Limited Term Employment Handbook for Supervisors and Employees

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GENERAL INFORMATION – LIMITED TERM EMPLOYMENT

DEFINITION OF LIMITED TERM EMPLOYMENT

Limited term employees are those persons who are appointed to perform a grouping of duties and responsibilities on a non-project basis. LTE positions are temporary in nature and the conditions for these appointments do not provide for attainment of permanent status. LTEs are limited to working less than 1,044 hours within 26 consecutive biweekly payroll periods. As temporary workers, LTEs can be released at any time from a position for reasons such as unsatisfactory performance, budget restrictions, violation of the Classified Employees Work Rules, or any other non-discriminatory reason. LTEs do not possess rights to any permanent civil service position, and occupying an LTE position does not lead to permanent status. LTEs are not covered by a collective bargaining agreement and are ineligible to transfer into permanent vacancies; however they may apply for open permanent positions of interest. Limited Term Employees may enroll in classes, but if the person is enrolled at UW-Green Bay for at least half-time credit (ex. 6 undergraduate credits or 5 graduate credits), and is seeking a degree, the person should be classified as a student employee instead of an LTE (limited exceptions upon approval).

APPROPRIATE REASONS FOR REQUESTING AN LTE

- To fill in for an employee on extended sick leave or leave of absence
- To perform employment of a brief duration for anticipated peak periods (e.g. registration)
- To occupy a position pending recruitment for a permanent employee
- To perform seasonal work

INAPPROPRIATE REASONS FOR REQUESTING AN LTE

- Serve as a substitute for a permanent employee vacancy
- To fill in for an employee on vacation
- Hiring individuals for a very short-term position when duties assigned to the position could be performed by a permanent employee

CONDITIONS OF EMPLOYMENT

HOURLY EMPLOYMENT LIMITATIONS

Pursuant to the Wisconsin Statutes, no Limited Term Employee (LTE) may work more than 1,043 hours within 26 consecutive bi-weekly payroll periods. Concurrent LTE appointments are generally discouraged due to the 1,043 hour annual limitation in work hours. However, if the LTE is employed in more than one LTE position on campus, the combined hours for all LTE positions cannot exceed 1,043 hours within 26 consecutive bi-weekly payroll periods. The LTE start date in a position is the 'anniversary date' for that position. The collective hours an LTE works cannot exceed more than 1,043 hours in the year following the anniversary date. The hours return to zero on the anniversary date of each year that an LTE is employed (if more than one appointment, this is the anniversary date of the first appointment). If an LTE reaches the hourly maximum but the position is still needed, the individual must be terminated and a new LTE appointed. In other words, the hourly limitation applies to the person, not to the position. It is the supervisor's responsibility to monitor LTE's hours to make sure they are in compliance with the statutory limits. The Human Resources Office will notify the supervisor when the number of hours worked in an LTE position reaches 900 hours during a given year (based on anniversary date).

CONTINUANCE OF LTE EMPLOYMENT

If an LTE position ends, LTEs interested in further LTE employment should visit the UW-Green Bay Employment webpage at http://www.uwgb.edu/hr/jobs/ and follow the instructions to express interest in LTE openings. LTEs may be required to interview for future openings.

MONITORING OF LTE APPOINTMENTS

Approximately every month, Human Resources will review current LTE appointments. If an LTE has an active appointment, but has not been paid within the two months or has an appointment that is scheduled to end within the next two months, supervisors will be contacted via e-mail. If the LTE appointment is going to continue, please submit the LTE Change Form at least five business days prior to the appointment end date to authorize the extension of the appointment. If this form is not submitted, network and e-mail access will be terminated in accordance with the Account Maintenance Policy, which states that access will be removed at the end of the LTE's last day in pay status. When an LTE appointment ends, an LTE Change Form should be submitted to end the appointment (if the actual end date is different than the end date entered on the original LTE Request Form). The LTE Change Form may also be used to change the hourly rate or budget code at any time.

