

Chapter ER-Pers 34

PROJECT APPOINTMENT

ER-Pers 34.01	Definition and maximum duration	ER-Pers 34.05	Pay provisions
ER-Pers 34.02	Exclusions	ER-Pers 34.06	Benefit provisions
ER-Pers 34.03	Use of project appointments	ER-Pers 34.07	Status and rights
ER-Pers 34.04	Position classification actions	ER-Pers 34.08	Termination
		ER-Pers 34.09	Procedures and records

Note: Chapter Pers 34 was renumbered to be Chapter ER-Pers 34, effective March 1, 1983.

ER-Pers 34.01 Definition and maximum duration. [s. 230.27 (1) and (2), Stats.] (1) A project appointment means the appointment of a person to a project position under conditions of employment which do not provide for attainment of permanent status.

(2) The duration of a project appointment to a project position shall not exceed 4 years from the date of the appointment to the project position. Successive appointments to the same project position shall also not exceed 4 years from the date of the first appointment. If a project position is originally funded for less than 4 years and is later extended, any project appointment to such position may also be extended. The total duration of the original and extended appointment shall not exceed 4 years.

History: Cr. Register, February, 1981, No. 302, eff. 3-1-81.

ER-Pers 34.02 Exclusions. The provisions of this chapter do not apply to the permanent appointment of a person to a project position.

History: Cr. Register, February, 1981, No. 302, eff. 3-1-81.

ER-Pers 34.03 Use of project appointments. [s. 230.27 (2), Stats.] (1) A project position may be filled on a project appointment basis only after approval by the administrator. Project appointments shall be made so as to contribute to a competent and balanced work force.

(2) An appointing authority may grant a leave of absence of not more than 4 years to a subordinate employe in a permanent, seasonal or sessional position who voluntarily accepts a project appointment. An appointing authority may not involuntarily appoint an employe in a permanent, seasonal or sessional position to a project position on a project appointment basis.

History: Cr. Register, February, 1981, No. 302, eff. 3-1-81.

ER-Pers 34.04 Position classification actions. Position classification actions shall be made in accordance with chs. ER-Pers 2 and 3.

History: Cr. Register, February, 1981, No. 302, eff. 3-1-81.

ER-Pers 34.05 Pay provisions. [s. 230.27 (2), Stats.] The pay provisions of ch. ER-Pers 29, and the state classification and compensation plans for non-represented employes shall apply to project appointees.

Register, February, 1983, No. 326

ER-Pers 34

(1) **BEGINNING PAY.** The initial rate to be paid to a project appointee shall be the minimum of the pay range to which the position's classification is assigned, with the following exceptions:

(a) All project appointees are eligible for hiring above the minimum (HAM) consideration if HAM has been approved in accordance with the provisions of s. ER-Pers 29.02 (3).

(b) All project appointees shall be paid at least the raised minimum rate if one has been established for the class or class and subtitle under the provisions of s. ER-Pers 29.02 (2).

(c) Project appointees who previously held a permanent, seasonal or seasonal classified position and who could have been appointed to a permanent position without an interruption of continuous service under s. ER-Pers 18.02 (2), may be appointed to a project position assigned to a higher class than their previous position and may be paid at up to their previous rate of pay if higher than the pay range minimum of the class for the project appointment.

(d) Project appointees who previously held a permanent, seasonal or seasonal classified position and who could have been appointed to a permanent position without an interruption of continuous service under s. ER-Pers 18.02 (2), may be appointed to a project position assigned to the same, a counterpart, or a lower class than their previous position and may be paid at a rate of pay determined in accordance with the provisions of s. ER-Pers 29.03 (6).

(e) Project appointees who are appointed from an unclassified position may be paid at up to their previous rate of pay if higher than the pay range minimum of the class for the project position.

(2) **MAXIMUM PAY.** The pay rate for a project appointment shall not exceed the maximum of the pay range to which the position classification is assigned unless the employee's pay rate is red circled during the project appointment.

(3) **PAY ON COMPLETION OF THE FIRST 6 MONTHS OF A PROJECT APPOINTMENT.** Upon completion of the first 6 months of a project appointment, a project appointee shall receive;

(a) A one within range pay step increase, unless the employee's beginning pay was set in accordance with sub. (1) (c), (d) or (e).

(b) An increase to that rate in the pay range which is one within range pay step greater than the pay range minimum, if the employee's beginning pay was set in accordance with sub. (1) (c), (d) or (e) and is below that rate.

(4) **PAY ON REGRADE.** Pay increases upon regrade as a result of a reallocation or reclassification shall be determined in accordance with s. ER-Pers 29.03 (3).

