

Wisconsin Human Resources Handbook

Chapter 228

Project Appointments

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Sec. 228.010 Introduction

This chapter outlines procedures for staffing project positions and provides related guidance for HR staff. It provides agencies with guidance based on the type of appointment. Project positions filled as project appointments will follow the policy and procedures outlined in this chapter.

Project positions filled to perform project-based work by permanent appointment constitutes permanent employment which is not covered in this chapter.

The chapter will also ensure that:

- Project appointments are made when appropriate.
- Project positions are filled with qualified candidates.
- Agencies are able to fill project positions efficiently and quickly when necessary.
- Adequate project appointment records are maintained.

Sec. 228.020 Statutory and Rule Authority

1. “[T]he [BMRS] director may provide by rule for the selection and appointment of a person to a project position.” [s. 230.27\(2\)](#), Wis. Stats.
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 [of the same person] to the same project position shall also not exceed 4 years from the date of the first appointment.” [ER-MRS 34.01](#), Wis. Adm. Code.
3. “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.” [ER-MRS 34.01](#), Wis. Adm. Code.

4. “A project position may be filled on a project appointment basis only if approved by the [BMRS] director.” [ER-MRS 34.03\(1\)](#), Wis. Adm. Code.
5. “In order to safeguard the public interest, recruitment and selection procedures for project appointments shall be approved by the [BMRS] director, and the appointing authority shall maintain records of the procedures followed in making project appointments.” [ER-MRS 34.09](#), Wis. Adm. Code.
6. “No employee may recommend or make a . . . project appointment when the person to be hired is a member of the employee’s immediate family.” [ER-MRS 24.04\(2\)\(e\)](#), Wis. Adm. Code.
7. A project appointment to a classified state position will be based solely on merit and no employment recommendation will be based on political or religious affiliation or on membership in associations not primarily related to merit in employment. (See [s. 230.20\(1\)](#), Wis. Stats.)
8. “If the director finds that an agency failed to comply with project appointment standards . . . the director may remove the incumbents of positions for which appointment standards were not followed.” (See [ER-MRS 34.10](#), Wis. Adm. Code.)
9. The director may delegate, in writing, any of his or her functions set forth in Ch. 230, subchapter II, Wis. Stats. The director will withdraw delegated authority if he or she determines that any agency is not performing such delegated function within prescribed standards. (See [s. 230.05\(2\)\(a\)](#), Wis. Stats.)
10. “An employee in a project position on a project appointment, while in the position, shall earn and receive all privileges specifically authorized by statute for nonrepresented classified employees except tenure, transfer, restoration, reinstatement, promotion eligibility and layoff benefits.” [s. 230.27\(2m\)](#), Wis. Stats.
11. The conditions for accumulation and transfer of continuous service rights and benefits earned while serving in a project appointment to or from another project or permanent appointment are contained in [s. 230.27\(2m\)](#), Wis. Stats.
12. Permanent classified employees may be granted a leave of absence to cover the time served in a project position on a project appointment. Any time limits established under s. 230.35, Wis. Stats., do not apply to leaves of absence granted under [s. 230.27\(3\)](#), Wis. Stats. (See also [ER 18.14\(2\)\(f\)](#), Wis. Adm. Code.)
13. Project employment provisions for position classification actions, pay, benefits, and employee status and rights are contained in Ch. [ER 34](#), Wis. Adm. Code and the State of Wisconsin Compensation Plan.
14. “[A]n appointing authority is prohibited from appointing a person who is not a resident of this state to a project position The director may waive the prohibition if there is a critical need for employees in a specific classification or position or a critical shortage of residents of this state possessing the skills or qualifications required for a position.” (See [s. 230.27 \(1m\)](#), Wis. Stats.)

Sec. 228.030 Definitions

The following definitions are used in this chapter.

1. **Immediate family:** An employee’s spouse; and an employee’s relatives by blood, marriage, or adoption; and any other person who “directly or indirectly receives more than one-half of his or her support from the employee, or from whom the employee directly or indirectly receives more than one-half of his or her support.” [ER-MRS 24.03\(5\)](#), Wis. Adm. Code.
2. **Permanent appointment:** “[T]he appointment of a person to a classified position in which permanent status can be attained.” [ER-MRS 1.02\(20\)](#), Wis. Adm. Code.
3. **Project appointment:** “[T]he 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.

