

LIMITED TERM EMPLOYEE GUIDEBOOK

**UNIVERSITY OF WISCONSIN-STOUT
LIMITED TERM EMPLOYMENT (LTE)**

The purpose of this guidebook is to inform supervisors and LTE's of the policies and procedures involved with limited term employment on this campus. Section I is for supervisors. It provides standard procedures for requesting LTE's, stipulates the pertinent information which must be included on each request and sets forth guidelines in the areas of salaries, kind and duration of appointments, and qualification requirements which should enable you to better evaluate the appropriateness of your requests. Please be sure that you read and follow these procedures. Section II answers questions your LTE(s) may have concerning their employment at UW-Stout. This guidebook should also be available for your LTE(s) to review when they begin their employment with you.

SECTION I

LTE POLICIES AND PROCEDURES (FOR SUPERVISORS)

WHAT IS LIMITED TERM EMPLOYMENT?

Limited Term Employment is defined as ". . . appointment of a person to perform a grouping of duties and responsibilities on a non-project basis under conditions of employment which do not provide for attainment of permanent status . . ." [[ER Pers. 10.01, WI Administrative Code](#)]. An limited term appointment is restricted to 1,043 hours or less within a block of time which consists of 26 consecutive biweekly payroll periods and which ends on the anniversary date of the appointment.

Employment in a limited term position does not guarantee permanent Civil Service employment. LTE's must complete the Civil Service exam process in order to become eligible for permanent employment. UW-Stout encourages LTE's to continue to seek permanent employment.

WHEN SHOULD A LIMITED TERM EMPLOYEE BE USED?

Using the Administrative Code definition as a guide, typical examples of when LTE's may be most appropriate are illustrated below:

- a. Short-term, recurring - employment of brief duration for anticipated peak periods (registration, book rental, orientation, beginning or end of semester, etc.) or in an "on-call" status (custodial, food service back-up, snow removal assistance, etc.). In other words, this would be considered "additional help" for a department.
- b. Short-term, non-recurring - fill-in employment of longer duration, up to a maximum of 1,043 hours in the same position (vacancies, medical or maternity leaves, etc.)

When determining whether a group of duties and responsibilities should be performed by a limited term position, the needs of the employer must first be established. This review should provide insight as to which type of appointment (LTE, permanent, project) will best fit the position. If a limited term appointment is most appropriate, the Human Resources Office will work with the employer to hire a suitable employee, usually from the applicant pool on file with Human Resources.

To ensure compliance with state and system guidelines the UW-Stout Human Resources Office acts on behalf of the Administrator in approving limited term appointments. When the appropriate classification is one that is not delegated to UW-Stout Human Resources, the LTE request must be sent to UW System in Madison for approval. As this may take several weeks, it is absolutely necessary that you allow enough lead-time in order for this approval to be granted.

It is important that the LTE Recruitment Request form ([023-0020](#)) be received and approved by the UW-Stout Human Resources Office before an employee begins work. **Under no circumstances** will an employee be allowed to work LTE hours unless an approved request is on file with Human Resources. In addition, the federal "Employment Eligibility Verification" (Form I-9) must be filled out by new employees within three days of beginning their appointment.

Because many LTE positions require specialized knowledge or technical skills, it is permissible for the requestor to name individuals they would like considered for appointment. However, the University of Wisconsin-Stout is committed to equal opportunity and nondiscrimination in its employment practices for all persons regardless of race, color, creed, religion, sex, sexual orientation, national origin or ancestry, age, disability, marital status, political affiliation, and arrest or conviction records. This commitment will be honored in all our employment and personnel activities.

WHAT ARE MY RESPONSIBILITIES AS SUPERVISOR?

A supervisor is responsible for the following:

- Orientation to the office/department and the LTE Guidebook.
- Scheduling of hours and assigning of duties.
- Monitoring hours to stay within the 1,043 limitation.
- Instructing LTE on proper time sheet completion and payroll procedures.
- Evaluating work performance.

CAN ONE PERSON WORK TWO LTE POSITIONS AT THE SAME TIME?

Limited term employees may work on more than one appointment at a time IF the appointments are in different positions. "Different positions" are identified by a variety of factors, such as:

- a. At least 50% of the duties of the LTE position must be different from the duties of the other LTE position held.
- b. A different classification title is appropriate.
- c. A personnel movement recognized as a transfer, rather than management reassignment of duties within a work unit, would occur if the position were permanent. Transfer occurs when the person moves without the position, i.e., the person moves but the set of duties remains.
- d. Different supervisors.
- e. Different program areas.
- f. Different geographic locations within the employment unit, e.g. different buildings or department offices.

ALL FACTORS WILL BE CONSIDERED COLLECTIVELY; NO ONE FACTOR WILL BE THE DETERMINING FACTOR.

NOTE: A change in account code is not a factor in determining different positions.

WHAT DOES THE HOURLY LIMITATION MEAN AND HOW ARE HOURS MONITORED?

