

UW-Extension Limited Term Employment (LTE) Regulations and Guidelines

The use of Limited Term Employment (LTE) is restricted to positions that do not lead to permanent employment. Contact the UWEX Office of Human Resources when you need to hire a limited term employee.

GENERAL INFORMATION

Limited term means the appointment of a person to perform a grouping of duties and responsibilities under conditions of employment which do not provide for attainment of permanent employment status.

The total time worked in any one position by an individual shall not exceed 1,043 hours during 26 consecutive biweekly payroll periods (one year) starting from the date of the appointment. Wisconsin Administrative Code (ER 10.01) limits the number of hours an individual may work in a position, and does not provide for extensions. If the employee reaches 1,043 hours, but the work has not been completed, the employee must be terminated and a new LTE appointed.

There are two instances in which an individual may be employed for 1,044 or more hours within 26 consecutive bi-weekly payroll periods. They are as follows:

1. The individual holds two or more concurrent appointments in different positions, which in total exceed the limit.
2. The individual holds back-to-back appointments in different positions where the total hours worked within 26 bi-weekly pay periods exceeds limit.

NOTE: The key in both case 1. and 2. is that the individual must be working in different positions. The test would be to ask, "Can the duties be logically combined into one position?" If, for example, the positions are physically located in different work locations (Typist in the Physical Plant and Typist in the Registrar's Office), or have very dissimilar duties (Typist versus Accounting Specialist duties), it may not be logical to combine the positions.

In either of the above cases, the LTE may not exceed the hourly limit in any one position. However, the individual is not limited to only one position. Therefore, in totaling the number of hours worked for all positions, the hourly limit may be exceeded.

Changes in duties and responsibilities do not constitute a different position.

HIRING PROCESS

Contact the UWEX Office of Human Resources for assistance in correctly classifying the position and to establish an appropriate salary. If you do not have a candidate, the UWEX Office of Human Resources usually has applications on file of candidates interested in LTE employment. If there are NO candidates, and the hiring department is in Madison, the UWEX Office of Human Resources will contact Job Service and Job Service will send you candidate(s).

The hiring department can contact Job Service directly if located outside of Madison. A background check must be done before hiring an employee.

EMPLOYEES UNDER 18 YEARS OF AGE:

- A. A child labor permit must be secured before the employee begins work. Each permit will only cover the position for which it was issued.
- B. Child labor permits are secured by the prospective employees from any Public High School.
- C. Requirements for obtaining a child labor permit:
 - 1. Proof of age - birth record or Baptismal record.
 - 2. Letter from employing department head stating their intention to employ the minor and the nature of the duties to be performed.
 - 3. Letter from parents stating that they desire the child to have the permit.
 - 4. Fee payable at time of obtaining permit.

SALARY

The minimum salary rate for UWEX LTEs is the campus minimum wage (currently \$6.95 per hour). The maximum salary rate for a LTE may not exceed the hourly equivalent of the minimum salary for the classification.

A former classified employee with reinstatement eligibility may be paid at a rate higher than the minimum for the classification. Please contact the UWEX Office of Human Resources prior to establishing a pay rate for former classified employees.

LTEs are specifically excluded from receiving fiscal year salary adjustments to which permanent classified employees may be eligible, such as within range pay progression, equity, or performance awards. LTEs cannot be reclassified.

LTEs are paid night differential if regularly scheduled to work at night - hours worked between 6:00 p.m. and 6:00 a.m. Weekend differential is paid for any hours worked on weekends - hours worked between 12:01 a.m. Saturday and 12:00 midnight Sunday.

Overtime (time and one-half) is paid for any hours worked in excess of 40 hours per work week. Holiday pay (time and one-half) is paid for hours worked on a state legal holiday - limited to 8.0 hours.

REQUIRED FORMS (available at <http://www.uwex.edu/payroll>)

*All appropriate paperwork must be processed **before** submitting hours worked. Incomplete forms will be returned to the hiring department and will delay processing.*

Background Check: Must be completed before hire. The form is located at <http://www.uwex.edu/payroll/forms/>. Have the potential hire complete the form and send it to the UWEX HR office.

Limited Term Employment Request/Report and a **Limited Term Acknowledgment:** Must be completed and returned to the UWEX Office of Human Resources immediately upon hiring a LTE. Funding codes should be placed at the top of the Duties of Position Section of the Limited Term Employment Request/Report Form. Also, indicate the expected duration of the appointment, and expected number of hours per week, in the Duties of Position Section.

