

CITY OF WAUKESHA

HUMAN RESOURCES POLICY / PROCEDURE

SUBJECT:

Employment of Limited Term Personnel

ISSUED:

DRAFT

NO:
B-17

SUPERCEDES:

4/14/04

PAGE: 1
OF: 2

Limited term employment shall be utilized to employ people on a full or part time basis for a fixed period of time **not to exceed six (6) months**. Examples are:

- To replace employees on leave,
- To assist with special projects,
- To augment the regular workforce during a peak period,
- To temporarily fill a vacancy until a regular employee can be hired, or
- Emergency situations.

The use of limited term personnel shall be considered as the last option after workload shifts and suspension of secondary assignments. The use of limited term personnel shall be authorized based on proven work load need and availability of funds.

Limited term personnel shall be paid on a per hour basis and are not entitled to any fringe benefits.

Prior to employing any individual, certain preliminary steps must be taken to ensure uniform compliance with Common Council policy.

These are the steps to follow:

1. The Department Director requesting limited term help must submit a completed "Requisition for Limited Term Personnel" to the Human Resources Department. In most cases, the need for limited term employees will be anticipated at least several weeks in advance.
2. Human Resources will verify proper completion of the requisition form. This information and the request will be forwarded to the City Administrator's Office for consideration and then to the Human Resources Committee for final authorization. ~~If a request is for less than ten (10) workdays, it may be filled with written authorization of the City Administrator.~~
3. If the request is approved, the Department Director may hire a suitable person from:
 - within the City retiree pool,
 - through an authorized temporary service agency, or
 - an employee referral.

After an employee has been hired, the Human Resources Department will be notified and given all pertinent employment information on the individual by filling out a Personnel Transaction Notice (P.T.N.) The P.T.N. will be signed by the employee and hiring supervisor. All other Human Resources forms, such as the Federal W-4 withholding statement, a State of Wisconsin withholding statement for New Hire Reporting, and an I-9 Employment Eligibility Verification with copies of the necessary identification as required by Federal law, will be completed in the Human Resources Department prior to the **employment** ~~end of the first workday~~. (These forms are not required if an individual is hired from a temporary agency.)

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The wages paid ~~to the employee or the amount paid to~~ shall be set by the City Administrator, unless paid by a temporary agency, ~~subject to Human Resources Committee approval~~ shall be approved by the City Administrator recognizing the overall fiscal year's budgetary allocation. Limited term appointments may be extended only upon approval by the City Administrator.

This program shall be administered and maintained by the Human Resources Department.

Passed this _____ day of _____, 2014.

Approved this _____ day of _____, 2014.

Mayor

ATTEST:

Clerk/Treasurer