



Memorandum

To: All New Limited Term Employees

From: UW-Parkside Human Resources Office

Subject: **New Limited Term Employee (LTE) - Orientation Information**

Definition: Limited Term Employment (LTE) is defined as “an appointment of a person to perform a grouping of duties and responsibilities under conditions of employment which do not provide for attainment of permanent status”. **By state law, an LTE appointment is limited to 1043 hours in a 12-month period.**

Wisconsin Residency: Per Wisconsin Statutes 230.26 (1m) (b), an LTE must be a resident of the State upon appointment.

Permanent Employment: Employment as an LTE does not guarantee permanent employment. UW-Parkside encourages LTE’s to compete in the Civil Service exam process in order to become eligible for permanent employment. Contact the Human Resources Office for additional information.

Insurance: Most LTE positions are **not** eligible for retirement or insurances. However, if you are employed in an LTE position that is deemed to be ongoing in nature, is expected to exceed 1/3 time each calendar year, and is anticipated to exceed one year in duration, you may be eligible for state retirement and group insurance coverage. Please check with the Human Resources Office if you have any questions as to the status of your position.

Vacation/Sick Leave: You are only paid for the hours you work. You do not accumulate sick leave or vacation credits and you are not eligible for legal holiday pay.

Termination of Employment: As temporary workers, limited term employees can be released at any time from a position for unsatisfactory performance, budget restrictions, violations of work rules, or any other reason.

Checklist: Please review the attached LTE Checklist for important information regarding your employment at the University of Wisconsin-Parkside.

Questions?: Questions concerning your LTE employment type and/or hourly limitations may be directed to the Human Resources Office, 262-595-2204.

attachments: LTE Checklist, Direct Deposit Form, Work Rules

UW-Parkside LTE Checklist

- Selective Service:** Effective February 1, 2003, the State will be requiring that **newly hired males** between the ages of 18 and 26 must be registered with the Selective Service before being hired by the State. Chapter 230 of the Wisconsin Statutes defines the employment categories that will be impacted by this requirement that includes Limited Term Employees. The law essentially requires the campus to confirm that **male** employees seeking employment who are 18 and not yet 26 have registered for selective service prior to being hired. The Statement of Selective Service Compliance form is available on the web at: <http://www.uwp.edu/departments/human.resources/staffinfo/SELECTIVE-SERVICE/selectiveservice.htm> and must be attached with the LTE Authorization form for male LTE employees who are 18 and not yet 26. Go to www.sss.gov for more information about Selective Service and on-line registration.
- I-9 - Federal Immigration Requirement:** All newly hired LTE employees and those rehired after a break in service **must** complete an I-9 form. Please check with your employing department if you have not already completed such a form.
- W-4 Requirement:** A W-4 tax-withholding form **must** be completed in order for you to be processed on the payroll.
- Direct Deposit Requirement:** Your payroll check will be issued via Electronic Bank Mailing. A form **is enclosed** for your use. If you do not complete an electronic bank mailing authorization promptly, you must pick up your first check in the Human Resources Office, Tallent Hall, Room 202, between the hours of 8:00 a.m. and 11:00 a.m. on the appropriate payday. Your earning statement will be distributed through inter-campus mail to your employing department. If more than one department employs you, you will need to check with both departments to determine the distribution source.
- Work Rules:** The University of Wisconsin System Work Rules are **attached** for your review.
- Data Form Requirement:** You and your department must complete an employee data sheet when you begin employment and when you end employment as an LTE.
- Email Account:** Completion of the employee data form will let you have access to the campus email system (an important campus communication tool). Instructions are available from Pat Eaton, extension 2531.
- Campus ID Cards:** Ranger Cards (the UW-Parkside campus identification card) may be obtained from the Ranger Card Office, Union Building, extension 2345. There is a nominal fee. The Ranger Card entitles you to utilize various campus facilities such as the Parkside Union, the library and the physical education building.
- Parking:** Parking facilities at the University of Wisconsin-Parkside are restricted to holders of current parking permits. Permits may be obtained at the University Police and Public Safety Office located in Tallent Hall, Room 188, extension 2455. Vehicles parking on the campus without permits will be ticketed.
- Insurance:** Most LTE positions are **not** eligible for retirement or insurances. However, if you are employed in an LTE position that is deemed to be ongoing in nature, is expected to exceed 1/3 time each calendar year, and is anticipated to exceed one year in duration, you may be eligible for state retirement and group insurance coverage. Please check with the Human Resources Office if you have any questions as to the status of your position. If you are interested in insurance options that may be available to you, please call the Human Resources Office at extension 2204 for details and/or to establish an appointment for counseling. You must call within your first 30 days of employment since potential insurance enrollment may be restricted to the first 30 days from your beginning date. If you are concurrently employed as an LTE in another campus department or are continuing employment from an alternate LTE position, you may or may not be eligible for a new insurance open enrollment period.
- Payrolling:** LTE's are paid on a biweekly basis. Employees are required to complete timesheets each biweekly period in order to be payrolled and must adhere to the payroll schedule on the reverse side of each form. New employees should check with their immediate supervisor regarding completion and timely processing of timesheets. Employees must have a current tax withholding statement (W-4) on file in the Payroll Office **prior** to submitting timesheets in order to avoid late payrolling. Questions concerning attendance reporting and/or submission of payroll documents may be directed to the Payroll Office at extension 2253.
- Educators Credit Union:** Membership is open to you as an LTE and to your immediate family members. A representative of the Credit Union is available at UW-Parkside in Tallent Hall, Room 280, 262-595 2150. Hours are 9:00