4. **Project employment:** Employment as a result of a project appointment to a project position. [ER-MRS 1.02\(26\)](#), Wis. Adm. Code.
5. **Project position:** A position that “is normally funded for 6 or more consecutive months and which requires employment for 600 hours or more per 26 consecutive biweekly pay periods, either for a temporary workload increase or for a planned undertaking which is not a regular function of the employing agency and which has an established probable date of termination. No project position may exist for more than 4 years.” [s. 230.27\(1\)](#), Wis. Stats.
6. **Project/project:** Project appointment to a project position.
7. **Project/perm:** Permanent appointment to a project position.

Sec. 228.040 Procedures for Filling Project/Project Vacancies

1. Agencies must obtain the appropriate position authority from the Department of Administration, State Budget Office, prior to initiating the hiring process. In some instances, HR staff will be asked to draft a Position Description or estimate a classification and salary to facilitate a grant application to secure possible funding. In this case, the project position is created after the funds are secured. In other instances, the funds are authorized, and the position is created as part of a renewal of funding, excess in funding sufficient to create another project position, etc. This process is normally led by the agency budget office in conjunction with the State Budget Office.
2. Agencies must complete the Position Description (DOA-15302; located on the DOA/DPM forms web site at [Division of Personnel Management Human Resources Forms \(wi.gov\)](#) or equivalent, and the *Certification Request/Report* (DOA-15313), or an electronic equivalent of the Certification Request/Report, if budget and classification are being managed electronically, and obtain any necessary approvals for project positions.
3. Details about the position approval and the duration of the project appointment will be kept in the recruitment file. When recruiting to fill a project position vacancy, the job posting will indicate the position is a project position and the appointment is also project. These specific details are considered terms of employment.
4. The supervisor, working with the HR Specialist, must develop job-related selection criteria to evaluate applicants. The selection criteria must be documented and kept with other related information in the recruitment file.
5. When recruiting specifically for project appointment, the opportunity must be posted on Wisc.Jobs for a minimum of three days.

Note: The option to fill a project position or make a project appointment using a prior permanent recruitment that was posted for a minimum of 7 days is available. For greatest flexibility, state in the job posting the recruitment may be used to fill both permanent and project positions.

6. In order to collect applicant demographic information and facilitate other reporting requirements, it is recommended that agencies utilize the functionality provided in the Wisc.Jobs/HCM Talent Acquisition Module (TAM) system when filling project/project vacancies. Traditional concepts of register creation and certification are not mandatory, but may be utilized.
7. When developing a recruitment strategy, agencies may consider the following sources for qualified applicants:
 - a. Potential applicants in the state labor market.
 - b. Candidates already on an appropriate register for a related position (see sec. 204.110 Related Registers in the *Wisconsin Human Resources Handbook* Chapter 204 Assessment Scoring and Register Establishment for specific details.)
 - c. Referrals from agency Equity and Inclusion Officers or BMRS Enterprise Recruiting in DPM.
 - d. Persons in layoff status from the employing agency or from other state agencies.

- e. Permanent employees who may be granted a discretionary leave of absence in order to accept the project position.
- f. Persons collecting unemployment compensation benefits or Wisconsin Works (W2) applicants.
- g. Other appropriate sources.

Note: Per [s. 230.27\(1m\)](#), Wis. Stats., individuals appointed to project positions **must be Wisconsin residents**. For cases where there is a shortage of qualified applicants, the director may waive the residency requirement.

- 8. The agency must notify applicants in the job posting the vacancy is a project position. It is often most practical to explain the details surrounding the project position and what to expect when the position ends at the interview stage or prior to the candidate's acceptance of the position.

Sec. 228.045 Procedures for Filling Project/Permanent Vacancies

See *Wisconsin Human Resources Handbook* Chapter 104 Procedures for Staffing Permanent Positions. Postings for Project/Permanent positions should inform applicants that the appointment type is permanent while the position type is project.