The hourly limitation (1,043 during 26 consecutive biweekly payroll periods) applies to the specific limited term duties that the person is performing in an appointment. During one year, starting from the date of employment, a person is limited to 1,043 hours in an appointment. If the individual reaches the hourly maximum, but the position is to continue, the individual must be terminated and a new LTE appointed.

In other words, the hourly limitation applies to the position, not the person.

Under no circumstances, by statute, can the individual's limited term appointment be extended beyond 1,043 hours.

Every time a new position is started in a department, there is a new anniversary date. Hours should be added on every pay period. Once the anniversary date is reached, the hours worked for each pay period during the previous year will drop off and be replaced by the hours worked each pay period this year.

HOW ARE LTE PAY RATES DETERMINED?

LTE's, by law, must be compensated at equal to or less than the classified minimum rate for their position. LTE rates are fixed by classification; decisions on the current rates are set by the administration each year. When completing the LTE Request form, requestors should call the Human Resources Office, ext. 2610, for the current rate. LTE's are eligible for the same type of supplemental compensation (e.g. overtime, weekend differential, night differential, etc.) as permanent employees in the same classification. However, limited term employees cannot be granted compensatory time off and therefore must be paid overtime for all hours in excess of 40 per week.

Supervisors should also be aware that LTE's who are required to work on days that are state holidays for classified employees (Labor Day, for example) must be compensated at the holiday rate. Since the university is officially closed on legal state holidays, LTE's should only be authorized to work in emergency situations.

ARE LIMITED TERM EMPLOYEES COVERED BY A UNION CONTRACT?

LTE's are not represented by a bargaining unit; therefore they are not covered by a union contract.

CAN LIMITED TERM EMPLOYEES BE "FIRED" FROM THEIR LTE POSITION?

As temporary workers, LTE's can be released at any time from a position for unsatisfactory performance, budget restrictions, violation of work rules, or other appropriate reasons.

IN SUMMARY:

- Supervisors are responsible for evaluating the department's LTE budget before an LTE is hired. It is also the supervisor's responsibility to monitor LTE expenditures and to stay within the budget.
- BEFORE an LTE is hired, a Limited Term Recruitment Request form must be completed, signed and dated by the appropriate levels (including the Division Administrator) and submitted to Human Resources.
- LTE Request forms and instructions for completing the request should be ordered from University Stores. IT IS THE RESPONSIBILITY OF THE REQUESTOR TO PROVIDE ACCURATE INFORMATION AND TIMELY PROCESSING.
- Human Resources personnel will determine a classification for each LTE position based on job duties. The classification then determines the pay rate. Be sure to include an accurate, detailed description of duties on the LTE Request form.
- Supervisors may choose their own LTE. If you need help finding an LTE, the Human Resources Office will provide you with applications from people interested in LTE work.
- LTE's may work a maximum of 1,043 hours in 26 consecutive pay periods beginning with their first day of work. For instance, an LTE who begins on August 25, 1998 may not work more than 1,043 hours between August 25, 1998 and August 24, 1999. This requirement is a State of Wisconsin law. It is the supervisor's responsibility to monitor LTE hours and make sure the legal limit is not exceeded.

- LTE's are not to work without supervision. Liability and efficiency considerations require that the work of all nonexempt employees be accomplished only at university work locations.
- Supervisors are to orient the LTE to the work area, go through the LTE guidebook, and instruct the LTE on proper time sheet completion and payroll procedures.
- Feedback on an LTE's performance is always helpful. An evaluation form is available for your use or call Human Resources with your opinion of the LTE's work.

SECTION II

ANSWERS TO COMMON QUESTIONS ASKED BY LIMITED TERM EMPLOYEES

WHAT ARE MY RESPONSIBILITIES AS AN LTE?

As an employee of the University of Wisconsin-Stout you are responsible for the following:

- Adhering to work rules (ref. Classified Handbook)
- Completion of all payroll forms within the first three days of employment.
- Signing of an acknowledgement form which explains the rights, limitations and benefits of limited term employment.
- Contacting the Human Resources Office if you are interested in more work when you are done with your assignment.

WHAT ARE MY POSSIBILITIES OF CONTINUING WITH LTE EMPLOYMENT?

You will be given referral consideration for future limited term openings if you have the appropriate experience, qualifications, and an acceptable performance recommendation from your previous supervisor(s). You may be required to compete in the interview process upon referral to future openings.

HOW WILL I BE PAID AND WHEN DO I GET MY PAYCHECK?

The hourly wage is determined by the Human Resources Office in accordance with the position's duties. If you are required to work weekends (12:01 a.m. Saturday through 12:00 p.m. Sunday), nights (6:00 p.m. to 6:00 a.m.) or on holidays, you will receive the applicable pay differential.

State and federal taxes will be deducted from your pay based on earnings and the number of exemptions you have claimed on the W-4 card provided upon employment. Social Security will also be deducted.

Pay periods consist of a two-week period starting on a Sunday and ending on Saturday of the following week.

