

## Chapter Pers 10

## LIMITED TERM EMPLOYMENT

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**Pers 10.01 General application.** (1) **STATUTORY REFERENCES.** See subsections 16.105 (2) (bn), 16.20 (3), and 16.24 (2), Wis. Stats.

(2) No tenure accrues in this kind of employment. See Wis. Adm. Code chapter Pers 8.

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.

**Pers 10.02 Prohibitions on the use of limited term employment.** (1) **POLICY.** Limited term employment shall not be used to fill vacancies in permanent or seasonal positions in the classified service; however, in exceptional instances the director may authorize the use of limited term employment to fill vacancies in permanent or seasonal positions where the vacancy is of short duration.

(2) **AUTHORIZATION.** Each such case will be determined on its own merits, and the director may, at any time, terminate the authorization for such limited term employment.

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.

**Pers 10.03 Approval by director.** (1) Except when specifically otherwise authorized by the director, prior approval is required for the use of limited term employment including titles, salaries, durations, procedures, records, etc.

(2) Authorization for use 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, June, 1964, No. 102, eff. 7-1-64.

**Pers 10.04 Procedures and records.** Procedures for recruitment, examination, compensation 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, June, 1964, No. 102, eff. 7-1-64.

**Pers 10.05 Titles and salaries.** (1) Wherever possible classification titles in the limited term employment and state fair salary schedule shall be used for these employments.

(2) No salary increases shall be allowed for this kind of employment except those approved by the director for economic adjustment

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for comparable work on a permanent basis or for a distinctly different duty assignment.

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.

**Pers 10.06 Definition and duration of categories.** Within limited term employment as a *kind of employment* as covered in Wis. Adm. Code chapter Pers 8 are the following categories:

(1) **SHORT-TERM.** Employment in a position of less than 6 successive calendar months duration which does not recur at regular intervals.

(a) Included in this category are those positions excluded by Wis. Adm. Code subsection Pers 8.02 (2) (c).

(b) Casual employment in positions that occur, terminate and recur at irregular intervals and for varying periods of time is also included in this category but shall be designated as *short-term recurring*. Employment in such positions may extend beyond the 6 successive calendar months duration limit but the total accumulation of time worked in any calendar year shall be subject to Wis. Adm. Code section Pers 10.08 for time computation.

(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.

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

(4) **STUDENT.** Employment at the University of Wisconsin, one of the state colleges, or a state educational institution of a student of such university, college or institution who is currently enrolled or who will enroll at the next session.

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.

**Pers 10.07 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, June, 1964, No. 102, eff. 7-1-64.

**Pers 10.08 Maximum work durations.** The total time worked in any department by a limited term employe on a short-term, short-term recurring or part-time basis shall not exceed the equivalent of 6 work months of employment in any 12 month period.

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.

**Pers 10.09 Change in status between limited term and seasonal or permanent.** (1) When a limited term employe approved under Wis. Adm. Code subsection Pers 10.06 (3) works in excess of part-time for a period of 3 successive payroll periods, and such work time is expected to continue to be in excess of part-time, the appointing officer shall request establishment of a new permanent or seasonal position. The employe shall qualify for appointment to the new position through regular procedure.

(2) When a permanent or seasonal employe, except those affected by action taken in accordance with subsection 16.29 (4), Wis Stats.,

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works less than half-time in a permanent or seasonal position (see Wis. Adm. Code subsection Pers 8.02 (1) and 8.02 (2) respectively) for 3 successive calendar months and such work time is expected to continue at this rate, the employe shall become a limited term employe.

(3) Any vacation 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, June, 1964, No. 102, eff. 7-1-64.