Policy
This policy outlines parameters for filling University Staff Temporary positions at UW-River Falls. Additional policy requirements will be followed as defined in the UW System Administrative Policy 1256 and Faculty and Staff Handbook Chapter 7.6: University Staff Temporary and Project Appointments. Temporary employees hired prior to March 1, 2014 are exempt from this policy for as long as they continue in their current position.

Definitions
Temporary appointment is a university staff appointment of up to 750 hours within a twelve-month period for which the need for the position/duties is temporary in nature.

Temporary employee is the individual hired into a temporary appointment for which there is no expectation of continued employment.

Authority
The UW-River Falls Chancellor issues this policy in accordance with UW System administrative policy.

The Vice Chancellor for Business and Finance is responsible for the administration of this policy. Request an exception to this policy from the Administrative Policies web site (http://www.uwrf.edu/Administration/Policy/).

Sanctions and Appeals Process
Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

Procedure
1. Hours worked: The total time worked in any position or combination of positions by a temporary employee 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 position (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 temporary employee appointed. The employee previously serving in the position cannot be rehired for 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.

2. Successive temporary appointments at UW-RF: 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.

3. Concurrent temporary appointments at UW-RF: Concurrent temporary appointments that allow an employee to exceed 28 hours per week and 750 hours of employment during 26 consecutive biweekly payroll periods are not permitted.

Related Documents

- UW System Administrative Policy 1256 –
  https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/university-staff-temporary-project-appointments/
- Faculty and Staff Handbook Chapter 7.6: University Staff Temporary and Project Appointments –
  https://www.uwrf.edu/FacultySenate/upload/2019-8-23-Faculty-Staff-Handbook.pdf

Contact

Direct questions about this policy to administrative-policy@uwrf.edu.