Sec. 228.050 Required Documentation and Approvals

- 1. If project appointment has not been delegated to the agency under section 228.060 of this handbook chapter, BMRS must approve the decision to use a project appointment along with the recruitment and selection procedures the agency intends to use to fill the project position. All agencies are expected to adhere to these same standards in managing and documenting project appointment activities.
- 2. To request approval to fill a project position by project appointment, provide BMRS with:
 - a. The *Certification Request/Report* (DOA-15313) or electronic equivalent (Request to Staff in HCM.)
 - b. A justification for the decision to make a project appointment (see Attachment #1)
 - c. A position description, organization chart, and *Management or Supervisor Exclusion Analysis* form (DOA-15316 or DOA-15317) when appropriate. Forms are located on the DPM website: <https://dpm.wi.gov/Pages/Forms.aspx>.
 - d. A defined recruitment and selection strategy. In general, BMRS will look for a recruitment process that provides for adequate public notice to the relevant applicant pool and a selection process that uses job-related criteria developed by subject matter experts and applied through a process that ensures a qualified applicant is appointed.
- 3. Requests to extend an originally approved project appointment must be documented and retained by the agency in accordance with the HR General Records Schedule. This is only an option if the job duties are the same or if the changes to job duties are less than 50%. (See Attachment #5)

Note: An extension from the original end date up to the four-year maximum also requires budget authorization and a formal change to the end date by the State Budget Office.

- 4. If the job duties change by 50% or more, this constitutes a new project position (not an extension of a previous position.) As a result, the type of appointment must be properly evaluated again. A new position number must be used.
- 5. Regardless of whether or not traditional register and certification procedures were utilized, criteria used to evaluate candidates must be job-related and maintained in the recruitment file.
- 6. Per [s. 230.27\(2k\)](#), Wis. Stats. if the candidate selected for appointment to a project position is not a veteran or is not a person the hiring of whom would serve affirmative action purposes, a written hiring reason report is required.

Sec. 228.060 Delegation of Project Appointment Authority

1. Agencies with staffing delegation also have delegation for staffing project positions. For additional information about staffing delegation and the auditing process, see *Wisconsin Human Resources Handbook* Chapter 248 Delegation–Staffing.
2. The director may remove a person on a project appointment if the appointment does not comply with project appointment standards. BMRS may also withdraw delegation authority if an agency is not meeting prescribed standards. (See [ER-MRS 34.10](#), Wis. Adm. Code.)

Sec. 228.070 Letter of Appointment

Agencies will prepare a letter of appointment following the requirements of [ER-MRS 12.08](#), Wis. Adm. Code. Agencies will also provide all project appointees with the following information. (See also [s. 230.27\(2m\)](#), Wis. Stats.) (See Attachments #3 and #4.)

1. A statement to clarify the employee is being appointed to a project position in a project appointment. The letter will clarify that while in the position, the employee shall earn and receive all rights and privileges specifically authorized by statute for non-represented classified employees, except tenure, transfer, restoration, reinstatement, promotion eligibility and layoff benefits.
2. Statements explaining that if the project position is later determined to be filled as a permanent position:
 - a. Civil service selection procedures (as outlined in Ch. 230, Wis. Stats., and Chs. ER-MRS 1 through 34, Wis. Adm. Code) will be used to fill the position on a permanent appointment basis. If the incumbent was hired into the position as a project appointment and wants to be considered for the permanent position, the incumbent must participate in the civil service selection process; there is no guarantee they will be selected for the permanent appointment.
 - b. If the incumbent is subsequently appointed to a permanent position, the pay rate attained in the project appointment will not serve as a basis for the pay rate set on appointment to the permanent position.
3. The above information must also be included in an acknowledgment each project appointee will sign and return to the appointing agency no later than the first day of employment (see Attachment #2). Agency certifying signature may be either the appointing authority or designated representative. This acknowledgement should be kept with the letter of appointment and stored in the personnel file.
4. A statement to notify the candidate that funding for the project position may be terminated at any time, and the appointment of the employee to the project position may also be terminated at any time prior to the project end date. A termination letter (see Attachment #6) is not required for a project/project if the anticipated termination date was included in the appointment letter.

Note: Any extensions to project appointments must be documented in the personnel file. See Attachment #5 for a template extension letter.

Sec. 228.080 Pay and Benefit Provisions

1. Provisions for determining beginning base pay rates for project appointees are contained in the State of Wisconsin Compensation Plan.
2. *Wisconsin Human Resources Handbook* Chapter 732 Transfer of Continuous Service and Accumulated Leave Credits Upon Movement Within State Service contains specific provisions for project appointees. Please consult

the Bureau of Classification and Compensation for assistance with specific leave credit and other benefit-related questions to an individual's project appointment.

Sec. 228.090 Rights and Privileges Associated with Type of Appointment

A permanent appointment provides the employee with an opportunity for permanent status and all of the associated rights and privileges. In contrast, a project appointment earns the same benefits but is not able to transfer, promote, demote, or accumulate tenure.