Time sheets must be turned in to your supervisor on the Monday following the end of each pay period. They are due in the Payroll Office, Room 203, Administration Building, by noon. Two weeks later, on Thursday, you will receive your paycheck. Paychecks must be picked up from the Human Resources office unless other arrangements have been made.

AS AN EMPLOYEE AM I ELIGIBLE FOR BENEFITS?

Generally, limited term employees receive minimal benefits. Under certain circumstances, LTE's may be eligible for retirement and insurance coverage. (See section below - "What is the Wisconsin Retirement System and How Do I Become Eligible" - for further information.)

You are covered by Social Security. The Social Security taxes deducted from your paycheck are also matched by the State of Wisconsin. The taxable wage base and tax rate are subject to periodic adjustments.

If you are injured on the job, you may be eligible for worker's compensation benefits.

Limited term employees are not eligible for sick leave, vacation or holiday pay.

WHAT IS THE WISCONSIN RETIREMENT SYSTEM AND HOW DO I BECOME ELIGIBLE?

The Wisconsin Retirement System is a program where money is set aside each pay period and invested in the retirement program. The intent of the program is to provide a retirement and social security income for long-term employees of between 50% and 85% of their pre-retirement gross earnings. A long-term employee is considered to be one who has 25-30 years of service or more.

A newly employed limited term employee qualifies for the retirement program if the appointment is an on-going appointment for 12 months or more and is for at least 600 hours within each 12 month period.

If a limited term employee is not in the retirement program after one year of employment, his/her hours worked will be monitored. The employee's total hours worked in the past 12 months are looked at each pay period. If at least 600 hours of service are generated in that 12-month period, the person becomes eligible for the Wisconsin Retirement program.

A member of the Human Resources staff monitors this program on a continuous basis and will notify you when you become eligible. At the time you become eligible to be in the Wisconsin Retirement program, you will be contacted for a benefit orientation.

Retirement will be deducted from your paycheck at a rate of 1.4% of your gross earnings (contribution rate is subject to change annually). If you leave State service and wish to withdraw your retirement account or retire, you can contact the Human Resources Office or visit the [Department of Employee Trust Fund](#) web site for more information.

Once you become a member of the retirement program, you will continue to pay into the program as long as you are employed. If you have a break in employment of one year or more, you will again need to meet the qualifications listed above to be eligible.

ONCE I AM IN RETIREMENT, ARE THERE ANY ADDITIONAL BENEFITS?

A variety of insurance programs are available to limited term employees. They include:

- Health Insurance
- State Group Life Insurance
- Income Continuation Insurance
- National Guardian Life Insurance
- University of Wisconsin Employees Life Insurance
- Catastrophic Insurance
- Group Accidental Death and Dismemberment Insurance Plan
- Dental Insurance

At the time you become eligible, brochures and information on each benefit will be made available to you.

IF I AM OFF WORK FOR A PERIOD OF TIME, HOW DO I PAY FOR MY INSURANCE?

You must notify Human Resources any time you are going to be off the payroll for a complete pay period. If premiums are not paid in the proper pay period, it may result in cancellation of coverage. If you are covered by group health insurance, this may result in having a 180-day waiting period on preexisting conditions upon reapplication for the coverage. If you are covered by life insurance, you may have to prove insurability in order to reapply.

HOW CAN I OBTAIN A UNIVERSITY IDENTIFICATION CARD?

StoutOne ID cards can be obtained at the campus card office found in the Price Commons, first floor.

HOW DO I APPLY FOR PERMANENT EMPLOYMENT?

Limited term employees interested in permanent civil service employment need to watch for announcements of examinations/vacancies in the [Current Employment Opportunities Bulletin](#) (COB) and compete in the testing process. If you rank within the top 10% of those taking the exam you may be invited to interview for the permanent position. Contact the Human Resources Office for additional information regarding civil service employment.

Wisconsin State Government is committed to Affirmative Action recruitment and selection as part of its Affirmative Action Program. Women, minorities, veterans and handicapped persons are encouraged to apply for positions announced in the COB.

The COB is published electronically every Monday and can be viewed on the web by going to <http://wiscjobs.state.wi.us/public/index.asp>, or by contacting the Human Resources Office, Room 203, Administration Building. Subscription cards are available in the same office if you wish to receive the bulletin at your home.

When applying for civil service positions, please keep the following in mind:

1. Follow the directions outlined in the [Current Employment Opportunities Bulletin](#) (COB).
2. For each position of interest you must file an application each time it is announced unless otherwise indicated.
3. Pay special attention to Statewide and potential future opening notations. The employment lists developed from the testing process will be used by all State agencies for the next six to twelve months when "Statewide" appears.
4. Programs have been designed to assist handicapped individuals in obtaining employment (see the state application form for explanation of programs). To determine if you are eligible to apply for these programs, contact the Wisconsin Division of Vocational Rehabilitation.

WHO DO I CONTACT IF I HAVE FURTHER QUESTIONS ABOUT LIMITED TERM EMPLOYMENT?

Contact the Human Resources Office, 203 Administration Building, ext. 2610, if you have unanswered questions about limited term employment.