
LIMITED TERM EMPLOYMENT HANDBOOK



Prepared by

The Office of Human Resources
Personnel, Payroll, & Benefits

University of Wisconsin-Eau Claire

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Select Mission of the University of Wisconsin-Eau Claire

The University of Wisconsin-Eau Claire is a comprehensive university whose purpose is to foster the intellectual, personal, social, and cultural development of its students. The University provides an academic environment designed to encourage faculty-student interaction and promote excellence in teaching and learning, scholarly activity, and public service. Its residential setting fosters personal and social development through a rich array of co-curricular activities.

The University's focus is a liberal arts based education across the curriculum in all programs. The University places a special emphasis on experiential learning activities, such as international studies, faculty-student research collaboration, internships, and community service. UW-Eau Claire is the University of Wisconsin System's Center of Excellence for Faculty and Undergraduate Student Research Collaboration.

In addition to the University of Wisconsin System Mission and the Core Mission of the University Cluster Institutions, the University of Wisconsin-Eau Claire has the following select mission:

- to provide undergraduate education in a broad range of programs, based on a strong general education component emphasizing the liberal arts and sciences, offering degrees in the arts and sciences, allied health fields, business, education, nursing, and other areas that grow clearly from university strengths and meet identifiable regional and state needs;
- to provide graduate education, at the master's and specialist levels, in select programs that grow clearly from undergraduate strengths and meet identifiable regional and state needs;
- to support and encourage scholarly activities, including research and creative endeavors, that enhance its programs at the associate and baccalaureate level, its selected graduate programs, and its special mission; and
- to support the cultural, educational, and economic development of the immediate region in a variety of ways, including its outreach and community service programs.

(Approved by University Senate, 2/02)

(Approved by Board of Regents, 11/02)

Equal Employment Opportunity and Affirmative Action

The University of Wisconsin - Eau Claire is committed to a policy of providing equal employment opportunity for all persons regardless of race, religion, creed, color, sex, ancestry, national origin, age, marital status, sexual orientation, disability, veteran's status, membership in the military forces, arrest or conviction record, political affiliation or other protected status. Discrimination based on any protected category that has the purpose and effect of adversely affecting any aspect or condition of a person's education, employment, housing, or participation in a university activity or program is prohibited.

As a part of its continuing commitment to both prevent and eliminate harassment, the university has established procedures for providing prompt and fair resolution of complaints. All complaints, questions, or requests for information should be referred to the Affirmative Action Office, 217 Schofield, (715) 836-2522, affirm01@uwec.edu, <http://www.uwec.edu/affirm/>.

Supervisors interviewing candidates for Limited Term employment must follow non-discrimination statutes and regulations. Sex, race, color, religion, national origin, marital status, disability status, parenthood or age may not be used as criteria in a hiring decision. Questions pertaining to these factors must not be asked. Each candidate must be considered only on the basis of his or her ability to perform the job duties.



Sexual Harassment Policy

It is the policy of the Board of Regents of the University of Wisconsin system, consistent with efforts to foster an environment of respect for the dignity and worth of all members of the University community, that sexual harassment of students and employees in the University of Wisconsin System is unacceptable and impermissible conduct which will not be tolerated.

Definition: Sexual harassment of employees is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly as a term of an individual's employment, or
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

An allegation of sexual harassment should be brought to the Affirmative Action Officer for investigation and review. Complaints will be handled pursuant to the Equal Opportunity/Affirmative Action Complaint Procedures (see below).



Equal Opportunity/Affirmative Action Complaint Procedures

Complaints must be initiated with the Affirmative Action Officer within 300 days after the complainant knew or reasonably should have known of the occurrence, event, or omission out of which the complaint has arisen, unless there are extenuating circumstances. **A complainant who does not comply with this time limit shall be barred from further pursuit of the complaint process.** The Affirmative Action Officer will investigate the issue and attempt to resolve it without a formal hearing. If no satisfactory resolution is achieved, a request for a formal hearing can be made.

If you need advice in addressing a discrimination issue or would like to obtain a copy of the full complaint procedure, contact the Affirmative Action Office. View the complete policy, including procedures for filing a claim, on the web site at: <http://www.uwec.edu/Admin/Affirm> and select Policies and Procedures.