1. Project/Project (project appointment)

- a. No prior permanent appointment
 - 1) Not eligible to attain permanent status, thus no probationary period.
 - 2) Earns the same benefits as a permanent appointment (cannot use vacation for the first 6 months.)
 - 3) Not eligible for transfer, promotion, or demotion.
 - 4) Employment is terminated when the project ends.
 - 5) Accumulated benefits are not retained after termination.
 - 6) Unused sick leave is forfeited upon termination.
 - 7) Unused vacation, personal/legal holiday are paid out upon termination.
 - 8) If moving to another project or permanent position, personal holiday will transfer to the new position.
 - 9) Not eligible for paid administrative leave.
 - 10) Does not have adverse employment grievance rights.
- b. Prior permanent appointment (no break in service)
 - 1) Continuous service is not interrupted.
 - 2) No probationary period based on successful completion of probation in prior permanent appointment.
 - 3) All leave time transfers with the employee.
 - 4) If a leave of absence to fill a project position was approved:
 - a) Eligible for restoration to permanent appointment when the project ends. Employee may return to their previous permanent position if still available or to a position in the same or counterpart pay range for which the employee is qualified (see [ER-MRS 16.03\(6\)](#), Wis. Adm. Code).
 - b) No adverse employment grievance rights are available relevant to project position – but the employee does have adverse employment grievance rights relevant to the permanent position they are eligible to restore to.
 - c) May be eligible for paid administrative leave. Contact Human Resources / Employment Relations representative to determine eligibility.
 - 5) If a leave of absence to fill a project position was not approved:
 - a) No restoration rights. If the individual wishes to maintain employment with the State, the employee must compete for an available position; otherwise, employment is terminated.
 - b) Does not have adverse employment grievance rights.
 - c) Not eligible for paid administrative leave.

2. Project/Permanent (permanent appointment) – rights and privileges are the same as permanent positions

- a. Eligible to attain permanent status in class with all associated rights and privileges after successful completion of the probationary period.
- b. If original probation:
 - 1) Eligible for transfer or demotion. See Administrative Code Chapters 13-16 to determine transactional details.
 - 2) Eligible for promotion only after completion of the original probationary period.
 - 3) If completed an original probationary period and wish to continue State employment, must apply and compete (or utilize the internal transfer process if the agency has a transfer policy in accordance with *Wisconsin Human Resources Handbook* Chapter 104 Procedures for Staffing Permanent Positions, Sec.104.050.1.a.) for another position in order to maintain employment after completion of project position.
 - 4) If original probationary period has been completed and another position is not secured, HR must develop a layoff plan identifying employment alternatives in lieu of termination and submit for BMRS

- approval. (See [ER-MRS 22](#), Wis. Adm. Code). For additional information about the layoff process, see *Wisconsin Human Resources Handbook Chapter 232 Layoff of Permanent Classified Employees*.
- 5) Eligible for paid administrative leave only after completion of original probationary period.
 - 6) Has adverse employment grievance rights only after completion of original probationary period.
- c. If promotional or permissive probation (i.e. has restoration rights to another permanent position):
- 1) Eligible for transfer, promotion, and demotion. Transaction is as if from position to which eligible to restore if movement is prior to completion of probationary period.
 - 2) If a probationary period is completed, must apply and compete (or utilize the internal transfer process if the agency has a transfer policy in accordance with *Wisconsin Human Resources Handbook Chapter 104 Procedures for Staffing Permanent Positions*, Sec. 104.050.1.a.) for another position in order to maintain employment after completion of project position. If the probationary period is not completed at time of movement, the employee will restore to their former position.
 - 3) If another position is not secured (or no restoration rights), HR must develop a layoff plan identifying employment alternatives in lieu of termination and submit for BMRS approval. (See [ER-MRS 22](#), Wis. Adm. Code). For additional information about the layoff process, see *Wisconsin Human Resources Handbook Chapter 232 Layoff of Permanent Classified Employees*.
 - 4) May be eligible for paid administrative leave. Contact Human Resources / Employment Relations representative to determine eligibility.
 - 5) Has adverse employment grievance rights.

