

BMRS OFFICE HOURS

**WISCONSIN HUMAN RESOURCES HANDBOOK
CHAPTER 228 PROJECT APPOINTMENTS
JUNE 2025 UPDATE**

Agenda

Review June 2025 chapter updates

- Clarification regarding appointment types for project positions
- New Sections
- Attachments
- Questions

APPOINTMENT TYPES FOR PROJECT POSITIONS



Project Positions - Distinguished by type of Appointment

Permanent Appointment:

- “...appointment of a person to a classified position in which permanent status can be attained.” ER-MRS 1.02(20), Wis. Adm. Code
- Project/perm: Permanent appointment to a project position

Permanent Appointment cont'd:

- Permanent appointment to a project position
- WHRH Ch. 228 is not policy guidance for filling positions by permanent appointment
- See WHRH Ch. 176 for appropriate procedures for filling permanent positions by permanent appointment

Project Appointment:

- “... appointment of a person to a project position under conditions of employment which do not provide for attainment of permanent status.” ER-MRS 1.02(25), Wis. Adm. Code
- Project employment: result of project appointment to a project position

Project Appointment cont'd:

- Normally funded for 6 or more consecutive months; 600 hours or more per 26 consecutive pay periods
- Used for a temporary workload increase or for a planned undertaking that is not a regular function of the employing agency
- The project has an established end date
- Can not exist for more than 4 years

Project Appointment cont'd:

- Project/project: Project appointment to a project position
- Wisc.Jobs posting requirement = minimum of three days if only posting is only for project employment
- Recruitments to fill permanent positions can also be used to fill project positions
- WHRH Ch. 228 is the appropriate guidance for filling project/project positions .

NEW SECTIONS



228.090 Rights and Privileges Associated with Type of Appointment

- Added to provide HR with further guidance on certain employment scenarios
- Permanent appointment – potential for permanent status w/all rights and privileges (benefits)
- Project appointment – same benefits; no transfer, promote, demote or tenure

228.100 Additional Resources/References

- Added to assist HR with accessing information from other HR program areas that relate to project appointments
- Transactions & HCM entries - Action Reason Job Aid
- Annual leave provisions
- Continuous service & leave considerations w/movements
- Layoff guidance

ATTACHMENTS



Determining Type of Appointment

- Former section (228.040) - moved to attachments
- Section revised to reflect agency programs and HR share this responsibility to appropriately manage project positions

Sample Appointment Letters

- Project Appt to a Project Position
(Project/Project)
- Permanent Appt to Project Position
(Project/Perm)
- Extension of Project Position
- Termination of Project Appt

Q & A

THANK YOU