

## ACRONYMS / ABBREVIATIONS

AA: Affirmative Action	DP: Data Processing
AAC: Affirmative Action Committee	EAP: Employee Assistance Program
AAO: Affirmative Action Officer	EE: Employee
ACE: Association of Career Employees	EEO/AA: Equal Employment Opportunity/Affirmative Action
ADA: Americans with Disabilities Act	EEO: Equal Employment Opportunity
ADA: Assistant District Attorney	EEOC: Equal Employment Opportunity Commission
AER: Advanced Employment Relations training program	ELA: Enterprise Leadership Academy
AFL-CIO: American Federation of Labor - Congress of Industrial Organizations	ELPA: Entry Level Professional Accountants/Auditors
AFSCME: American Federation of State, County and Municipal Employees	EOT: Education or Training
AFT-W: American Federation of Teachers-Wisconsin	ESC: Employment Services Center (at OSER)
Alpha List: Alphabetical Listing of Classifications	ESG: Executive Salary Group
AOC: Area of Competition	ETF: Employee Trust Funds
Appt: Appointment	Eval or PE: Performance Evaluation
ASP: Association of State Prosecutors	FLSA: Fair Labor Standards Act
ASU: Administrative Support Unit	FMLA or WFMLA: Family and Medical Leave Act or Wisconsin Family & Medical Leave Act
BC: Blue Collar	FS: Fair Share (union dues)
BU: Bargaining Unit	FSS: Fiscal and Staff Services
CAA or SCAA: Council on Affirmative Action or State Council on Affirmative Action	HAM: Hiring Above Minimum
Career Exec: Career Executive	HEL: Handicap Eligible (exam waiver)
CB: Collective Bargaining	HIJC: High Importance Job Content
CBA: Collective Bargaining Agreement	HR: Human Resources
CE: Career Executive <u>or</u> Continuing Education – depends on context	IPMA-HR: International Public Management Association for Human Resources
CEP: Cooperative Education Program	IS: Information Systems
Cert: Certification	IT: Information Technology
CHN: Critical Hiring Need	JAC: Job Announcement Code
CIC: Census Identification Code	JCOER: Joint Committee on Employment Relations
Class Specs or Specs: Job Classification Specifications	KSA: Knowledge, Skills, and Abilities
Class: Classification	LE: Law Enforcement
Comp Plan: Compensation Plan (non-represented employees)	LOA: Leave of Absence
Conf: Confidential	LTE: Limited Term Employee
CSS: Civil Service Score	LWOP: Leave Without Pay
DAA: Division of Affirmative Action (in OSER)	MC: Multiple Choice
DCLR: Division of Compensation & Labor Relations (in OSER)	MEC: Minority Expanded Certification
DEC: Disabled Expanded Certification	MGAA: Milwaukee Graduate Assistants Association
DMC: Discretionary Merit Compensation	Min. Qual.: Minimum Qualification
DMRS: Division of Merit Recruitment & Selection (OSER)	MM or MOM: Maintenance of Membership (union dues)
DOA: Department of Administration	MOM or MM: Maintenance Of Membership (union dues)
	NEA: National Education Association
	NF: Not Finalized
	Nonrep: Non-represented (not covered by labor agreement)

OIQ: Objective Inventory Questionnaire  
 OSER: Office of State Employment Relations  
 PD: Position Description  
 PE or Eval: Performance Evaluation  
 PERSA: Professional Employees in Research, Statistics, and Analysis  
 P-File: Personnel File (employee's permanent file)  
 PFSS: Professional Fiscal and Staff Services  
 PIHR: Professionals In Human Resources  
 PIP: Performance Improvement Plan  
 PMIS: Personnel Management Information System  
 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  
 RAP: Recruitment Activity Plan  
 Reclass: Reclassification  
 Regrade: Impact on employee after reclass or reallocation  
 Rep: Representative (Union Representative)  
 Rep: Represented employee (by labor union)  
 RMR: Raised Minimum Rate  
 RSA: Research, Statistics and Analysis (see also PERSA)  
 SAAIP: Summer Affirmative Action Intern Program (formerly known as TOPjobs)  
 SCAA or CAA: State Council on Affirmative Action or Council on Affirmative Action  
 SEA: State Engineering Association  
 SEIU: Service Employees International Union  
 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  
 SPS: Security and Public Safety  
 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  
 TAA: Teaching Assistants Association  
 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 points  
 W-2: Wisconsin Works, an employment program for economically disadvantaged persons  
 WEAC: Wisconsin Education Association Council  
 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  
 WiscERS: Wisconsin Employee Referral Service (website for at risk, laid off, and SIWRP employees)  
 WLEA: Wisconsin Law Enforcement Association  
 WPDA: Wisconsin Physicians and Dentists Association  
 WPEC: Wisconsin Professional Employees Council  
 WPP: Wisconsin Personnel Partners  
 WRPS: Within Range Pay Step  
 WRS: Wisconsin Retirement System  
 WSAA: Wisconsin State Attorneys Association  
 WSEU: Wisconsin State Employees Union  
 WSP: Wisconsin Science Professionals  
 WSTC or STC: Wisconsin State Training Council or State Training Council