Sec. 228.100 Additional Resources/References

Additional resources and reference materials related to project appointments are as follows:

1. [Action / Action Reason Job Aid](#) (pages 50-54)
2. [ER 18.05](#) Annual Leave Provisions
3. [WI Human Resources Handbook Chapter 732](#) Continuous Service and Accumulated Leave Credits Upon Movement within State Service
4. [WI Human Resources Handbook Chapter 232](#) Layoff of Permanent Classified Employees

Note: In accordance with [ER 30.02](#) and [ER 30.03](#), only permanent appointments to permanent positions may participate in the Career Executive program and utilize classifications that are unique to the Career Executive program.

Sec. 228.110 Administrative Information

This handbook chapter was originally released on October 15, 1996, following a settlement agreement between the Department of Justice, representing the State of Wisconsin, and the Association of Career Employees. The core concepts of that settlement agreement relating to the merit system of appointment process and record keeping are contained in this handbook chapter.

This chapter was updated in December 2002 to recognize that some agencies have switched from paper to electronic certification procedures. It also reflects the addition of the WiscJobs web-based job announcement process as a source of candidates for project appointments.

In December 2003, the chapter was revised to note that agencies are required to obtain the appropriate position authority from the Department of Administration before initiating the project appointment process.

In September 2004, several updates were made to the chapter: (1) removal of two guidelines in section 228.040 that were not factors in determining if a position is a project or permanent position; (2) direction that state employees may be appointed to project positions if they are granted a leave of absence; (3) addition of a note indicating that project positions may not exist for more than four years; (4) indication that a 50 percent or greater change in job duties constitutes a new project position; (5) finally, a note was added to clarify that only Wisconsin residents may be appointed to project positions. A statutory definition was added to section 228.020 to clarify this requirement. Lastly, the reference

to ER 29, Wis. Adm. Code, under pay and benefit provisions was removed because benefit information will be covered in a pending *Wisconsin Human Resources Handbook* chapter published by the Division of Compensation and Labor Relations and in the Compensation Plan.

The chapter was revised in May 2006 to require the use of WiseJobs for posting project positions. In addition, the chapter was updated to clarify the requirement to establish job-related criteria to be utilized in the selection process. Under 228.060, the two references to the five-day turnaround time from DMRS was removed. DMRS will continue to review the requests in a timely matter. Lastly, section 228.070 was updated to remove the language on how to request delegation for project appointments. Agencies with staffing delegation are now delegated for project appointments, so there is not a separate process to request delegation for project appointments.

In August 2016, Chapter 228 underwent a review and update pursuant to changes introduced by 2015 Wisconsin Act 55 and by 2015 Wisconsin Act 150. In July 2015, the Office of State Employment Relations was eliminated, and the functions were transferred into the newly created Department of Administration, Division of Personnel Management. This chapter was updated to reflect the changes in terminology that resulted from the organizational restructuring. This chapter was also updated to address changes in procedural guidance and provide policy clarification regarding the difference of project or permanent appointments to project positions.

In August 2018, minor updates were made to ensure that the information is current and to update the formatting of the chapter to align with the Wisconsin Human Resources Handbook standards. All links in the chapter were also updated.

This chapter was updated in June 2025 to provide clarification regarding appointment types relative to project positions. Hyperlinks were added to most statutory and Admin Code references. Sections 228.090 Rights and Privileges Associated with Type of Appointment and 228.100 Additional Resources/References were added. The section titled Determining the Type of Appointment (previously 228.040) was moved to an attachment at the end of the chapter, and several template letters were added. Additional minor updates were made to reflect current procedures.

DETERMINING THE TYPE OF APPOINTMENT

Note: Before the process is initiated to fill a position by project appointment, the agency must have the appropriate position authority from the Department of Administration, State Budget Office.

