Chapter Pers 10

LIMITED TERM EMPLOYMENT

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Pers 10.01 Definition and duration of categories of limited term employment. Limited term employment means employment on a non-career basis which may be identified as short term, project or part-time. In addition, emergency and provisional appointments are included under a limited term employment as provided under section 16.21 (1), Wis. Stats.

(1) SHORT-TERM. Employment in a position that shall not exceed 1044 consecutive work hours duration and which does not recur at regular intervals. Employment durations for emergency and provisional short-term appointments shall be as specified under sections 16.21 (2) and (3), Wis. Stats., respectively.

(2) PROJECT. Employment in a planned undertaking which is not a regular and continuing function of the department and which has an established probable date of termination. The duration of employment shall normally not exceed one year. The director may approve an extension of the duration of this employment upon receipt of written justification from the appointing authority.

(3) PART-TIME. Employment in any position where the time worked is less than half-time on a daily, weekly or monthly basis.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (intro. par.), r. (4), Register, September, 1975, No. 237, eff. 10-1-75.

Pers 10.02 Prohibitions on the use of limited term employment. Limited term employment shall not be used to fill vacancies in permanent, seasonal or sessional positions in the classified service, except as provided in sections 16.21 (2) and (3), Wis. Stats.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Pers 10.03 Maximum work durations. The total time worked in any one position by a limited term employe on a short-term or part-time basis shall not exceed 1044 hours of employment in any 26 consecutive biweekly pay periods.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Pers 10.04 Classification and compensation. (1) Classification titles for these employments shall be determined in accordance with the provisions of the limited term employment classification and pay schedule.

(2) Pay rates for this type of employment shall be in accordance with the provisions of the limited term employment pay schedule.

(3) No pay increases shall be allowed for this kind of employment except those approved by the director for economic adjustment for comparable work on a permanent basis or for a distinctly different duty assignment.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Pers 10.05 Approval by director. (1) Except when delegated by the director, prior approval is required for the use of limited term employment including titles, pay, durations, procedures, records, etc.

(2) Authorization for use of limited term employment shall be based upon the nature of employment with due consideration given by the director to current labor market conditions, probable duration of employment, the need for formal examination procedures and other pertinent circumstances.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Pers 10.06 Procedures and records. Procedures for recruitment, examination, pay and record-keeping covering limited term employment may be abbreviated to provide only those minimum processes and records consistent with expediting employment and safeguarding public interests.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Pers 10.07 Status of employes on limited term employment. (1) Employes in these positions are not considered career employes and therefore are denied certain benefits but are eligible for others.

(a) Benefits denied include: tenure; vacation; paid holidays; sick leave; merit increases; the right to compete in promotional examinations; military leave; or time off with pay for jury duty, voting, preinduction physical examinations or benefits granted under section 16.31, Wis. Stats.

(b) Benefits specifically authorized by section 16.21 (4), Wis. Stats. include workmen's compensation, unemployment compensation and social security coverage.

(c) In certain circumstances limited term employes may be eligible for group insurance and retirement benefits. See Wis. Adm. Code Ret 2.01 and section 41.02 (6) (b), Wis. Stats., for eligibility requirements.

(2) Salary shall be paid limited term employes only for actual time worked at the assigned work station.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (1) (a) and (c), Register, September, 1975, No. 237, eff. 10-1-75.

Pers 10.08 Renewals, extensions, change of categories and classification. Renewal of employment, extension of time duration, change in category or classification for any employe on a limited term employment shall not be permitted except for unusual unforeseeable circumstances. Justification is required for any such renewal, extension, change in category, or classification, and each case will be determined on its own merits.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Pers 10.09 Change in status between limited term and seasonal or permanent. (1) When a limited term employe approved under Wis. Adm. Code section Pers 10.01 (3) works in excess of part-time for a period of 7 consecutive biweekly payroll periods, and such work time is expected to continue to be in excess of part-time, the appointing authority shall request establishment of a new permanent or seasonal position. The employe shall be required to qualify for appointment to the new position through regular examination procedures.

(2) When a permanent or seasonal employe, except those affected by action taken in accordance with section 16.32 (2), Wis. Stats., works less than half-time in a permanent or seasonal position (see Wis. Adm. Code section Pers 8.02 (1) and (2) respectively) for 7 consecutive biweekly payroll periods and such work time is expected to continue at this rate, the employe shall become a limited term employe, unless he chooses to induce layoff under the provisions of Wis. Adm. Code chapter Pers 22.

(3) Any annual leave or sick leave an employe has earned prior to his change to limited term status shall be available for use pursuant to Wis. Adm. Code chapter Pers 18.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.