Disability Accommodation

It is the policy of the University to provide reasonable accommodations for qualified disabled individuals who are employees or applicants for employment. UW-Eau Claire adheres to all applicable federal and state laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal employment to qualified disabled individuals. Reasonable accommodations will be provided in a timely and cost-effective manner. Employment opportunities shall not be denied because of the need to make reasonable accommodations to an individual's disability.

If you need accommodation to perform the essential functions of your position, talk with your supervisor or contact the Director of Human Resources for a Disability Accommodation Request Form. For detailed disability accommodation procedures, see section 2.18 of the UW-Eau Claire Policy Book, available at <http://www.uwec.edu/ip/policybook.htm>.

SECTION I: General Information About LTE Employment

What is Limited Term Employment?

Limited Term Employment 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.**

Employment in a limited term position does not guarantee permanent employment. LTEs must compete in the Civil Service exam process in order to become eligible for permanent employment (See Attachment A). UW-Eau Claire encourages LTEs to participate in this process.

What does the hours limitation mean?

No LTE may work more than 1043 hours per year **in a given position**. The date that an LTE first works in a given position is the "anniversary date" for that position. An LTE must work in that job no more than 1043 hours in the year following the anniversary date. The hours worked in a given appointment return to zero on the anniversary date each year.

An LTE may have different anniversary dates for different positions.

If an LTE reaches the hourly maximum but the position is to continue, the individual must be terminated and a new LTE appointed. In other words, the hourly limitation applies to the person, not the position.

The Office of State Employment Relations (OSER) can revoke the independent authority to hire LTEs for a campus that violates this statutory limitation. If this authority were revoked, OSER approval would be required prior to hiring of **any** LTE at UW-Eau Claire. Therefore it is imperative that supervisors track LTE hours to ensure the hours limitation is not exceeded.

Can a person work in more than one LTE position without violating the hours limitation?

Yes, if the LTE appointments have been determined to be "different appointments" by the LTE Coordinator. The following factors are considered when determining if appointments are "different":

1. At least 50% of the duties of an LTE appointment must be unique to that appointment.
2. A different classification title is appropriate.
3. A personnel movement recognized as a transfer, rather than management reassignment of duties within a work unit, would occur if a permanent employee moved from one position to the other.
4. The positions have different supervisors.
5. The positions support different program areas.
6. The positions are located in different buildings or department offices.
7. There is a set work schedule for each position. These work schedules do not overlap, so that the LTE is not performing work for one position while scheduled to be working in the other.

All factors will be considered collectively; no one factor will be the determining factor. **A different account code is not sufficient to establish that two positions are different appointments.**

Can LTEs be fired?

As temporary workers, LTEs can be released at any time from a position for unsatisfactory performance, budget restrictions, violations of work rules (Attachment D), or any other reason.

When an LTE resigns

Supervisors are to notify the LTE coordinator one week prior to an LTE's last workday whenever possible. The Office of Human Resources would appreciate your opinion of the LTE's work.

SECTION 2: Hiring LTEs

What procedures does a supervisor follow to recruit and hire an LTE?

The process of hiring an LTE begins with the completion of the LTE Worksheet (Attachment B; also available on Human Resources Web site: <http://www.uwec.edu/hr/forms.htm>). It is important that all worksheets be submitted prior to hiring an LTE since certain classifications need prior approval from the Office of State Employment Relations (OSER).

The LTE Coordinator will provide supervisors with LTE applications from current and potential LTEs, or will assist with advertising the position. In most cases the supervisor will contact applicants to set up interviews. When a new LTE accepts a job offer, the supervisor should contact the LTE Coordinator immediately.

Because many LTE positions require specialized knowledge or technical skills, it is permissible for the supervisor to name individuals they would like considered for a position. However, the University of Wisconsin-Eau Claire is committed to equal opportunity and nondiscrimination in its employment practices for all persons. This commitment will be honored in all our employment and personnel activities.

Re-hiring a former LTE for the same position

Notify the LTE Coordinator as soon as possible if a former LTE is re-hired. If an LTE is off the payroll for more than one month, a new worksheet must be turned in *before* the LTE returns to work.

