



SECTION: HR  
TOPIC: LIMITED TERM 01  
GENERAL  
FEBRUARY, 2007

## ADMINISTRATIVE PRACTICES MANUAL

### SUBJECT: LIMITED TERM EMPLOYEE HIRING

1. Limited Term Employees (LTE's) are defined as employees who are hired to meet temporary needs for a limited period and/or season, or to work on an "on-call" basis, but does not include "provisional appointees". LTE appointments covered by the Civil Service Ordinance (management and professional union employees) may not exceed 1,200 hours per year. LTE appointments (represented employees) covered by Local 65, Joint Council and Social Workers contracts are limited to 1,040 hours per year, unless utilized on an on-call basis.
2. In order to provide equal access to LTE employment, LTE's may be obtained through various procedures authorized by the Employee Relations Division including reemployment of persons who were in pay status with any Dane County department in the current or previous payroll year. The Employee Relations Division and Office of Equal Opportunity may assist departments in meeting LTE needs through alternate recruitment systems; however, all proceedings must be authorized by the Employee Relations Division. Other resources may include an existing eligibles list, placing an ad in the newspaper, or using a neutral resource such as Job Service, MATC, University of Wisconsin (Financial Aids Office), Employment and Training Association, Over 55 Employment Service, Dane County Bar Association, Neighborhood Intervention Program, etc.
3. All qualified persons certified for hire as LTE's will be invited for an interview.
4. All LTE's will be hired in accordance with applicable Equal Employment laws.
5. It is the official policy of Dane County to balance its workforce. Affirmative Action considerations therefore, may be a factor in hiring decisions.
6. All newly hired LTE's shall be provided with an orientation by their supervisor to their job duties, responsibilities, relevant employee benefits and expected length of employment.
7. All LTE employees shall be paid only for hours worked and shall be paid within the minimum and maximum hourly rates established by the current Dane County Budget, Civil Service Ordinance and/or Union Contract, whichever is prevailing.

**END OF POLICY**



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Forms Needed:

Employee Action Form 014-83-5(1/90)  
Employee Data Form 014-79-05(11/94)  
LTE Rate Justification Request 014-127-10(7/95)  
Application for Employment 014-23-10(4/94)  
Dane County Ethics Guidelines for County Employees

**RESPONSIBILITY**

**ACTION**

- |                                  |    |   |
|----------------------------------|----|---|
| Appointing Authority or Designee | 1. | After a need has been established, contact the Employee Relations Division and/or Office of Equal Opportunity to identify qualified and available candidates employed by Dane County in the present or previous payroll year. If satisfied, proceed to Action 7. If not satisfied, proceed to Action 2. |
|                                  | 2. | Contact the Employee Relations Division and/or Office of Equal Opportunity to explain needs.  |
| Employee Relations Division      | 3. | Provide names of candidates on currently maintained registers for regular or temporary positions.   |
| Appointing Authority or Designee | 4. | Contact the Employee Relations Division if the Employment Relations efforts have been unsuccessful and explain the employment needs.  |
| Employee Relations Division      | 5. | Consult with department head or designee and devise special recruitment efforts including newspaper advertisements, website, referral to Job Service, referral to the Office of Equal Opportunity or other placement service, or source.  |
| Appointing Authority or Designee | 6. | Follow any special verbal instructions given by the Employee Relations Division regarding available neutral resources.  |
|                                  | 7. | Contact all the available candidates that have been provided and schedule interviews.   |
|                                  | 8. | Conduct structured interviews with all available candidates (see Interview Guidelines).   |



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**RESPONSIBILITY**

**ACTION**

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| Appointing Authority or Designee | 9. Do reference checks and when appropriate, conviction record checks.   |
|                                  | 10. If hiring above the established minimum hourly rates, complete LTE Rate Justification Request.   |
|                                  | 11. Forward Justification Request to Employee Relations Division.  |
| Employee Relations Division      | 12. Approve or deny request. Return signed form to department.   |
| Appointing Authority or Designee | 13. Make a hiring decision and notify the selected candidate in writing of starting date, time, hourly pay, location, and initial reporting station.   |
|                                  | 14. Notify other candidates of your decision.  |
|                                  | 15. Complete the Employee Action Form and Employee Data Form. Route these forms along with a completed Application for Employment to the Employee Relations Division for placement on payroll. |
|                                  | 16. Provide employee with a copy of the "Dane County Ethics Guidelines for County Employees."  |
|                                  | 17. Upon termination of employee, submit completed Employee Action Form to Employee Relations on a timely basis to remove employee from payroll system.  |

**END OF PROCEDURE**