PERMANENT EMPLOYMENT OPPORTUNITIES

LTEs interested in permanent Civil Service employment should monitor the WiscJobs website, which is the official employment website for State of Wisconsin Job Opportunities. For job opportunities at UW-Green Bay, please monitor the Employment Opportunities section of the Human Resources website.

LIMITED TERM EMPLOYEE COMPENSATION

PAY RATES

In accordance with the State of Wisconsin Compensation Plan, the pay rate of an LTE may be at any rate up to the minimum hourly rate for the classification's counterpart in the permanent service. All LTEs must be paid at least at the State or Federal minimum wage, whichever is greater, unless a lower wage is authorized pursuant to Section 14 of the Fair Labor Standards Act (FLSA). Classification titles for LTE appointments are derived based on the duties of a position, and the appropriate classification will be determined by the Human Resources Office in accordance with the provisions of the limited term classification and pay schedule. Limited term employees are paid only for actual hours worked**.** LTEs are eligible for the same type of supplemental compensation (e.g. overtime for hours worked over 40 in a workweek (Sunday – Saturday), weekend differential, night differential, etc.) as permanent employees in the same classification and/or pay range. However, limited term employees cannot be granted compensatory time off and must be paid for all assigned extra hours worked. In addition, the amount of the supplemental pay is specified in the Compensation Plan, not in any Union contract. If an LTE is required by their supervisor to work on a holiday, hours worked will be paid at time-and-a-half.

Please note that if an LTE is required to work weekends (12:01 a.m. Saturday through 11:59 p.m. Sunday) or nights (6:00 p.m. through 6:00 a.m.), the LTE will receive the applicable pay differential for the hours worked.

LTE WAGE RATES AND STATUS CHANGES

LTEs paid below the maximum rates as determined by classification may have their wage rates adjusted by the appointment authority any time during the fiscal year, to a rate not to exceed the maximum, in accordance with the annual compensation plan. An LTE Change Form is required to increase an LTE hourly wage rate or to end an LTE Appointment. This form will need to be printed,

signed for approval, and routed to the Human Resources Office for processing. Any wage increase requests will be effective at the beginning of the pay period following receipt, unless specified otherwise. Please note that LTEs are not eligible to receive those wage rate adjustments to which permanent classified employees may be eligible, such as regrade resulting from reclassification, equity, increases implemented as a result of collective bargaining or performance rewards. In addition, the LTE employment end date should be reported as the actual last day of work.

JOB POSTINGS & HIRING LIMITED TERM EMPLOYEES

SUPERVISOR RECRUITING OPTIONS

The Human Resources Office, in accordance with the Wisconsin Administrative Code, coordinates the recruitment and selection of limited term appointments. If a supervisor requires recruitment assistance with advertising to fill an LTE position, please contact the Human Resources Office to discuss job posting options. Human Resources also maintains a file of applicants that have expressed interest in LTE opportunities with UW-Green Bay.

EQUAL EMPLOYMENT OPPORTUNITY FOR LTE APPLICANTS

Supervisors interviewing candidates for Limited Term Employment opportunities must follow non-discrimination statutes and regulations. Sex, race, color, religion, national origin, marital status, disability status, parenthood or age may not be used as criteria in a hiring decision. Questions pertaining to these factors must not be asked. Each candidate must be considered only on the basis of his or her ability to perform the job duties.

It is the policy of UW-Green Bay to provide reasonable accommodations for qualified persons with disabilities who are applicants for employment. If an LTE applicant needs assistance or accommodations to interview because of a disability, the appropriate assistance must be provided. UW-Green Bay does not deny employment opportunities to anyone because of the need to make reasonable accommodations for a disability.

HIRING DECISION

As a courtesy, it is the supervisor's responsibility to notify any non-selected LTE candidates as soon as possible about the hiring decision.

