State of Wisconsin

DEPARTMENT OF EMPLOYMENT RELATIONS BULLETIN

Date September 17, 1987

Subject Cooperative Education Program (CEP)

Number AA-4

This bulletin transmits the Cooperative Education Program (CEP) outline and procedures. Use the procedures when you implement the CEP in your agency.

The outline contains information on the purpose of the CEP, definitions and eligibility requirements for CEP participants. Information on the types of positions, duration of the CEP appointment and rights of CEP participants is included.

The procedures contain guidelines for your agency to follow to get classification approval, to staff the position and to appoint a student to the CEP position.

A sample CEP Agreement which stipulates employer and employe responsibilities during the program follows the procedures.

Finally, an additional page of guidelines which expands the information related to classification and pay is included.

DER contacts for further information on the CEP outline and procedures are Arely Gonnering, Administrator, Division of Affirmative Action, (608) 266-3017; Sue Christopher, Administrator, Division of Merit Recruitment and Selection, (608) 267-2156; and Joe Pellitteri, Director of Bureau of Classification, Division of Classification and Compensation.

Attachments

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John M. Tries, Secretary
Department of Employment Relations

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Division of Affirmative Action

STATE OF WISCONSIN

COOPERATIVE EDUCATION PROGRAM

PROGRAM OUTLINE AND PROCEDURE

PURPOSE

The Cooperative Education Program (CEP) is designed to:

1) Provide a relevant work experience and job training to students in institutions of higher education as provided in Chapter 230.22(4), Wis. Stats. and Wis. Admin. Code section Pers. 6.13 which leads to permanent state employment.

2) Strengthen each state agency, institution, and University of Wisconsin campus Affirmative Action (AA) performance by placing special emphasis on recruiting AA target group members as provided by Chapter 230.01(2).

DEFINITIONS

All references to a department, institution, or University of Wisconsin campus in this document shall be incorporated by the word agency.

Training Program references contained within this document shall be construed as solely applicable to the Cooperative Education Program and not a trainee position as prescribed in Wis. Admin. Code Section Pers. 20.07.

ELIGIBILITY

1) Participants will be recruited from students enrolled in 4 year institutions of higher education and 2 year technical programs in Wisconsin. In order to participate candidates must be enrolled as a student by the institution attended.

2) Students selected to participate in the CEP must be in good standing or on non-probationary status with their school.

3) Proactive recruitment efforts will be employed to attract AA group members. The agency AA office along with the Department of Employment Relations, Division of Affirmative Action (DER-DAA) will assist in ensuring a diversified applicant pool

4) Recruitment and outreach sources shall include: announcement of vacancies in the Current Opportunities Bulletin (COB); use of college and university affirmative action personnel, minority advisors, and student organizations; placement and personnel offices, community based organizations (CBO's); and Job Service offices.

5) A competitive examination will be administered to establish certified eligibility for the CEP. During the development of the exam the agency AA office will review the exam and will propose modifications as needed.

   The exam will be tested for disparate impact consistent with civil service rules and practices.

TYPES OF POSITIONS

In determining the types of positions to be identified, it is advisable to examine the knowledge and skills required for the particular training position in relation to the academic majors of prospective students; e.g. but not limited to accounting, personnel management, computer operations, electronics, etc.

DURATION OF CEP APPOINTMENT

1) A minimum of 600 hours annually must be worked by a student participant.

   a) In the event the CEP employe becomes subject to academic probation, the employe shall be referred to the agency AA Officer for counseling. The AA Officer may refer the employe to the University counseling service.

   b) If the CEP employe drops out of school before graduation, s/he will be terminated from the program.

RIGHTS/STATUS

1) Cooperative employes will serve a probationary period for the length of their participation in CEP.

2) Upon completion of the CEP training , the cooperative employe will serve a regular probationary period.

3) Cooperative employes will have the same rights and status as granted trainees under the Rules of the Administrator to other permanent employes.

PARTICIPATION PROCEDURES

Consistent with its expressed purposes, the Cooperative Education Program (CEP) can be implemented throughout the state's civil service classified employment system. Each agency, institution, or University of Wisconsin campus in conjunction with its employing units must first identify either existing part-time and full-time permanent or project positions which can be divided into part-time positions.

CLASSIFICATION AND CERTIFICATION APPROVAL

A) The State Division of Classification and Compensation shall determine the official classification title and assign as appropriate the pay rate and pay range for each designated CEP position. Pay below the minimum is allowable with pay increases permitted up to the minimum of the established pay range as provided in Chapter 230, Wis. Stats.

B) Appointment to a CEP position shall be in accordance with the usual and customary civil service merit laws, rules, policies and procedures. All conditions of employment shall equally apply and the person selected as a CEP employe shall be on probation throughout the duration of the training program.