1. The following factors must be considered by the agency to determine the appropriate type of appointment for the project position.
 - a. *How long is the proposed appointment?* The duration of the proposed project position is used as a guideline or starting point for deciding whether to make a permanent or project appointment. Generally, project appointments are appropriate when the duration or funding of the project position is expected to be 24 months or less. Permanent appointments may be considered when the proposed project position duration or funding is for more than 24 months.
 - b. *Is the project position likely to be funded continuously beyond the position's authorized end date?* If **yes**, then a **permanent appointment** is likely most appropriate.
 - c. *Are the project's assigned duties expected to continue as an on-going, regular or permanent function of the agency or employing unit?* If **yes**, then a **permanent appointment** is likely most appropriate.
 - d. *Are there financial or time requirements associated with initiating or completing the project? For example, is there a likelihood of a funding loss if this position is not filled by a certain date? Or do the funds end regardless of the success or failure of the position?* If **yes**, then a **project appointment** is likely most appropriate.
 - e. *Are the duties of the proposed project position closely related to on-going, permanent or regular functions of the agency or employing unit?* If **yes**, then a **permanent appointment** may be appropriate.
 - f. *Is there enough routine turnover within the agency or employing unit in the occupational area or classification of the project position? Sufficient turnover to ensure the appointee could be easily absorbed into the workforce when the project is completed or terminated?* When answering these questions, HR must consider the probability of layoff if the appointment is made permanent and there are no open positions to which the employee can transfer. If **yes**, then a **permanent appointment** is likely to be appropriate.
2. As noted in 1. a. above, the duration of the proposed project position (i.e., less than or equal to 12 months or greater than 12 months) is the starting point for evaluating whether to fill the position on a permanent or project appointment basis. Agencies will analyze all factors when making the final determination.
3. However, if the funding or duties can be reasonably predicted to continue past four years and the agency expects there will be an available permanent position for the employee when the project ends, then a permanent appointment is appropriate. This is referred to as a Project/Permanent position or simply a permanent position focused on project funded work. If this is the case, the recruitment procedures are the same as for any permanent, classified position and are not covered in this chapter. (See Wisconsin Human Resources Handbook Chapter 176 – Competitive Selection Procedures.)
4. A project position is a position created outside of the permanent position management process. A project position is typically created when funds are obtained or allocated by an agency to complete a specific set of duties which will require more than 6 months and up to a maximum of four years of work. Agency management will work with finance and budget to determine the duration of the project position based on the funding available. A position number will be assigned for the newly created project position. In limited instances, such as delay in funding availability, the project end date may be extended. However, the project appointment may not be extended beyond the maximum four-year expiration date, regardless of funding availability or number of hours worked.

PROJECT APPOINTMENT ACKNOWLEDGMENT

1. I understand that this project appointment does not give me rights to any permanent civil service position, and does not lead to permanent status in class as defined in s. ER 1.02(28), Wis. Adm. Code.
2. I understand that as a project appointee, while in the position, I shall earn and receive all rights and privileges specifically authorized by statute for nonrepresented classified employees, except tenure, transfer, restoration, reinstatement, promotion eligibility and layoff benefits according to s. 230.27(2m), Wis. Stats.
3. I understand that if this project position is converted to a permanent classified position, then the civil service selection procedures (as outlined in Ch. 230, Wis. Stats., and Chs. ER-MRS 1 through 34, Wis. Adm. Code) will be used to fill the position on a permanent basis.
4. I understand that if this project position is converted to a permanent classified position, and I wish to be considered for the job, then I must participate in the civil service selection process. However, there is no guarantee of a permanent appointment.
5. I understand that the Director of the Bureau of Merit Recruitment and Selection (BMRS) is the final approving authority for project appointments, and as such, has the authority to terminate my project appointment if this agency does not comply with the provisions of s. 230.27, Wis. Stats., and Chs. ER-MRS 1 through 34, Wis. Adm. Code.
6. I understand that if I am subsequently appointed to a permanent position, the pay rate I attained in the project appointment will not serve as a basis for the pay rate set on appointment to a permanent position.

Employee Name (print)

Employee Signature

Date

I certify that the appointment of the above-named person is made in compliance with the provisions of s. 230.27, Wis. Stats., and Chs. ER-MRS 1 through 34, Wis. Adm. Code; and *Wisconsin Human Resources Handbook* Chapter 228 Project Appointments that the employee is qualified to perform the duties of this position; and that the total duration of employment will not exceed legal limits.

Signature of Appointing Authority or Designated Representative

Date

ATTACHMENT #3

SAMPLE PROJECT APPOINTMENT TO A PROJECT POSITION (PROJECT PROJECT) LETTER

[insert date]

[insert name]

[insert delivery method]

[insert classification]

[insert work or home address]

Dear [insert name]:

This confirms your project appointment [if less than F/T designate amount of FTE] to the project position of [classification/working title], schedule-pay range [XX-YY], effective [Sunday date for current employees, Monday date for new hire, or Tuesday date if Monday is a holiday]. This position is located within the [Department/Division/Bureau/Unit] and is headquartered at [address of assigned state office facility]. The supervisor for this position is [Supervisor Name].