The first day of work

A new LTE must report to Human Resources on the first day of employment to complete employment and payroll information. This is extremely important because the Federal Immigration, Reform, and Control Act requires verification of employment eligibility of the individual within three days of the beginning of their employment. If the LTE completes I-9, payroll, and tax forms on the first day of work, there will be no delay in paying the LTE.

LTE Responsibilities

As employees of the University LTEs are responsible for the following, in addition to performance of job duties:

- ◆ Adhering to work rules (Attachment D).
- ◆ Completing all payroll forms within the first three days of employment.
- ◆ Signing an LTE acknowledgment form which explains the rights and limitations of limited term employment.

Continuing with LTE employment

LTEs interested in further employment should contact Jan Sikora, LTE Coordinator (36-5935, *sikoraj*). LTEs will be given referral consideration for future limited term openings if they have the appropriate experience, qualifications, and an acceptable performance recommendation from previous supervisor(s). LTEs may be required to interview for future openings.

University ID cards

An LTE who *has worked for one year **and** at least 600 hours in that year* may submit a written request for an ID card to the Director of Human Resources. Upon termination from a qualifying position, the LTE must surrender the ID card to the Office of Human Resources.

Taking courses

UW-Eau Claire students seeking employment on campus are not eligible for LTE positions. Exceptions may be granted, at the discretion of the appointing authority, for applicants enrolled in one course only as a special student. Limited Term Employees who are covered by the Wisconsin Retirement System may enroll at UW-Eau Claire and continue to be employed as an LTE.

Applying for permanent employment

Anyone interested in permanent Civil Service employment should watch for announcements of examinations in the **Current Employment Opportunities Bulletin**, available in Human Resources or online at http://oser.state.wi.us/docs_list.asp?doccatid=68 and compete in the testing process. If an applicant ranks within the top 10% of those taking the exam, the applicant *may* be invited to interview for a permanent position. For more information on applying for permanent positions, see Attachment A, or contact HR.

SECTION 3: LTE Compensation and Benefits

How are LTE pay rates determined?

LTEs **may be paid 80% of the minimum rate** for a permanent position in the same classification title, but **may not be paid at higher than minimum rate**.

If an LTE is required to work weekends (12:01 a.m. Saturday through 11:59 p.m. Sunday) or nights (6:00 p.m. through 6:00 a.m.), the LTE will receive the applicable pay differential of \$.45/hour for night work and \$.60/hour for weekend work.

Timesheets and Paychecks

Pay periods consist of a two-week period starting on a Sunday and ending on the Saturday of the following week.

Time sheets are a legal document and are required by federal law to be complete and accurate. Liability and efficiency considerations require that the work of all hourly employees be accomplished only at university work locations.

Time sheets must be turned in to the supervisor on the *second Thursday of each pay period*. They are due in Human Resources, Schofield Hall, Room 220 by noon; pay day is two weeks later, on Thursday. LTEs are required to sign up for direct deposit to any financial institution of their choice. Earning statements may be emailed to the employee on the Tuesday before payday.

State and federal taxes will be deducted based on earnings and the number of exemptions claimed on the W-4 form. Social Security will also be deducted.

How are LTE pay and benefits charged to an account?

General-purpose revenue (102) accounts are charged for LTE pay. At this time, fringe benefits are paid out of the university-wide fringe benefit account.

Program revenue (128-), gift (133-) and grant (144-) accounts are charged for LTE fringe benefits. This includes the employer portion of Social Security, Wisconsin Retirement, Group Health and Group Life Insurance. The account will also be charged for unemployment compensation earned by a former LTE up to 12 months after the LTE leaves the department.

Supervisors are responsible for evaluating the department's LTE budget **before** an LTE is hired. If there are not sufficient funds, departments must request a transfer of funds from the Dean, Assistant Chancellor, or Vice Chancellor **before** an LTE is hired. It is the supervisor's responsibility to monitor LTE expenditures and to stay within the budget.

LTE benefits

Generally, Limited Term Employees receive minimal benefits. Under certain circumstances, LTEs may be eligible for retirement and insurance coverage (see below).