(5) **OTHER PAY ADJUSTMENTS.** Other pay adjustments such as general across-the-board pay adjustments, performance awards, equity awards, and supplementary compensation shall be granted in accordance with the compensation plan and rule provisions for non-represented employees.

(6) **OVERTIME PAY.** Overtime pay provisions shall be the same as those provided for other non-represented employees.

(7) **SIMULTANEOUS PAY ADJUSTMENTS.** Pay adjustments which have the same effective date shall occur in the order provided for other employees under s. ER-Pers 29.04.

(8) **PAY ON SUBSEQUENT APPOINTMENT.** On subsequent appointment to a different position, the pay rate attained as a result of a project appointment shall not serve as the basis for the establishment of subsequent pay rates on appointment to any other positions except for appointments made in accordance with s. ER-Pers 29.02 (3).

History: Cr. Register, February, 1981, No. 302, eff. 3-1-81.

ER-Pers 34.06 Benefit provisions. [s. 230.27 (2), Stats.] (1) **LEAVE OF ABSENCE.** (a) Annual leave and sick leave shall be earned and used in the same manner as authorized for permanent non-represented employees.

(b) Eligibility for annual military leave under s. 230.35 (3), Stats., shall be earned after completion of the first 6 months of employment in a project position. If prior eligibility has been attained in a permanent, seasonal, sessional or unclassified position and the employe has been appointed to the project position without an interruption of continuous service, such prior eligibility shall be retained.

(c) Time off for jury time and voting time shall be granted in the same manner as authorized for permanent non-represented employees.

(d) Holiday time off will be granted in accordance with the provisions for permanent non-represented employees. If an employe moves between permanent, seasonal, sessional or project positions during the year, the total number of personal holidays earned in the year shall not exceed 3.

(2) **INSURANCE.** (a) Group health, life and income continuation insurance coverage and eligibility shall be governed by the rules of the department of employe trust funds. The employer's contribution for this coverage will be the same as for permanent non-represented employees.

(b) Coverage and eligibility for worker's compensation, unemployment compensation and hazardous employment will be the same as for permanent non-represented employees.

(3) **RETIREMENT.** Retirement program eligibility and coverage will be governed by the rules of the department of employe trust funds. The employe's contribution for this coverage will be the same as for permanent non-represented employees.

(4) **CONTINUOUS SERVICE.** Continuous service credit shall be earned for the duration of employment on the project.

(5) **CARRYOVER OF BENEFITS.** (a) Accumulated annual leave and sick leave earned during a permanent, seasonal, sessional or unclassified appointment shall be carried over to a project appointment in the same manner as prescribed under s. ER-Pers 18.04 (2), if the appointee would have been eligible to carry over the benefits to a permanent appointment.

ER-Pers 34

(b) Accumulated annual leave, sick leave, and continuous service credits earned during a project appointment shall not be carried over upon appointment to a permanent, seasonal, sessional, project or unclassified position unless the project appointee previously held a permanent, seasonal, sessional or unclassified position and could have carried over the benefits if the project appointment had been a permanent appointment.

History: Cr. Register, February, 1981, No. 302, eff. 3-1-81.

ER-Pers 34.07 Status and rights. [s. 230.27 (2), Stats.] Employees serving a project appointment shall:

(1) Have the same appeal and grievance rights as permanent non-represented employees except that termination of the project appointment may not be appealed.

(2) Be eligible for regrade as a result of the reallocation or reclassification of the project position.

(3) Be ineligible to attain permanent status in class as a result of the project appointment.

(4) Be ineligible to transfer, promote or demote into a permanent, seasonal or sessional position.

History: Cr. Register, February, 1981, No. 302, eff. 3-1-81; reprinted to correct error, Register, April, 1981, No. 304.

ER-Pers 34.08 Termination. [s. 230.27 (2), Stats.] Employees on a project appointment may be terminated at any time. Employees so terminated do not have layoff, reinstatement, restoration or displacement rights to any permanent, seasonal or sessional position unless those rights or eligibilities were previously earned in a permanent, seasonal, or sessional position and are being applied within three years of the date of separation from that position or prior to the expiration of an approved leave of absence.

History: Cr. Register, February, 1981, No. 302, eff. 3-1-81.

ER-Pers 34.09 Procedures and records. (1) Procedures for recruitment and selection as set forth in subch. II of ch. 230, Stats., may be modified to expedite the project appointment process.

(2) In order to safeguard the public interest, modified recruitment and selection procedures must be approved by the administrator, and the appointing authority shall maintain such records of the procedures followed in making project appointments as are determined to be necessary by the administrator.

History: Cr. Register, February, 1981, No. 302, eff. 3-1-81.