a.m. to 4:00 p.m., Monday through Friday. The Kenosha office is at 4215 Green Bay Road, Kenosha, phone 657-5626. The main office is in Racine at 1400 N. Newman Road, phone 886-5900.

- ❑ **Miscellaneous:** You may also wish to inquire about the services offered by the Health Services Office, Physical Education Building and the Child Care Center.
- ❑ **Campus Safety:** The safety and well-being of all members of our campus community is very important at the University of Wisconsin-Parkside. Important information about safety and creating a bias free environment is on our web site located at: <http://www.uwp.edu/departments/university.police/crimestats.cfm>. Printed copies of this information are also available from UW-Parkside University Police and Public Safety, phone 262-595-2455.
- ❑ **Work Accommodations:** The University of Wisconsin-Parkside will make reasonable accommodations to qualified employees. An employee who is or becomes disabled may request a work accommodation by completing a Disability Accommodation Request Form that is available through the Human Resources Office. The Human Resources staff can also provide advice and counsel on completing the form.
- ❑ **Termination:** Prior to completion of your current limited term appointment or your resignation, please contact the Human Resources Office for exit counseling. At that time you will be provided with information regarding any insurance coverage you may have, and counseled regarding future LTE and permanent employment possibilities. You and your department should also submit an employee data sheet showing your last day of employment.
- ❑ **Permanent Employment:** Limited term employees who are interested in permanent employment are advised to contact the campus Human Resources Office to seek application instructions and counseling. Civil Service examinations are required for permanent civil service positions. Such testing usually must be completed well in advance of vacancies since many entry-level positions are filled from existing test registers.
- ❑ **Human Resources Web Site:** For information regarding job opportunities at UW-Parkside and other state agencies, see the UW-Parkside Human Resources web site located at: <http://www.uwp.edu>, KEYWORD – Human Resources
- ❑ **Employee Orientation Web Site:** <http://www.uwp.edu/departments/academic.affairs/employee.orientation/>
We have created this web site to help you learn your way around the university. Our goal is to make your transition into the UWP family as easy as possible. As you are well aware, starting a new job at a new place requires much learning and numerous adjustments on your part. While you will have the opportunity to attend orientation sessions sponsored by the university, and perhaps by your department, the amount of information can be overwhelming to absorb in a short length of time. This site is intended as a convenient source of information that you can access at your leisure as needed.

Attachments: Direct Deposit Form
Campus Work Rules

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