Limited term employees are covered by Social Security. Social Security taxes will be deducted from the LTE's paycheck. The State of Wisconsin pays a matching share toward employee Social Security coverage. The taxable wage base and tax rate are subject to periodic adjustments.

If an LTE is injured on the job, the LTE may be eligible for worker's compensation benefits. Contact Worker's Compensation at 36-2513 for more information.

LTEs may also be eligible for unemployment compensation if an LTE position ends.

Limited term employees are not eligible for sick leave, vacation, or paid holidays; however, if LTEs are required by their supervisor to work on a holiday, hours worked will be paid at time-and-a-half.

LTE rights under the Family and Medical Leave Act (FMLA)

All UW-Eau Claire employees, including LTEs, who have worked for the State of Wisconsin for at least 12 months and who have worked at least 1250 hours in the last 12 months are eligible for unpaid leave under the FMLA.

Eligible employees must be allowed to take up to 12 weeks of unpaid leave per year for the birth or adoption of a child, for a foster child placement, to care for a family member with a serious medical condition, or for the employee's own serious medical condition. For more details, see Attachment F, UW-Eau Claire Quick Guide to the Family and Medical Leave Act.

Wisconsin Retirement System

The Wisconsin Retirement System (WRS) is a program where money is set aside each pay period and invested. The intent of the program is to provide a retirement income for long-term employees of between 50% and 85% of their pre-retirement gross earnings. Long-term employment is considered to be 25 - 30 years of service or more.

A newly employed Limited Term Employee qualifies for the retirement program if the appointment is for 12 months or more **and** the LTE is expected to work at least 600 hours within the 12-month period.

If a Limited Term Employee is not in the retirement program after one year of employment, his/her hours will be monitored. Each pay period, the person's total hours worked in the past 12 months are evaluated. If at least 600 hours of service are generated in that 12-month period, the person becomes eligible for the Wisconsin Retirement program.

When a Limited Term Employee has more than one appointment, all hours, when combined, will determine WRS eligibility. After one year, the monitoring will begin and all hours will be summed during the "look back" period. If the hours are 600 or more, the person is enrolled in WRS.

A member of the payroll staff monitors this program on a continuous basis and will notify LTE employees when they become eligible. The Payroll and Benefits Specialist meets with employees to discuss benefit options.

As a benefit, the university contributes the majority of the retirement contribution for eligible LTEs. A small portion is deducted from the employee's paycheck.

Once an LTE becomes eligible for retirement, he or she will continue to pay into the retirement program as long as employed by the State of Wisconsin. If there is a break in employment of one year or more the LTE will again need to meet the qualifications above to be eligible.

Benefits available to LTEs in Wisconsin Retirement

An employee eligible for the retirement program becomes eligible for various insurance programs, including State Group Health, State Group Life, and Income Continuation Insurance.

Group Health Insurance - Employees are eligible for Group Health Insurance on the first of the month following enrollment in the Wisconsin Retirement System. After an employee has paid into the WRS for six months, a portion of the premium is paid by the State.

Group Life Insurance - After completing six months under the Wisconsin Retirement System, employees are eligible for the Group Life Insurance. The Group Life Insurance is a term life insurance and builds no cash value. Under this plan, employees may choose up to five times their annual earnings rounded to the next higher thousand.

Income Continuation Insurance - After completing six months under the WRS, employees are eligible for the Income Continuation Insurance. This insurance will pay part of the gross salary if the employee becomes disabled.

When employees qualify for health insurance coverage with the State of Wisconsin they become eligible to participate in several additional insurance programs for which employees pay the full cost. At the time an LTE becomes eligible for WRS, information on each benefit will be made available.

Paying for insurance when off the payroll

Employees must notify the payroll office any time they are going to be off the payroll for an entire pay period. The employee may be required to write a personal check to cover the premiums. If premiums are not paid in the proper pay period, cancellation of coverage may result. For employees covered by Group Health Insurance, this may result in having a 180-day waiting period for pre-existing conditions upon re-application for coverage. Employees covered by life insurance may have to prove insurability in order to re-apply.



