

LIMITED TERM EMPLOYMENT REQUEST/REPORT

STATE OF WISCONSIN/DIVISION OF PERSONNEL MANAGEMENT

DOA-15530 (REV. 09/15)

Delegated

Non-Delegated

Trans Cd

Action Cd

SSN

04



Name (Last jr./Sr., First Mid Initial) 0106				Request No.	Agency No.	Appt #	Effective Date	Sec Lv 2026				
Home Address - No. & Street 0285			City 0286	State 0287	Zip 0288	Name of Agency/Employing Unit						
Mailing Address - P.O.Box 0208			City 0209	State 0210	Zip 0211	Area Code 0289	Home Phone 0290	Hm County 0207				
Pay Disp 0270	Bank Transit # 0271	Account # 0272	Acct Type 0273	Check Sort 0218	Sex 0274	Birthdate 0201	Handicap 0277					
Ethnic 0276	Vet Status 0204	Prim Sec Lv 0199	Employee Free Space 0219	Employment Type 2101 <input type="checkbox"/> Short Term <input type="checkbox"/> Provisional (see below)	LTE Position No. 2034	District Code 2027	Organization Code 2104					
Employing Unit Code 2103	Work Street 2130	City 2131	State 2132	Zip 2134	Wk County 2133							
Work Schedule 2108	Start Date Present Class 2033	Retirement Category 2124	Base Pay Type 2006 H	Base Pay Amt 2121	Work Room 2129	Area Code 2135	Work Phone 2136					
HAM RMR Ind 2147	Appt Free Space 2142	Class Code 2004	Class Title			Sched	Range	EEO Cat				
Trans Information	Fund	Org	Sub Org	Appr	Activity	Function	Object	Sub Obj.	Rpt. Cat.	Project	Percent	
Emp Rec 0007	From Agcy # 0008	3001	3002	3003	3004	3005	3041	3006	3007	3008	3009	3010
Tax 0009	Misc Ded 0014	3011	3012	3013	3014	3015	3042	3016	3017	3018	3019	3020
Trans Cd 05	Fed-Marital 0125	Exemptions 0126	Add'l Amount 6023	FICA Eig 0129	State of Empl 0154	State of Res 0153	State Marital 0127	Exempt 0128	Add'l Amount 6026			

Duties of position (Attach Position Description if necessary to describe duties adequately)

Previous State Employment	If yes:	Agency where last employed	WRS Annuitant
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Current Perm. Emp. <input type="checkbox"/> Former Perm. Emp. <input type="checkbox"/> LTE		<input type="checkbox"/> Yes <input type="checkbox"/> No

If hired above min. of comparable permanent class check reasons Former permanent employee
Additional training or experience. Attach approved form DOA-15333 Class _____ Former pay rate _____
Ending Date _____

DPM COMPLETES

Justification for Provisional LTE:

<input type="checkbox"/> No register available	Cert. Reg. No. _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Date _____
<input type="checkbox"/> No funds for short term LTE:	Position No. _____	DPM Analyst _____		
<input type="checkbox"/> Next schedule exam date of _____	is greater than 60 days			

Approval Information:

<input type="checkbox"/> Nominee is on existing register, Title _____	Score _____	Expected date of hire _____
<input type="checkbox"/> Is there an existing exam? <input type="checkbox"/> Yes <input type="checkbox"/> No	Agency Contact Person _____	
If no is there documentation identifying nominee qualifications? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone No. _____	

ACKNOWLEDGMENT: I understand that limited term employment does not give me rights to any permanent civil service position, does not lead to permanent status, and is governed by s.230.26, Wis. Stats., Ch ER-MRS 10, Wis. Adm. Code, and Ch. ER 10, Wis. Adm. Code.

I understand that as a limited term employee, I am not eligible for tenure, paid time off (e.g. compensatory time off, vacation, holidays, sick leave), performance awards or the right to compete in promotional exams. I may be eligible for worker's compensation, unemployment compensation and social security coverage. I may become eligible for group insurance and retirement benefits under Ch. 40, Public Employee Trust Fund, Wis, Stats.

I understand that the Director of the Bureau of Merit Recruitment and Selection (BMRS) has the authority under s.230.26 (5), Stats., to terminate my limited term employment if this agency does not comply with s.230.26, Stats. and the administrative rules governing limited term appointments.

I understand the conditions of limited term employment as outlined above.

Employee Signature _____ Date _____

I certify that the limited term employment of the above named individual is made in compliance with s.230.26, Stats., Ch. ER-MRS 10, Wis. Adm.Code, and Ch.ER 10, Wis. Adm. Code; that the employee is qualified to perform the duties of this position; that the total duration of the employment will not exceed legal limits; and that Ch. ER-MRS 24, Wis. Admin. Code, will not be violated by employing the above individual.