SUPERVISOR RESPONSIBILITIES

Supervisors are responsible for evaluating their departmental LTE budget prior to hiring an LTE. Once an LTE has been selected, it is the supervisor's responsibility to orient the new LTE to campus and to their department. The supervisor should also establish the work schedule for the LTE and assign duties. In addition, supervisors need to instruct the new LTE on proper timesheet completion and payroll procedures. To assist with the orientation process, supervisors my use the LTE Hiring & Orientation Checklist which identifies items requiring attention. If a more thorough orientation is requested by an LTE, please contact Human Resources. On a continual basis, the supervisor should monitor the work performance of the LTE to ensure that it is satisfactory and meeting expectations.

EMPLOYMENT FORMS

Once the LTE hired, it is imperative that you and the LTE complete all necessary employment forms and attach authorizing documents. Please go to the LTE section of the Human Resources website for LTE employment forms and guidelines to ensure you are utilizing the current forms available. All employment forms and hiring documents must be sent to the Human Resources Office as soon as possible and prior to the LTE performing work. LTEs cannot be scheduled to work prior to the receipt of the necessary hiring documents by the Human Resources Office.

1. Criminal Background Check: Most LTE positions require a criminal background check to be processed prior to extending an offer of employment. For more information, please see the "campus policies" page in this handbook. Human Resources will conduct the background check prior to employment. To initiate a criminal background check, e-mail hr@uwgb.edu with the LTE candidate's name, e-mail address and account number to charge the background check fee to. Human Resources will then conduct the criminal background check and notify the supervisor once it has been completed.

2. LTE Request Form: It is important to remember that the job duties indicated on the form derive the classification and any corresponding wage rate limitations that may exist. Incomplete forms will be returned to the supervisor for completion and will not be processed until all the information is provided. Please keep a copy of this form for your records prior to submission if you desire.

3. LTE Offer Letter: Issue to new and recurring LTEs. This letter contains important policy notifications and appointment details. Please submit a copy of the LTE Offer Letter with the LTE Request Form.

4. UWGB Employment Application: Limited Term Employees should complete this form during the recruitment process.

5. Limited Term Employment Acknowledgement: LTE should read, sign and submit this form to Human Resources.

6. Employee Confidentiality Agreement: LTE should read, sign, and submit this form to Human Resources.

7. Employee Self-Identification and W-4 Form: LTEs should include their mailing address, as this is the address where the W-2 will be sent. Completed Employee Self-Identification and W-4 forms should be sent to Human Resources.

8. I-9 Form (attach authorizing document copies): The University is required by law to verify eligibility to work in the United States and limited term appointments are contingent upon verification of identity as required by the Immigration Reform and Control Act (1986). Therefore, I-9 completion is required for new LTEs and returning LTEs who have had a break in service of more than one day. However, a new I-9 form does not need to be completed or re-verified if expectation of continuing service was previously made to employees in writing (i.e. via the LTE Offer Letter). Supervisor verifies the authorizing documents, completes the bottom portion and signs the form within three workdays after beginning employment. Supervisors need to attach copies of the documents that the LTE provides for establishing their identity and eligibility to work. Completed I-9 Forms should be sent to Human Resources.

9. Direct Deposit Authorization Form: LTE should complete this form, and send it to Human Resources.

10. Declaration of Selective Service Registration (if applicable): In order to comply with Wisconsin law, Chapter 230, males who are 18 but not yet 26 years of age must declare that they are registered for Selective Service to be eligible for employment. Applicants are responsible for signing a declaration form attesting that they have registered. If the employee has not registered (and is required to do so) and declines to register at that point, the employer must rescind the offer of employment. For more information regarding selective service and online registration, please see www.sss.gov.

11. Position Description: Please use the Position Description template to create a position description for your LTE position, and send it to Human Resources.

12. Work Permit: If an LTE is under age 18, this requirement must be completed. Please refer to the Guidelines to Hire Employees Under Age 18 for further information.

TIMESHEETS & PAYCHECKS

PAY PERIODS

Pay periods are bi-weekly commencing on Sunday and ending on the Saturday of the following week. Please review the LTE & Classified Bi-Weekly Payroll Schedule to view a listing of pay periods.

