

ADMINISTRATIVE POLICIES OF THE MILWAUKEE PUBLIC SCHOOLS

ADMINISTRATIVE POLICY 6.37 LIMITED-TERM EMPLOYMENT POSITIONS

The Superintendent, Office of Board Governance, and Office of the Chief Accountability and Efficiency Officer are authorized to use limited-term employment (“LTE”) positions on a temporary basis to fill short term areas of need, subject to the conditions set forth below.

(1) The purpose of using LTE positions is to fill short-term areas of need. It is employment that cannot become permanent and generally does not exceed one year. Examples of types of situations in which LTE employment would be appropriate include filling in for an employee who is on a long-term leave of absence; pending the recruitment of a new hire for a permanent position; performance of work on a limited-term grant or project; or supplementing the workforce during times of peak workloads or retirements, including the use of retirees to train new hires.

(2) LTE positions are eligible only for statutory fringe benefits (e.g., employer contributions to Social Security, workers’ compensation, and possibly unemployment compensation and state or city pension). Individuals in LTE positions are not paid for vacation, sick leave, or holidays (unless asked to work), tuition reimbursement, or any other non-statutory fringe benefit. Fringe-benefit rates specific to these positions will be used to charge the area that has the established budget authority for the position.

(3) Requirements that must be met to fill LTE positions include the following:

- a. will require budget authority as confirmed by the Office of Finance;
- b. will follow the fundamental hiring and selection process as established by the Office of Human Resources as the final hiring authority;
- c. will follow Administrative Procedure 6.23 in the screening of applications to hire a limited-term employee that is followed by an abbreviated interview process as determined by the Office of Human Resources;
- d. will be subject to the same pre-employment requirements as regular employees (e.g. pre-placement physicals, criminal information background screen, etc.);
- e. can be used for a classified or certificated position and shall not subject to residency requirements;
- f. will follow Administration Policy 6.04 Employee Code of Ethics and specifically not permit the hiring or supervision of immediate family (nepotism);
- g. will require a signed limited term employment contract that outlines the length and specifics of the LTE assignment;
- h. will be required to follow applicable Administrative Policies of the Milwaukee Public Schools, including, but not limited to, the following:
 - 6.03, Anti-Sexual Harassment
 - 6.04, Employee Code of Ethics
 - 6.05, Code of Ethics
 - 6.06, Gifts and Solicitations
 - 6.07, Employee Rules of Conduct
 - 6.08, Health and Safety
 - 6.09, Human Immunodeficiency Virus (HIV) Infection
 - 6.11, Tobacco Products Use on Board Property
 - 6.12, Drug-Free Workplace
 - 6.13, Drug and Alcohol Testing
 - 6.15, Criminal Background Screening

- 6.32, Pepper Spray: Use of
- 6.34, Staff Acceptable Use Policy (AUP)
- 6.35, Whistleblower Protections
- 6.36, Student Non-Fraternization Policy.

(4) The appointment of an individual in an LTE position to a permanent position must be brought to the Board for approval.

(5) LTE contracts must be brought to the Board for review within 60 days of the commencement of services, and continued LTE employment beyond the initial 60-day period is contingent upon the Board's approval. Any extension of services from an individual in an LTE for one (1) year or longer must be justified and brought to the Board for approval.

(6) The LTE assignment shall be cost-effective and mindful of any potential conflict of interest involving the individual in the LTE position and the Milwaukee Public Schools.

(7) On a semi-annual basis, in August and February, the Administration shall present a report on all LTE employees active during that period, their life-to-date earnings as LTEs, and an indicator of how long each individual has served as an LTE.

(8) An LTE's active-pay status shall be inactivated after 30 calendar days subsequent to the completion of the payroll activity corresponding to his/her LTE contract's end date.

History: Adopted 7/26/12

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