W-4 Form (Tax Withholding Certificate): Must be completed and returned to the UWEX Payroll and Staff Benefits Office immediately upon hiring a LTE.

I-9 Form (Employment Eligibility Verification): Complete the I-9 form and *keep with the LTE's file at the hiring department*. Please note:

- The Immigration and Control Act of 1986 prohibits the university from employing an individual who does not provide the required documents within the relevant time period, or who is unauthorized to work. The employer (hiring department) must complete Section 2 within three working days of the employee's start date.
- All documents listed in Lists A, B, and C in Section 2 must include the document title, issuing authority, document number and expiration date (if any). UW-Extension policy requires that all documents be photocopied and attached to the I-9 form.
- The department must monitor an employee's eligibility to work if the employee indicated that they are an alien authorized to work until a certain date (Section 1, third box) or if any documents listed in Section 2 List A or C (establishing employment eligibility) have an expiration date. The department must notify the employee 120 days in advance of the expiration date that they need to reverify their employment eligibility by filling out a new I-9 form. (Section 3 on the I-9 form is used for employment reverification of U.S. citizens and lawful permanent residents being re-hired within the same department.)
- The employer should file the I-9 form with attached photocopies in a sealed envelope in the employee's personnel file, noting any expiration dates on the outside of the envelope. A calendar system or "tickler" file should be established to enable you to monitor all expiration dates.
- I-9s and attached photocopies must be retained for all current employees. For terminated appointments, I-9s must be retained for three years after the hire date or one year after termination, whichever is later.

Direct Deposit: The University of Wisconsin distributes pay using an electronic direct deposit program. Automated Clearing House (ACH) allows the safe, fast, efficient crediting of your pay directly to your financial account.

REPORTING TIME

Once the LTE appointment is set up, hours worked by LTE's are reported on the "Classified Limited Term Time Sheet." LTE time sheets and check sheets are due on the Monday following the end of the pay period or they may not be processed until the following pay period. Due to holidays, a few payrolls may have an early deadline. Check the Payroll Planning Calendar (<http://www.uwex.edu/payroll/payroll/paycal.doc>) or the Pay and Processing Schedule (<http://www.uwex.edu/payroll/LTE.html>) for deadlines each month.

If your department does not use check sheets, submit the original, signed timesheets to the UWEX Payroll and Staff Benefits Office.

If your department uses check sheets, record the hours on the check sheets. There are two columns for reporting time. One is used for regular hours and the other is for overtime. In addition to reporting LTE hours, all changes to funding and rates should be made on the check sheets. Hours that are from a previous pay period should also be reported on the current check sheet. Below the LTE's name write "PP" (prior pay), the number of hours, and what pay period the hours are from. Make sure that a supervisor signs the check sheet before sending it to the UWEX Payroll and Staff Benefits Office.

New LTE's may be added to the bottom of the check sheet. Write the name, social security number, funding string, hourly wage and the number of hours worked. The LTE will then be included for the next payroll.

Rate and funding changes: Pay increase requests must be submitted to the UWEX Office of Human Resources for approval and include the reason for the increase, the amount of increase and the effective date. Wage increases can be effective either the current pay period or any future pay period from the date the increase is approved. On a case by case basis, consideration may be given for special circumstances. Funding changes must be submitted in writing to the UWEX Payroll & Staff Benefits Office.

To remove an LTE from the payroll: *If your department does not use check sheets*, state the reason and termination date on the "Reason for Ending" line on the final time sheet and check the "Ending Employee" box.

If your department uses check sheets, cross off the LTE from the check sheet and include the reason and termination date.

FRINGE BENEFITS

LTEs are not eligible for tenure, paid time off (e.g. compensatory time off, vacation, holidays, sick leave), or the right to compete in promotional exams. LTEs are eligible for Worker's Compensation and Unemployment Compensation.

Effective January 1, 1990, the hours worked by LTEs are monitored. If they have worked at least 600 hours during the previous 12 months they will be notified of the date that they become eligible for Wisconsin Retirement System coverage and related benefits. Retirement coverage can begin at the starting date of an LTE appointment only if the employing department has the expectation that the LTE will work at least 600 hours or more for at least 12 months. It is the department's responsibility to notify the UWEX Payroll and Staff Benefits Office to start retirement prior to submitting the first timesheet for the appointment.

CONTACT PERSONS

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