

University Staff Temporary & Project Appointments Policy (XXXXXX)

University Staff

University of Wisconsin-River Falls

Policy:

This policy establishes procedures for filling university staff positions on a temporary or project basis if the work to be done by the individual is not of an on-going nature.

Procedure:

Temporary Appointment

When it is determined that a university staff position will be filled on a temporary basis, the hiring manager must create a position description (See Attachment #1 for a position description template.) describing the job duties of the position. The description will be forwarded to Human Resources so the correct classification title and salary range can be determined. The hiring manager will be responsible for submitting the position request in the campus [online recruitment](#) system to obtain approvals.

The total time worked in any position or combination of positions by an individual shall not exceed 28 hours per week (Sunday through Saturday) and 750 hours of employment during a block of time which consists of 26 consecutive biweekly payroll periods and which ends on the anniversary date of the appointment. While the length of a temporary appointment (set of duties and responsibilities) may exceed 750 hours, an individual is limited to working a maximum of 750 hours in that position. If the employee reaches the hourly limit but the work of the position continues, the employee must be terminated and a new employee appointed. The employee previously serving in the position cannot be rehired for the same position.

Upon receiving the necessary approvals, Human Resources will discuss recruitment options with the hiring manager and assist with ad placement (if applicable). More information regarding the selection process can be found at the online recruitment “Hiring Procedures” [\(insert link\)](#). If interviews are being conducted, the hiring manager or other panel member will schedule the interviews.

Upon candidate selection, the hiring manager will discuss with human resources the salary that will be offered. The salary must remain in the approved pay range. Temporary employees are assigned to Compensation Category F as outlined in Operational Policy TC 3: Compensation Structure and Tools [\(insert link\)](#).

Human Resources will make the job offer, which will be contingent on successful completion of a criminal background check. Depending on requirements of the position, the offer may be contingent on successful verification or completion of other requirements, i.e., driver’s authorization, specific certifications, pre-employment screen, psychological or physical testing, etc. These requirements must have been specified as a requirement of the position and included in the job posting.

Note: University staff temporary employees are non-exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). If it is determined that the duties are exempt from the FLSA overtime provisions, the position should be filled as academic staff – fixed terminal.

Multiple Temporary Appointments

1. Concurrent Temporary Appointments

Concurrent temporary appointments that allow an employee to exceed 28 hours per week and 750 hours of employment during 26 consecutive biweekly payroll periods will not be permitted.

2. Different Positions

Concurrent temporary appointments may be used if the temporary appointments are for different positions, but cannot exceed 28 hours per week and 750 hours of employment during 26 consecutive biweekly payroll periods.

- At least 50% of the duties of each temporary position must be different from the duties of the other temporary position held
- A different title or working title is appropriate for each position
- The employee attained the multiple positions through separate recruitments
- The appointments are in different employing units
- The appointments report to different supervisors

Successive Temporary Appointments

Successive temporary appointments can be made if the employee is working in different positions as determined above. Successive temporary appointments of up to 28 hours per week and 750 hours in 26 consecutive biweekly payroll periods are permissible if the employee is working in bona fide different positions. In situations where the hours worked by a temporary employee will never reach the 750 hour limit by the anniversary date, the individual may continue in the same position. An exception with regard to this policy is Police Officers who continue in the same position as long as the hours worked do not exceed 1043 hours of employment by the anniversary date of the appointment.

Project Appointments

Project employees are hired for positions when there is a temporary workload increase or for a planned undertaking which is not a regular function of the department and for which there is an established probable date of termination, and there is no expectation of continued employment. UW-River Falls shall use the merit-based principles as outlined in UWRF Recruitment Policy [\(insert link\)](#) when hiring project employees.

The total duration of a project appointment cannot exceed four years. If a project appointment is originally established for less than four years, it may be extended; however, the total duration of the original and extended appointment shall not exceed four years. Positions filled as a project appointment will count in an institution's full time equivalent (FTE) report.

If the duties of the project appointment are expected to be continuous or exceed four years, the institution should consider filling the position with a university staff appointment with the expectation of continued employment.

The hiring manager will develop a position description identifying the key responsibilities and the knowledge, skills and abilities that are required for performing the job duties of the project position. (See Attachment #1 for a position description template.) Human Resources will determine the classification title for the position. After determining the title, the hiring manager will submit the posting in the [on-line recruitment system](#). Information on entering the posting can be viewed at <https://www.uwrf.edu/HumanResources/Hiring.cfm>. After receiving the necessary approvals, the hiring manager will follow the recruitment and selection process as outlined in the UWRF Recruitment local policy ([insert link](#)).

Project employees are assigned to Compensation Category F as outlined in Operational Policy TC 3: Compensation Structure and Tools ([insert link](#)). UW-River Falls has the authority to set the employee's salary within the established salary range for the position title.