Code of Ethics

The code of ethics found in chapter ER-MRS 24 of the *Wisconsin Administrative Code* is meant to help employees avoid activities which cause, or tend to cause, conflicts between their personal interests and their public responsibilities. The chapter does not prevent you, as an employee, from accepting outside employment or following a pursuit which in no way interferes or conflicts with performing your state duties. However, some of the activities you are *prohibited* from doing are:

1. using your position or using state property to influence or gain financial or other benefits for you, your family, or an organization you are associated with;
2. soliciting or accepting money or anything of value if it could reasonably be expected to influence your official actions or judgment, or could reasonably be considered as a reward for any official action or inaction;
3. using or disclosing information, which is not public information, gained by reason of your position in a way that could result in the receipt of anything of value for yourself, your immediate family, or for other persons or organizations;
4. recommending or making a limited term or project appointment when the person to be hired is a member of your immediate family.
5. using State property for personal purposes.

To assist you in avoiding the potential for conflicts of interest, the code requires you to file a statement with the Assistant Chancellor for Business and Student Services if the potential for a conflict of interest arises.

Violation of any provision under the Code of Ethics—which is more extensive than what is reported here—will cause disciplinary action. Right of appeal can always be exercised in instances where employees believe that action was not based on just cause.



Nepotism

The University of Wisconsin system has many staff members who are members of the same family. Although there is no restriction regarding employment of relatives, there could be conflicts of interest in certain circumstances. In order to maintain fair and equitable procedures for everyone, one member of the family may not participate in the supervision or management of another employee who is a member of his or her family. This applies to student employees and LTEs as well.



Consensual Relations

The consensual relationships that are of concern are those romantic and/or sexual relationships in which both parties appear to have consented, but where there is a definite power differential between the two parties. Specifically, consenting romantic and sexual relationships between INSTRUCTOR (meaning all instructional staff) and STUDENT (meaning any person studying with the instructor); between SUPERVISOR (meaning any person in a position of authority over another—to hire and make employment or salary recommendations or oversee task performance) and EMPLOYEE (meaning any person working for supervisor); and between EMPLOYEE and STUDENT (where there is an instructional or employment relationship between them) have the potential for extremely serious consequences and should be avoided. **See Appendix B for the entire statement.**



Hours of Work

Official office hours at the University are 7:45 a.m. to 4:30 p.m., Monday through Friday, although an individual's working hours and work days may vary, depending on department requirements and the nature of the position. Lunch periods may be discussed with you and scheduled by your supervisor at mutually convenient times.



Shift Differentials

If you work between 6:00 p.m. and 6:00 a.m., you will be eligible to receive night differential compensation of 45 cents per hour, in addition to your normal pay rate for those hours. Weekend differential of 60 cents per hour will be paid for all hours worked between 12:01 a.m., Saturday, to 12:00 midnight, Sunday. (NOTE: These rates may change. Please consult Human Resources.)



Breaks

Rest periods or “breaks” of 15 minutes are offered during each four-hour work period as an opportunity for rest and relaxation. Since some offices cannot allow employees to take breaks at the same time, your supervisor may determine the time that causes the least disruption of service to students, faculty, and the public. Please note, however, that rest periods are non-cumulative and are not intended as an opportunity to make up for late arrival or early departure.



State Employees Suggestion Program

Any state employee, including LTEs, can submit his or her suggestions for improvement in any area of state government operations to the State Employees Suggestion Program. You are encouraged to submit your ideas for improvements in methods, procedures, or materials which could provide substantial savings, improvements to morale, safety, service, public relations, etc. Suggestions cannot be part of an employee's normal job duties or the result of a management-initiated or directed project to be eligible. Your suggestion must already be implemented before you submit it.

Individual cash awards of up to \$1,000 are presented for meritorious suggestions. The success of this program is dependent on your personal efforts. Information on this program is posted on union bulletin boards and is also available in Human Resources.



Special Clothing

Uniforms, special types of clothing, special protection, or sanitary garments are required in some departments and in some types of work. Your supervisor will inform you if such clothing is required in your job. All clothing provided by your department is the property of that department and must be returned when you leave your position. In addition, your union contract may require your department to pay you an allowance toward the purchase of required or protective clothing, shoes, or glasses.