Your base pay will be [\$XX,XXX.XX annually (\$XX.XX/hr)] + [mention add-on pay if applicable and guaranteed].

[FOR EXEMPT POSITIONS]: This position is exempt from overtime provisions under the Fair Labor Standards Act (FLSA), meaning you are not eligible for payment of overtime under this law. Overtime may be paid in certain instances based on the State Compensation Plan in conjunction with department policy. You are considered a salaried employee; however, the payroll system will convert your salary to an hourly rate for processing purposes. You may be required to account for your work absences by either working additional time or by using your paid leave.

[FOR NON EXEMPT POSITIONS]: This position is nonexempt under the Fair Labor Standards Act (FLSA). Should your supervisor assign overtime hours, you will receive cash payment at the rate of 1.5 hours per hour for all hours in excess of 40 hours worked in the work week.

This position is approved for funding through [project end date]. The Department reserves the right to terminate this project position at any time during the funding period. While in this position, you will earn and receive all rights and privileges specifically authorized by statute for non-represented classified employees, except transfer eligibility, promotional opportunities, reinstatement, restoration, or layoff benefits. A Project Appointment Acknowledgement Form which further outlines project appointment provisions is attached. Read and sign the enclosed Project Appointment Acknowledgment.

Federal regulations require us to verify the identity and employment eligibility of all new employees. You must bring the required I-9 documentation with you to your orientation day. A list of acceptable supporting documents is listed on page 3 of the form. If you are unable to provide the documents within 3 business days, we will be required to rescind this appointment.

Your orientation will take place on [date] at [location/virtual option] and will include general information about payroll and benefits, paid leave provisions, and insurance programs. You will be paid on alternate Thursdays. You can learn more about available benefits on the [General Benefit Information](#) page of the Division of Personnel Management website.

[Location specific information, e.g. parking policies/options as applicable.]

[IF NO PRIOR PERMANENT EMPLOYMENT]: When your project appointment ends, any benefits that you have accumulated will not be retained. Your unused sick leave will be forfeited and any unused vacation, personal/legal holiday will be paid out. If you move to another project or permanent position, your remaining personal holiday will transfer to the new position. If interested in attaining other employment with the State when

the appointment ends, you will need to apply for an available position and participate in the civil service selection process. There is no guarantee of any future employment with the State.

[IF PRIOR PERMANENT EMPLOYMENT]: When your project appointment ends, the leave time that you have accumulated will be retained.

[IF LOA WAS APPROVED FROM PREVIOUS POSITION]: Because you have an approved leave of absence from your previous permanent position, you will be eligible to return to the position if still available or to a position in the same or counterpart pay range for which you are qualified.

[IF LOA WAS NOT APPROVED FROM PREVIOUS POSITION]: If you are interested in continuing your employment with the State upon termination of this project appointment, you will need to apply for an available position and participate in the civil service selection process. There is no guarantee of any future employment with the State upon taking this project appointment.

The Department has a policy of providing reasonable accommodations to persons with disabilities. If you require an accommodation at any time during your employment, please contact **[appropriate ADA contact]**.

We are pleased that you have accepted this position. We hope that you will find your work both challenging and rewarding.

Sincerely,

[Appointing Authority Name & Title]

I-9 Attachment

Cc: Supervisor
P-file

SAMPLE PERMANENT APPOINTMENT TO A PROJECT POSITION (PROJECT/PERM) LETTER

[insert date]

[insert name]

[insert delivery method]

[insert classification]

[insert work or home address]

Dear [insert name]:

This confirms your permanent appointment [if less than F/T designate amount of FTE] to the project position of [classification/working title], schedule-pay range [XX-YY], effective [Sunday date for current employees, Monday date for new hire, or Tuesday date if Monday is a holiday]. This position is located within the [Department/Division/Bureau/Unit] and is headquartered at [address of assigned state office facility]. The supervisor for this position is [Supervisor Name].

Your base pay will be [\$XX,XXX.XX annually (\$XX.XX/hr)] + [mention add-on pay if applicable and guaranteed].

[FOR EXEMPT POSITIONS]: This position is exempt from overtime provisions under the Fair Labor Standards Act (FLSA), meaning you are not eligible for payment of overtime under this law. Overtime may be paid in certain instances based on the State Compensation Plan in conjunction with department policy. You are considered a salaried employee; however, the payroll system will convert your salary to an hourly rate for processing purposes. You may be required to account for your work absences by either working additional time or by using your paid leave.

