

Chapter 1 Types of Classified Appointments

- **Definitions**

- **"Appointment"** means the action of an appointing authority to place a person in a position within the agency in accordance with the law and the Rules of the Administrator, Division of Merit Recruitment and Selection (DMRS). An appointment is effective when the employee reports for work or is in paid leave status on the agreed starting date and time.
- **"Position"** means a group of duties and responsibilities which require the services of an employee on a part-time or full-time basis.
- **"Permanent status"** means the rights and privileges attained upon successful completion of a probationary period or career executive trial period required upon an appointment to permanent or seasonal employment.

1 Permanent Employment

Permanent employment is employment of a career nature requiring the services of an employee for 600 hours or more on an annual basis (s. ER-MRS 1.02(21) and s. ER 1.02(27), [Wis. Adm. Code](#)). A permanent appointment can be an original appointment, promotion, transfer, restoration, reinstatement or demotion.

Classification titles for permanent positions are determined according to the state classification plan. Compensation provisions are detailed in the [state compensation plan for nonrepresented employees](#) and in the [appropriate contracts for represented employees](#). Benefits available to employees in permanent positions are explained in the [Staff Benefits Booklet](#). Classified employees with permanent status may not be terminated from their jobs except for "just cause" Refer to [Chapter 18](#).

2 Seasonal Employment

Seasonal employment requires the services of a permanent employee on an intermittent and recurring basis for 600 or more hours each year, which usually leads to a career through successive reinstatements. Such employment cannot exceed 24 biweekly payroll periods of any 26 consecutive full biweekly payroll periods (s. ER-MRS 1.02(31), [Wis. Adm. Code](#)).

Classification, compensation and benefits provisions are the same for seasonal employees as for permanent employees. Seasonal classified employees with permanent status may not be terminated from their jobs except for "just cause". Refer to [Chapter 18](#).

3 Limited Term Employment

Limited term employment (LTE) is a non-career appointment of short duration which does not result in permanent status and for which the normal recruitment and examination procedures are not necessary (s. ER-MRS 1.02(14) and s. ER 1.02(17) [Wis. Adm. Code](#)). The total time worked in any one position by an individual limited term employee (LTE) cannot exceed 1,043 hours of employment during a block of time consisting of 26 consecutive biweekly payroll periods and starting with the anniversary date of the appointment (s. ER 10.01, [Wis. Adm. Code](#)).

Classification titles for limited term appointments are the same as those used for permanent appointments, or one of the LTE specific titles in the limited term classification and pay schedule in the [State Compensation Plan](#) (s. ER 10.02(2), [Wis. Adm. Code](#)).

Pay rates for limited term appointments must conform to the provisions of the limited term

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pay schedule in the compensation plan (s. ER 10.02(2), Wis. Adm. Code).

Fringe Benefits available to limited term employees include worker's compensation, unemployment compensation, group insurance, retirement and social security. However, LTEs cannot 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 (s. 230.26(4), **Wis Stats**). Limited term employees may be terminated at any time for any reason as long as the reason is not an illegal discriminatory one.

4 Project Employment

A project appointment is the employment of a person in a planned undertaking which is not a regular and continuing function of the University and which has an established probable date of termination. Conditions of employment for a project appointment do not lead to permanent status. No appointment to a project position can exceed four years. The duration of the project position itself cannot exceed four years from the date of the first appointment of a person to the project (s. ER-MRS 34.01, **Wis. Adm. Code** and s. 230.27(1), **Wis. Stats.**).

The classification titles for project appointments are the same as those for permanent employees. The compensation provisions for nonrepresented permanent employees apply to project appointments. Persons appointed to project positions may be permanent or project employees and may be terminated at any time. After six months project employees receive all rights and privileges given to nonrepresented classified permanent employees, except that project employees do not have the right to achieve permanent status in class, appeal the termination of a project appointment, collect layoff benefits, or receive layoff, reinstatement, restoration or displacement rights to any other position (s. 230.27(2m), **Wis. Stats.**). Project employees may be terminated at any time for any reason as long as the reason is not an illegal discriminatory one.