

## Chapter 3 Filling Vacant Positions

### 3.02 Filling Classified Project Appointments

#### I. Policy/Definition

Wisconsin law defines project employment as at least 600 hours per year in a planned undertaking which is not a regular or continuing function of an agency and which has a probable duration of less than four years.

#### A. Classified Project Employee Benefits and Rights

After six months, project employees receive the same benefits given to classified state employees, including:

- Vacation, sick leave, holidays, insurance, and retirement benefits
- Eligibility for regrade if the project position is reallocated or reclassified; and
- Same grievance and appeal rights as non-represented permanent employees, except that termination of the project appointment may not be appealed. This includes terminations due to the end of the project or employee performance problems.

#### B. Rights NOT Granted to Classified Project Employees

- I. Permanent status in class
- II. Appeal terminations
- III. Collect layoff benefits
- IV. Layoff, reinstatement, restoration, or displacement rights to any permanent, seasonal, or session position unless that right was previously earned in a permanent, seasonal, or session position. **NOTE:** Such eligibility lapses five years from the date of separation from a classification permanent appointment.

#### II. Procedure for Filling a Classified Project Position Vacancy

The employing unit reviews departmental requests and submits HR Transaction via **CHRIS** for classified project positions to Classified Human Resources. This is the same process supervisors follow for permanent positions, but the following must also be included:

- Anticipated duration of the project
- Source of funding
- Nature of the project
- Rationale for creating a project appointment rather than a permanent or limited-term appointment.

will review the information to both determine if the position is appropriately designated as a project appointment and whether the classification is correct. Although project positions can last up to four years, approval will only be for a two year period. Employing units will need to request approval for a project extension after the initial two year period. Extension requests will be directed to with a justification for the extension(e.g., funding still tenuous).

Staffing process for project vacancies allows employing units to recruit and make selections without using an employment register. Organizations should use sound human resources practices to make project hires. As with permanent positions, a non-discriminatory hiring process should occur in which the most qualified applicant is selected for the position. Other resources within the Classified Policies and Procedures (e.g., Chapter 4) should be followed when making a selection.

If identified in the CHRIS transaction, an approved project vacancy notice may be posted on the **Office of Human Resources website** (OHR). The notice instructs applicants how to apply for the position and who to contact with questions.

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In addition, the employing unit may use any additional recruitment measures needed to insure that qualified applicants learn of the vacancy, including requesting the contact information off an appropriate employment register.