coverage will not be interrupted. Such time shall not exceed the number of hours reasonably required to attend such examinations and interviews, including travel time.
- E. Promotional Interviews
1. Schedules may be changed to permit the use of paid leave for Division promotional interviews provided employees do not exceed the limitations in Section II. A. of this policy.
 2. Unless otherwise directed by the interview board, sworn employees will wear their issued uniform when appearing in pay status or on paid leave. Non-sworn employees should wear suitable business attire.
 3. Both travel and interview time should be charged to paid travel and leave using PeopleSoft Activity Code 167.
 4. Use of a state-owned vehicle is authorized when participation in examinations and/or interviews occurs during an employee's shift or when an employee is using paid promotional leave.
- F. Leave time in excess of the provisions of this policy may be granted to employees at the discretion of the applicable bureau director.
- G. Eligibility for leave with pay must be for Wisconsin Civil Service examinations and must be for a higher classification than the employee's current permanent status position.
- H. Travel expenses other than the use of state vehicles as provided elsewhere in this policy are not permitted unless pre-authorized by the applicable bureau director. Overtime will not be authorized for the purpose of promotional examinations and interviews.
- I. Subject to the approval of the applicable bureau director, employees may be granted leave of absence without pay for the purpose of promotional examinations and interviews.

III. PROCEDURE

A. Employee

1. Complete a written request for leave with pay for a promotional examination or interview.
2. Submit the request to the immediate supervisor at least five (5) workdays prior to the scheduled examination or interview.

B. Supervisor

1. Review and evaluate the request.
2. Approve or deny the request as appropriate.
3. Return one copy of the request to the employee with approval or denial indicated.
4. Retain the original request as applicable for region/post/section files.
5. Approve/authorize use of state vehicles and travel expenses as appropriate.

IV. REFERENCES

Collective Bargaining Agreement, WLEA
Wisconsin Administrative Code, ER-MRS 6
Wisconsin Administrative Code, ER 18.14
Wisconsin Human Resources Handbook, Ch. 740
Wisconsin Statutes, 20.916(2)
State of Wisconsin Compensation Plan
Request-Time Off Duty/Schedule Change, SP4020