RECORDING HOURS WORKED

All LTE's record their hours in HRS which is accessed through the **My UW System Portal**. Time for each pay period is recorded and subsequently approved by the supervisor following the close of the pay period. Electronic timesheets are a legal document and are required by federal law to be complete and accurate. For liability purposes, UW-Green Bay requires that the work of all hourly employees be accomplished only at University work locations. Electronic timesheets must be submitted to the supervisor for approval. Timesheets not submitted by the LTE and approved by the supervisor will not be processed for payment. Timesheets should be submitted in HRS by 4:30 p.m. on the Friday at the end of a pay period. Please review the HRS LTE Timesheet Entry instructions on the HR website.

LTEs cannot "bank" hours. This means that LTEs cannot collect hours over several weeks, and then record them all on one timesheet. They must record the hours they work on the exact day they are worked. Banking hours is not an acceptable campus employment practice.

It is the supervisor's responsibility to assure the accuracy of the LTE timesheet before approving it. Inaccurate timesheets may result in delayed payment and knowingly falsified timesheets may result in discipline and/or termination of employment.

Please note that if an LTE is required to work weekends (12:01 a.m. Saturday through 11:59 p.m. Sunday) or nights (6:00 p.m. through 6:00 a.m.), the LTE will receive the applicable pay differential for the hours worked. LTEs working an entire day are eligible for a 15-minute paid rest period after working four hours. LTEs may be allowed a 30-minute unpaid meal break when working an entire day.

PAYMENT METHOD

Direct deposit is the method of payment that is used by the University of Wisconsin System. Payments to LTEs using this method will be directly deposited at the financial institution of their choice. To initiate direct deposit, a Direct Deposit Authorization Form needs to be completed and submitted to Human Resources.

ELECTRONIC EARNINGS STATEMENTS

If an LTE is employed for more than 30 days, an email account will be created. Earning statements serve as a paycheck stub, and are available at **My UW System** before the pay date (payments are not available until the actual pay date). Statements are kept online for the current year, plus three prior years. My UW System is available at **http://my.wisconsin.edu** and can be accessed at any time, from any computer that has an internet connection.

LIMITED TERM EMPLOYEE BENEFITS

Limited Term Employees do not qualify for vacation, personal holiday hours, paid holidays, tenure, sick leave, or the right to compete in promotional examinations. With the exception of worker's compensation, unemployment compensation and social security coverage, LTEs are typically ineligible for other fringe benefits.

RETIREMENT AND INSURANCE ELIGIBILITY

Under certain circumstances, LTEs may be eligible for retirement and insurance coverage (see below). Contact Human Resources with questions regarding LTE benefits.

Limited Term Employees who have worked for a WRS participating employer prior to July 1, 2011, are on a recurring appointment, and are anticipated to work at least 600 hours for a 12-month period may be eligible for retirement benefits. A recurring LTE may also eligible for retirement benefits when they have more than one appointment and at least one appointment meets the specific retirement participation criteria. In these cases, retirement deductions will be made on the total salary paid. For those LTEs eligible to participate in retirement benefits, the State's contribution is effective immediately.

Recurring limited term employees with retirement deductions may be eligible to participate in state health and life insurance programs, income continuation, accidental death and dismemberment, and major medical insurances. In order to be eligible to participate, LTEs must serve a six-month waiting period before the State's contribution is effective, comparable to all State Classified new employees.

SOCIAL SECURITY

Limited Term Employees are covered by Social Security. Social Security taxes will be deducted from the LTEs paycheck. The State of Wisconsin pays a matching share toward employee Social Security coverage. The taxable wage base and tax rate are subject to periodic adjustments.

WORKER'S COMPENSATION

If an LTE who is employed on campus is injured as a result of work related activities, s/he is covered by Worker's Compensation. By law, accidents must be reported immediately to the supervisor no matter how slight, and within 24 hours to Public Safety. Failure to do so could result in a loss of compensation, payment of medical bills, etc.