1) After identifying a possible training position, and acquiring classification approval the participating agency should prepare a formal written CEP proposal and submit the proposal together with any supporting documents to the Director of Employe Development and Training within the DER-Division of Administrative Services and to the Administrator-Division of Merit Recruitment and Selection, for review. Approval of the director of Employe Development and Training must be received prior to appointment. The CEP Proposal Package must contain the following:

   a) A copy of the Position Description form for the objective level classification.

   b) A proposed training program, including the recommended training period and an outline of the training to be accomplished which will qualify the employe for the position. (See Attachment 1 for sample training program.)

   c) The Certification Request form(s) for the position(s) to be filled.

   d) Employe Development and Training staff will review the proposal to determine if the training outlined will be sufficient to provide the new employe(s) with the skills necessary to obtain proficiency at the objective entry level. Any problems will be discussed with the agency until they are resolved by mutual agreement.

   e) When Employe Development and Training staff is satisfied with the appropriateness of the proposal, they will initial the training approval box on the Certification Request form. A copy of the approved CEP training plan and the Certification Request form with approvals noted will be returned to the agency. .

f) Once a cooperative program is approved, it may be resubmitted as it exists in the future for similar positions, provided the knowledge and skill required at the time of entry to the position are the same or very similar. If there are significant differences, there is also the possibility of modifying an existing CEP training program to accomplish required training objectives of a particular position.

2) Follow the usual procedures for staffing positions as outlined in Chapter 106 with the following exceptions:

a) Contact the Employe Selection Specialist responsible for the classification for assistance in developing (if necessary) examination materials consistent with the CEP position requirements.

APPOINTMENT OF A CEP STUDENT

3) a) Before a job offer has been made and accepted, it will be necessary to review the individual's qualifications carefully so that an accurate determination of the period of training required for that particular individual can be made. Compare the individual's qualifications to those approved as entry qualifications for the cooperative status. Then make a realistic estimate as to the length of the training period that would be needed for the individual selected to acquire the knowledge and skills necessary for a permanent entry level position. If the intern will begin at the minimum announced pay rate and is expected to require completion of the entire training program prior to qualifying for a permanent appointment, the agency may make the final appointment offer on that basis.

b) Qualifications which exceed the approved minimum may permit a shortened training period and justify pay at a level higher than the announced minimum of the cooperative classification. Credit for these qualifications must be approved by the DER-DAS. Submit a letter of justification to the Director of Employe Training and Development stating the proposed training period, accompanied by a copy of the individual's application and/or other documentation of qualifications. The letter should also include the recommended starting pay rate, which cannot exceed that provided for in the announcement.

c) The Director of Employe Training and Development in consultation with Classification and Compensation staff will evaluate the request using the pay and qualification criteria established and the proposed CEP training plan.

d) After review, the agency will be advised of approval or denial. Do not make final appointment commitments prior to approval.

FORMS TO BE SUBMITTED FOLLOWING APPOINTMENT OF A COOPERATIVE EDUCATION PROGRAM EMPLOYE

A. Copy #1 of the Certification Request/Report is submitted to the Department of Administration Central Payroll for processing in the normal manner. Copy #4 and appropriate attachments are submitted to DER-Division of Merit Recruitment and Selection.

B. All copies of the CEP Agreement, signed by the cooperative student and the appropriate agency representative, are sent to the DER Director of Employe Development and Training along with a copy of the approved training program (with modifications made for shortened training period if appropriate.)

SAMPLE

COOPERATIVE EDUCATION PROGRAM AGREEMENT

Employer: Wisconsin Department of _____
Division of _____
Bureau of _____

Employe: _____

Classification: Cooperative Student
Cooperative Education Program (CEP)

CONDITIONS

The Employer agrees to hire and provide work experience in conjunction with the ongoing academic studies to the CEP employe which shall qualify him/her for the permanent classification. The employe shall work on a part-time basis while enrolled in an institution of higher education and with full-time employment available for holiday periods and summer months. Pay and advancement will be in accordance with successful completion of the specified program segments on a semester basis. The employe may be required to provide written verification, from the institution's Registrar Office, that the employe is enrolled and in good academic standing.

CEP Training Period	Effective Dates		Salary
	Start	End	

As of the effective date of this agreement, pay rates and other benefits are to accrue and be adjusted in accordance with authorized legislative or administrative rules established for student cooperative employes.

The employe's performance will be evaluated in writing after every significant training plan step is accomplished.

Upon successful completion of the Cooperative Education Program segments as certified by the employer, the employe will begin a six-month probationary period at the minimum pay range level. The probationary employe shall receive a six month increase (one within range pay step), and after completion of the probationary period, the employe shall obtain permanent status in class. The employer shall complete the necessary report.

If the employe does not perform satisfactorily during the CEP, the employer will terminate the employe's participation in the program.

Either party to this agreement may dissolve this agreement by notice in writing, personally upon the other, stating therein the reasons for such dissolution and the effective date of termination.

SIGNATURES

Cooperative Education Program Employe	Date
Affirmative Action Officer/Designee	Date
Division Administrator	Date
Office of Employe Development & Training	Date

COOPERATIVE EDUCATION PROGRAM

ADDITIONAL GUIDELINES

CLASSIFICATION

Classification specifications shall be the basis on which Cooperative Education Program (CEP) positions are classified. For example, a position responsible for developing and writing computer programs may be classified as a Management Information Specialist 1 (MIS 1). The classification would be further designated as CEP. Therefore, using above example, the position would be classified as a MIS 1 - CEP.

PAY

Pay for CEP positions is subject to provisions covering Trainees as provided for in the Compensation Plan. Central Payroll requires that the positions be designated as Trainee by placing a "T" in the Position Status box (field 041) on the Certification Request/Report.