Political Activities

You may take part in partisan political activities while off duty and not on campus property. If you wish to run for partisan political office, you shall be given a leave of absence without pay for the duration of the election campaign. If elected, you must separate from the classified service upon assuming the duties and responsibilities of such office. Should you have questions about your political activities, check with Human Resources.



Participation in University Activities

All employees are encouraged to take part in University activities such as volunteer projects, educational experiences, University committees, etc. Such participation is always subject to supervisory approval, but supervisors are urged to allow participation whenever possible. If there are any concerns regarding paid or unpaid time off for such participation, please check with your supervisor first, then with Human Resources if questions still remain.



Family and Medical Leave (FMLA)

Every UW-Eau Claire employee—including LTEs—who have been employed by the state for at least 12 months and who have worked at least 1,000 hours for the state during the previous 12 months, is entitled to 12 weeks of unpaid leave each year for the birth of a child and care of the newborn; for the employee’s own serious health condition; to care for the employee’s child, spouse, parent with a serious health condition; or for the adoption of a child or placement of a foster child.

An Employee is required to inform his or her supervisor 30 calendar days in advance of the need to take family and medical leave, or to give **as much notice as feasible** if the leave is unanticipated. Complete the “Family and Medical Leave Act—Employee Request Form,” available from Human Resources, to request such leave.

An employee may choose to substitute annual leave, personal holidays, or compensatory time for portions of unpaid family and medical leave. Sick leave may be substituted, in addition to other paid leave, to care for a family member with a serious health condition or for the employee’s own serious health condition. Sick leave may *only* be substituted under those circumstances for which sick leave could otherwise be used.

We recommend that you call Human Resources for a complete explanation relative to your own particular circumstances. A summary of the Family and Medical Leave Act can be found as Appendix D.



Leave for Jury Duty

If you are called to jury duty during a period when you are regularly scheduled to work, you will receive your regular salary in addition to any pay that you are entitled to as a juror. However, when you are not impaneled for actual service and only on call, you shall report back to work unless authorized by your supervisor to be absent from your work assignment.



Voting Time

If you are eligible to vote in an election but find it impossible to exercise this right during non-working hours, the University will allow you up to three hours time off with pay for the purpose of voting if you provide your supervisor with a written statement, at least two work days prior to the election date, stating your need for time off, the location of your voting place, and the amount of time you need.



Use of State Property

A University employee shall not use, or allow the use of, state property, including property leased by the University, for private activities. No personal use may be made of the University's (STS) long distance telephone lines or the campus mail service. Local telephone lines may be used only for essential calls.

Tools, equipment, or supplies that are the property of the University may not be borrowed for personal use. Laboratories, workshops, offices, and other areas not open to all staff or the general public may not be used for personal (non-job-related) projects or endeavors.



Computer and Network Use

Use of computing and networking resources is for purposes related to the University's mission of education, research, and public service. Members of the university community may use computing resources only for purposes related to their studies, their instruction, the discharge of their duties as employees, their official business with the University, and other University-sanctioned activities. Incidental personal use is tolerated; however, any extensive use of email and Internet access for personal business should be done on *non*-university computers.

Review the complete university policy on "Computer and Network Usage Guidelines" included as Appendix C. Be sure to read through the list of inappropriate uses. They include: computing and networking resources shall not be used for harassment of others; for accessing or attempting to access computer networks/systems that you do not have permission to use; for personal or business purposes unrelated to the mission of the University; for academic dishonesty; for downloading, storage or display of sexually explicit material (pornography); for unauthorized use of someone else's computer accounts, access codes, or network identification numbers. Again, review the policy in Appendix C for the complete list.

For More Information

- ◆ For information on LTE job opportunities or applying for permanent employment, contact Jan Sikora (836-5935, sikorajl@uwec.edu)
- ◆ For information on LTE payroll and benefits, contact Kris Bremness (836-5389 bremnekk@uwec.edu)
- ◆ For information about Worker's Compensation, contact Amy TeBeest (836-2513 tebeesas@uwec.edu)
- ◆ For information about the FMLA and ADA, contact Donna Weber (836-3871 weberdj@uwec.edu)