UNEMPLOYMENT

Limited Term Employees may also be eligible for unemployment compensation if an LTE position ends.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Federal Family and Medical Leave Act (FMLA) provides eligible employees up to twelve weeks of unpaid leave each calendar year for any combination of the following: the birth, adoption, or foster placement of a child, the employee's own serious health condition which prevents the employee from working, or to care for the employee's child, spouse, or parent who has a serious health condition. In addition, twelve weeks of unpaid leave are provided for an eligible employee who has a "qualified exigency" as a result of a spouse, child, or parent on active duty or imminent active duty. Also, an employee who is the spouse, child, or next of kin to a covered service member who is seriously injured in the line of active duty is eligible for twenty-six weeks of unpaid, job-protected leave to care for the service member. While the law provides for unpaid leave, employees have the option to substitute paid leave benefits available to them for leave that is covered by this law. In addition, the Wisconsin Family and Medical Leave Act (WFMLA) may provide leave for those who do

not qualify for Federal FMLA. The FMLA requires that the most generous benefit must be applied. For the FMLA request form, eligibility requirements, and provider certification forms, review the Human Resources website or contact the Office of Human Resources.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The University of Wisconsin-Green Bay's Employee Assistance Program (EAP) is designed to assist in the prevention, early identification, and resolution of personal issues, which may affect both an employee's sense of well-being and his/her ability to effectively carry out work responsibilities. Some of the common concerns which the EAP can help with are depression, stress or burnout, marriage, family or parenting difficulties, alcohol or drug abuse, emotional or mental health issues, work-related problems, financial and/or legal difficulties, anger, grief or loss, adjusting to injury, illness, retirement, etc. These short-term services for resources and referral are provided through the Counseling and Health Center by Certified Professional Counselors. Employees may consult with counselors at the Counseling and Health Center, located in the Student Services building, room 1400. This free and confidential consultation can take place in person or over the phone (phone: (920) 465-2380). For information about the Employee Assistance Program available at UW-Green Bay visit the Counseling and Health Services website.

CAMPUS POLICIES

CRIMINAL BACKGROUND CHECK POLICY

The University of Wisconsin-Green Bay is committed to foster a safe and secure environment for all members of the university community. This policy will also allow the University to take meaningful and reasonable actions to protect its funds, property and other assets. Criminal background checks will be conducted on Limited Term Employees when required by state or federal law or when hired into position identified as risk or trust sensitive. Individuals may not commence employment until they have successfully completed a criminal background check, except under special circumstances. Information collected in connection with the background check will be treated confidentially to the extent permitted by the Wisconsin Public Records Act and other applicable laws.

DRUG FREE ENVIRONMENT POLICY

In accordance with the federal Drug Free Schools and Campuses Act and the Drug-Free Workplace Act, the University has a policy that establishes standards of conduct in relation to the unlawful possession, use or distribution of illicit drugs and alcohol. This policy emphasizes the expectation that faculty and staff will report to work in an appropriate mental and physical condition to carry out their responsibilities safely and effectively, absent any impairment because of the use of controlled substances and alcohol. Violations of this policy may result in serious disciplinary sanctions up to and including termination of employment. To see the complete policies, please review the UW System policy and the UW-Green Bay Alcohol and Other Drugs Policy.

EQUAL OPPORTUNITY POLICY AND COMPLAINT PROCEDURES

The University of Wisconsin-Green Bay is committed to equal opportunity to all individuals regardless of race, color, religion, sex, sexual orientation, gender and/or gender identity expression, marital or parental status, national origin, ethnicity, citizenship status, veteran or military status, age, disability and any other legally protected basis. Harassment or discrimination based upon protected status is illegal and will not be tolerated. This policy is applicable to employment practices and all programs within the University. This commitment to all employment and educational practices includes, but is not limited to recruitment and hiring, training, compensation, benefits, promotions, transfers, terminations, layoffs, access to facilities as well as social and recreational programs. The University's compliance with this statement is the responsibility of all administrators and others whose duties are related to decisions regarding employees. Further, the

University of Wisconsin-Green Bay is committed to fully participate in the implementation of all applicable federal and state laws, executive orders, rules, regulations and policies.