Attributes of Both Temporary and Project Appointments

Human Resources is responsible for informing the temporary or project employee of his/her status at the time a temporary or project appointment is made. The temporary or project employee must be given a written communication that includes, at a minimum:

- An explanation of the duties and nature of temporary or project employment, specifically stating that there is no expectation of continued employment.
- An explanation of the potential benefits available to the temporary or project employee.
- A brief summary of the policy regarding temporary or project employment.
- An explanation of the institution's authority to terminate the appointment at any time.
- A place for the appointee and the appointing authority or designee to sign the acknowledgment.

Both temporary and project employees are "at will," meaning that the appointment can be terminated without notice for any or no reason, provided it is not based on prohibited discrimination. It is recommended, where practicable, that a minimum two-week notice of termination is provided.

(See Attachment #2 for a sample Temporary Employee Acknowledgment form.)

Temporary and Project Employee Benefits

- Temporary and project employees are subject to the Wisconsin Retirement System (WRS) eligibility requirements in Wis. Stat. §§ 40.02(26) and 40.22, and in Chapter 3 of the WRS administrative manual.
- All temporary and project employees may participate in the following benefit plans, regardless of whether or not they are covered by the WRS:
 - Tax-Sheltered Annuity 403(b) Program

- Wisconsin Deferred Compensation 457 Program
- Long-Term Care Insurance
- Temporary employees are not eligible for paid leave benefits.
- Project employees are eligible for the same paid leave benefits available to university staff with an expectation of continued employment.

Temporary and project employees may be eligible for other benefits as indicated in Operational Policy: HR 7 ([insert link](#)).

University Responsibilities:

The Office of Human Resources will maintain this policy.

Background:

This policy document was approved on [XXXXXX](#) and defines the UW-River Falls temporary and project appointment procedures as of July 1, 2015.

Related Documents/References:

UW System Operational Policy: HR7 – University Staff Temporary & Project Appointments

UWRF Recruitment Local Policy

UW System Operational Policy: TC 3 – Compensation Structure and Tools

UW System Operational Policy: BN 3 – Sick Leave

UW System Operational Policy: BN12 – Continuous Service

Contact:

Questions about this policy should be directed to the UW-River Falls Office of Human Resources.

Position Description

Employee Name: Click here to enter text.

Date: Click here to enter text.

☐ New ☐ Updated

UW-System Position Title: Click here to enter text.

Working Title: Click here to enter text.

Major Department Code: Click here to enter text.
text.

Supervisor Name: Click here to enter

Appointment Type: Choose an item.

FLSA Status: Choose an item.

FTE (Percentage of Appointment): Click here to enter text.

Typical Working Schedule: Click here to
enter text.

If position holds a supervisory title, attach organizational chart and indicate number of positions supervised Click here to enter text.

POSITION SUMMARY:

RESPONSIBILITIES (include percent time for all positions other than official System Dean and Director series titles):

KNOWLEDGE, SKILLS AND ABILITIES:

POSITION OF TRUST? If so, check all that apply to this position.

- ☐ Significant or unsupervised access to vulnerable populations (medical patients or un-enrolled minors)*
- ☐ Master keys or card access
- ☐ Fiduciary responsibilities are greater than 50% of position responsibilities
- ☐ Executive position (Limited)

** Employees holding a position of trust with access to vulnerable populations shall be subject to a criminal background check every four years and shall be required to self-disclose certain criminal offenses.*

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

Original: P-File

cc: Employee, Supervisor

University Temporary Employee Acknowledgment
University of Wisconsin-River Falls

I understand that I am:

- Employed as a temporary employee and that my appointment can be terminated without notice for any or no reason, provided it is not based on prohibited discrimination. There is no expectation of continued employment.
- Subject to the Wisconsin Retirement System (WRS) eligibility requirements in Wis. Stat. §§ 40.02(26) and 40.22, and in Chapter 3 of the WRS administrative manual.
- Able to participate in the following benefit plans, regardless of whether or not they are covered by the WRS:
 - Tax-Sheltered Annuity 403(b) Program
 - Wisconsin Deferred Compensation 457 Program
 - Long-Term Care Insurance
- Only able to be eligible for coverage under all benefit plans, except those listed above, if eligible to be covered by the WRS. (Temporary employees must be covered by the Wisconsin Retirement System in order to be eligible for health insurance.)
- Not eligible to participate in Employee Reimbursement Account (ERA) program.
- Not eligible for paid leave benefits.

A complete Temporary Appointment Policy can be found at [\[insert link\]](#)

I understand the above information as it relates to my temporary employment with the University of Wisconsin-River Falls and have been provided a copy of the position description.

Employee Signature

Date

Employee Name

Human Resources Signature

Date

HR Representative Name