[FOR NON EXEMPT POSITIONS]: This position is nonexempt under the Fair Labor Standards Act (FLSA). Should your supervisor assign overtime hours, you will receive cash payment at the rate of 1.5 hours per hour for all hours in excess of 40 hours worked in the work week.

Federal regulations require us to verify the identity and employment eligibility of all new employees. You must bring the required I-9 documentation with you to your orientation day. A list of acceptable supporting documents is listed on page 3 of the form. If you are unable to provide the documents within 3 business days, we will be required to rescind this appointment.

Your orientation will take place on [date] at [location/virtual option] and will include general information about payroll and benefits, paid leave provisions, and insurance programs. You will be paid on alternate Thursdays. You can learn more about available benefits on the [General Benefit Information](#) page of the Division of Personnel Management website.

[Location specific information, e.g. parking policies/options as applicable.]

As required by Wisconsin Statute, you are required to serve a probationary period. You will be required to serve a **[12-month, 18-month, 24-month]** probationary period with this appointment.

Unless additional extensions are approved at a later date, this project position is approved for funding through **[end date of project]**. If you successfully complete your probationary period, you will attain permanent status and will be eligible to transfer to other permanent positions similar to other permanent employees in state service. This allows employees to be considered for other similar positions when the project position approaches its expiration date.

The Department has a policy of providing reasonable accommodations to persons with disabilities. If you require an accommodation at any time during your employment, please contact **[appropriate ADA contact]**.

We are pleased that you have accepted this position. We hope that you will find your work both challenging and rewarding.

Sincerely,

[Appointing Authority Name & Title]

I-9 Attachment

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SAMPLE EXTENSION OF PROJECT POSITION LETTER

(Note: This should be used in instances where the same position number will be used and the employee's duties will either remain the same or there will be less than a 50% change in job duties/PD.)

[insert date]

[insert name]

[insert delivery method]

[insert classification]

[insert work or home address]

Dear [insert name]:

This is to inform you that your project position has been approved for funding through **[new end date of project]**. This is an extension of your initial project appointment which started on **[date of appointment]** and cannot exceed 4 years. The Department reserves the right to terminate this project position at any time due to budget constraints.

Your classification and pay provisions remain the same. **[Clarify if any other position-related information is changing or staying the same, such as supervisor, headquarters, etc.]**

[IF POSITION DESCRIPTION HAS CHANGED AND CHANGE IN DUTIES IS LESS THAN 50%]: Your new position description is **[enclosed/attached]**. Please sign, date, and return the position description to **[HR or supervisor, per department practice]**.

Sincerely,

[Appointing Authority Name & Title]

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SAMPLE TERMINATION OF PROJECT APPOINTMENT LETTER

(Note: This is only required if terminating prior to the end date in the appointment letter.)

[insert date]

[insert name]

[insert delivery method]

[insert classification]

[insert work or home address]

Dear [insert name]:

This is notification that your project appointment as a [classification/working title] has been terminated effective [immediately or actual last date of work].

The reason for termination of your position is [project has been completed; there is no longer funding available; unsatisfactory performance.]

[IF THE EMPLOYEE ENGAGED IN MISCONDUCT]: This termination is being imposed because of your misconduct, which violated the following State of Wisconsin Work Rules and Department Policies:

[List specific work rules violated. see WHRHC 410]

[List specific Department Policies violated]

[List 230. 34(1)(a) serious acts of misconduct violations if applicable]

[Brief summary of misconduct. In most cases this should not exceed a paragraph.]

This behavior is unacceptable and will not be tolerated.

As required by law, anything meeting the definition of “public record” in s.16.61, Wis. Stats is property of your employing agency. Unless authorized by an applicable Records Disposition Authorization (RDA), you may not destroy public records or take your agency’s only copy of a public record. If you wish to take duplicates of public records with you upon your departure, you must obtain prior approval from your supervisor.

I also want to make you aware of the Employee Assistance Program which provides free, confidential referrals for obtaining services that support your well-being and resilience in work and life. Information about the program is available through [insert EAP Vendor information]. The Employee Assistance Program is available to you for 12 months following employment separation.

You are required to return any state-issued items including your identification card, [uniforms, keys, phone, computer equipment, etc.] to your supervisor.

Sincerely,

[Appointing Authority Name & Title]

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