POLICY PROHIBITING HARASSMENT AND DISCRIMINATION

The University of Wisconsin-Green Bay is committed to maintaining a learning and working environment that is free of bias, prejudice, and harassment—an environment that supports, nurtures, and rewards career and educational advancement on the basis of ability and performance. Discrimination against or harassment of any member of the University community based upon race, color, religion, sex, sexual orientation, gender and/or gender identity or expression, marital or parental status, genetic information, national origin, ethnicity, citizenship status, veteran or military status (including disabled veteran, recently separated veteran, other protected veteran, or Armed Forces service medal veteran status), age, disability, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or participate in any communication about religious matters or political matters, or any other category protected by law, and any other legally protected basis is prohibited by law and undermines the character and purpose of the University. Such harassment and/or discrimination is illegal and against University policy and will not be tolerated.

AMERICANS WITH DISABILITIES ACT

The University of Wisconsin-Green Bay is committed to providing reasonable accommodations for eligible employees or applicants for employment with documented disabilities as defined by federal and state law.

ACCEPTABLE USE POLICY

The University of Wisconsin-Green Bay furnishes computers and provides access to campus network resources, including the Internet, in order to support learning and enhance instruction, to promote educational excellence and to prepare students for an increasingly technological world. This use should facilitate resource sharing, research, innovation and communication.

POLICY ON VIOLENCE AND THREATS

The University of Wisconsin-Green Bay is committed to maintaining for its employees, students and visitors an environment that is free from intimidation, threats and violent acts. UW-Green Bay will not tolerate any act or threat of violence made in the workplace, on university lands, or while in work status. After receiving a report of threats or violence, the University will conduct an immediate investigation and respond with the appropriate action.

CAMPUS SECURITY REPORT

The University of Wisconsin-Green Bay's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by The University of Wisconsin-Green Bay, and on property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security such as policies concerning alcohol and drug use, crime prevention, and the reporting of crimes, sexual assault, and other matters. Paper copies of the report are available upon request from the UWGB Office of Public Safety.

NEPOTISM

No employer may recommend or make a limited term appointment when the person to be hired is a member of the employee's immediate family. Immediate family is defined as parents, stepparents, grandparents, foster parents, children, stepchildren, grandchildren, foster children, brothers (and their spouses), or sisters (and their spouses) of the employee or the employee's spouse, a son or daughter-in-law of the employee or the employee's spouse, or other relatives of the employee or the employee's spouse who are residing in the household of the employee, unless that person has

been certified from an open or promotional competitive register. Additionally, no employee shall give preferential or favored treatment in the supervision or management of another employee who is a member of his/her immediate family.

CONSENSUAL RELATIONS

Romantic and/or sexual relationships between faculty or other instructional staff/academic staff and students, or between supervisors and subordinates, are of concern to the University of Wisconsin-Green Bay. Conflicts of interest may arise in connection with consensual romantic and/or sexual relationships between faculty or other instructional staff/academic staff and students, or between supervisors and subordinates. Although conflict of interest issues can be resolved, in a consensual romantic and/or sexual relationship involving a power differential, the potential for serious consequences remains.

CODE OF ETHICS

All University of Wisconsin-Green Bay employees are required to comply with the code of ethics applicable to their employment status. These codes are designed to prevent conflicts between an employee's private interests and public responsibilities. The rules for unclassified employees (generally faculty and academic staff employees) are in Ch. UWS 8, Wisconsin Administrative Code. The rules for classified employees (generally most other UW System employees) are in Ch. ER-MRS 24, Wisconsin Administrative Code.

For more information regarding these important campus policies, please visit the Policies and Procedures section of the Human Resources website.