

## LIMITED TERM EMPLOYMENT PROGRAM

Welcome!

We are happy to have you employed with us as a Limited Term Employee (LTE) at the University of Wisconsin Milwaukee (UWM).

Your supervisor will explain your hours of work, length of employment, departmental work rules, and any other conditions of employment. Your supervisor is also available to discuss your work-related questions or questions concerning limited term employment.

All LTE appointments are made to meet temporary needs. Legally designated as short term, LTE appointments exist for specific departmental needs and cannot exceed a maximum of 1,043 work hours annually in one appointment. Many LTE appointments are for duration of less than 1,043 hours. When your appointment expires or you reach the maximum 1,043 hours, you may be offered a different appointment. However, a new LTE appointment is not guaranteed. Nor are you guaranteed a permanent classified position.

LTEs are eligible for the following employment benefits: worker's compensation, unemployment compensation\*, and social security coverage. LTEs are not entitled to receive vacation, paid holidays, sick leave, and other similar benefits available to permanent employees.

If you are interested in a permanent career with the University or another state agency, you may apply for specific vacancy and, if qualified, participate in the examination. For a list of current job openings visit our website at <http://www4.uwm.edu/hr/jobs/> or the WISCJOBS website at <http://wiscjobs.state.wi.us/public/index.asp> . UWM does not discriminate with regard to employment policies or activities and is equal opportunity employer. Appointments are made utilizing an affirmative action program.

If you have any questions regarding any phase of your Limited Term Employment with UWM, please contact your supervisor or Personnel Representative for information.

We hope you will enjoy your employment here and wish you every success in your new position.

\* Seasonal employees working in appointments based on the school year are not entitled to unemployment compensation during periods when school is not normally in session. (i.e. Holiday breaks, summer.)

## LIMITED TERM EMPLOYMENT (LTE) FACT SHEET

There are a variety of benefits available to LTE employees. Employees are immediately eligible for additional benefits if the appointment is expected to continue for more than 12 months and the employee is expected to work at least 600 hours each calendar year. Employees initially not expected to work at least 12 months of 600 hours per calendar year become eligible for additional benefits when the following conditions are met:

- 1) Over 12 months of consecutive employment in any combination of positions;
- 2) A minimum of 600 hours is worked in the prior calendar year.

Employees should notify the Benefits Office when any of the following occur.

- 1) Twelve months of consecutive employment is completed;
- 2) Concurrent appointments are accepted (affects State contribution towards health insurance);
- 3) A permanent position is accepted;
- 4) No hours are worked in a payroll period and benefits are payroll deducted.

**Identification Cards:** Employees are eligible to obtain a staff ID card. Contact your Personnel Representative or Supervisor for information.

**Credit Union:** Employees are eligible to participate in a savings plan through the Credit Union. Loans are available to employees meeting specific criteria. Information and forms may be obtained by contacting the UWM branch of the UW Credit Union located in Union, First Floor-West, 332-2300.

**Tax Deferred Annuities:** Employees may elect to join this program at any time. This option allows you to use a portion of your compensation, normally subject to Federal and State income tax, to purchase supplemental retirement annuity benefits. These monies become taxable upon withdrawal from the tax shelter.

**Retirement:** LTEs who are eligible for participation in the State's retirement plan will have the current required contribution deducted from their warnings. The state will also contribute toward the retirement account. The employee may withdraw the employee required contribution following the termination. There is no minimum period of service required. Members with covered service are eligible for a retirement annuity as early as age 55. Contact the Benefits Office if your appointment qualifies.

Employees appointed to positions which are eligible for retirement participation need to attend a Benefits orientation within the first 30 days. Employees with these appointments are entitled to University fringe benefits. There are specific open enrollment periods. Forms need to be completed to ensure proper retirement credit. Employees may prepay premiums during employment gaps. Terminating employees may be eligible to continue or convert existing policies. Contact the Benefits Office (414) 229-4925 to schedule an appointment.