Appointing Authority Signature _____ Date _____

Bureau of Classification and Compensation Approval (Non-Delegated)	Date	Agency Approval (if different than above) (Delegated)	Date
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LTE BENEFITS

In accordance with s. 230.26 (4), Stats., fringe benefits specifically authorized by statute, with the exception of worker's compensation, unemployment compensation, group insurance, retirement and social security coverage, shall be denied to LTE's. LTE's do not qualify for tenure, vacation, paid holidays, sick leave, performance awards or the right to compete in promotional examinations. In accordance with s. ER 10.045, the eligibility of LTE's for worker's compensation, unemployment compensation, group insurance, retirement benefits and social security shall be subject to controlling conditions relating to these benefits.

- A. Absences. Under certain circumstances, LTE's may be eligible for benefits under the provisions of s.103.10, Stats., regarding Family/Medical Leaves of Absence.
- B. Retirement. The eligibility criteria for participation in the Wisconsin Retirement System (WRS) is established by Chapter 40, Stats., and administered by the Department of Employee Trust Funds (ETF).
- C. Group Insurance. The eligibility criteria for participation in group insurance programs is also established by Chapter 40, Stats., and administered by the Department of Employee Trust Funds.

Contact your agency personnel office for more information concerning your eligibility for benefits as a limited term employee.

STATUTORY AUTHORITY FOR LIMITED TERM APPOINTMENTS

230.26 limited term appointments. (1) The director may provide by rule for selection and appointment for limited term appointments, which are provisional appointments or appointments for less than 1,044 hours per year. (1m) (a) Except as provided in par. (b), an appointing authority is prohibited from appointing a person who is not a resident of this state to a limited term appointment.

(b) The director may waive the prohibition under par. (a) if the appointed person's permanent work site is located outside this state.

(2) If there are urgent reasons for filling a vacancy in any position in the classified service and the director is unable to certify to the appointing authority, upon requisition by the latter, a list of persons eligible for appointment from an appropriate employment register, the appointing authority may nominate a person to the director for noncompetitive examination. If the nominee is certified by the [director] as qualified, the nominee may be appointed provisionally to fill the vacancy until an appointment can be made from a register established after announcement of competition for the position, except that no provisional appointment may be continued for more than 45 working days after the date of certification from the register. Successive appointments may not be made under this subsection. This subsection does not apply to a person appointed to a vacant position in the classified service under s. 230.275.

(4) Fringe benefits specifically authorized by statutes, with the exception of worker's compensation, unemployment compensation, group insurance, retirement and social security coverage shall be denied employees hired under this section. Such employees may not be considered permanent employees and do not qualify for tenure, vacation, paid holidays, sick leave, performance awards or the right to compete in promotional examinations.

(5) If the director determines that an agency is not in compliance with the requirement of, or rules related to sub.

(1), (1m), or (2) regarding a particular employee, the director shall direct the appointing authority to terminate the employee.

History: 1971 c.270 ss.54.55; Stats. 1971 s. 16.21; 1975 c. 147 s. 54; 1977 c. 196 s. 51; Stats. 1977 s. 230.36; 1979 c. 97; 1979 c. 221 ss. 732, 909; 1981 c. 20, 26; 1983 a. 27 ss. 1613, 1614, 2202 (15); 1985 a. 332; 1997 a. 39, 307.

EXCERPTS FROM ADMINISTRATIVE RULES GOVERNING LIMITED TERM APPOINTMENTS

Chapter ER 10

ER 10.01 Definition and categories of limited term

appointments. The total time worked in any one position by an individual limited term employee shall not exceed 1043 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. The maximum time durations for provisional appointments are provided under s. 230.26 (2) Stats.

ER 10.045 Benefits. The eligibility of limited term employees for worker's compensation, unemployment compensation, group insurance, retirement and social security shall be subject to controlling conditions relating to these benefits. See s. 40.22 (1), (2) and (2m) Stats., for eligibility requirements to participate in group insurance and retirement.

Chapter ER-MRS 10

ER-MRS 10.03 Approval by [director].

Prior approval of the duration of a limited term appointment by the [director] is required before making a limited term appointment.

ER-MRS 10.04 Procedures and records. (1) Procedures for recruitment and selection as set forth in subch. II of ch. 230. Stats., may be modified to expedite the appointment of limited terms employees.

(2) In order to safeguard the public interest, recruitment and selection procedures must be approved by the [director], and the appointing authority shall maintain such records of the procedures followed in making limited term appointments as are determined to be necessary by the [director]. Limited term appointments shall be made so as to contribute to a competent work force with due consideration given to affirmative action.

ER-MRS 10.05 Status of employees on limited term

appointments. Limited term employees do not earn permanent status and are denied benefits and rights specified under s. 230.26 (4) Stats.