



Department of Employee Relations
 200 E. Wells Street, Room 706
 Milwaukee, WI 53202-3554



NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed. If there is a question as to whether the individual selected for temporary appointment meets the minimum requirements, please contact DER prior to making the temporary appointment.

DEPT/DIVISION		DATE	
NOTICE OF TEMPORARY APPOINTMENT FOR			
AUTHORIZED POSITION TITLE		PAY RANGE	F&P COMMITTEE APPROVAL DATE (Enter 'N/A' if F&P approval not required)
WILL THIS POSITION BE UNDERFILLED <input type="checkbox"/> No <input type="checkbox"/> Yes	IF YES - UNDERFILL TITLE		PAY RANGE
REASON FOR TEMPORARY APPOINTMENT <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input type="checkbox"/> To perform services of a temporary nature and for a limited period		EFFECTIVE DATE	ANTICIPATED EXPIRATION DATE
PLEASE DESCRIBE THE MINIMUM QUALIFICATIONS FOR THE TITLE AT WHICH THIS POSITION WILL BE FILLED <u>AND</u> ATTACH A COPY OF THE CURRENT JOB DESCRIPTION			
TRAINING AND EDUCATION:	WORK EXPERIENCE:	OTHER REQUIREMENTS (i.e. DEMONSTRATED COMPETENCIES, LICENSES, CERTIFICATIONS, ETC.):	
PLEASE PROVIDE INFORMATION ABOUT THE INDIVIDUAL WHO HAS BEEN SELECTED FOR THIS TEMPORARY APPOINTMENT <u>AND</u> ATTACH A COPY OF THE RESUME/APPLICATION			
LAST NAME	FIRST NAME	INITIAL	RACE GENDER T.A. RATE OF PAY
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input type="checkbox"/> No <input type="checkbox"/> Yes	IF YES, PROVIDE: CURRENT DEPARTMENT/DIVISION	POSITION TITLE	CURRENT RATE OF PAY ID NUMBER
WHY AND HOW WAS THIS INDIVIDUAL SELECTED FOR THE TEMPORARY APPOINTMENT? <input type="checkbox"/> From an existing eligible list – provide position title		<input type="checkbox"/> If not from an existing eligible list – please provide a detailed explanation	
IF THE INDIVIDUAL WAS NOT SELECTED FROM AN ELIGIBLE LIST FOR THIS POSITION, PROVIDE INFORMATION TO SHOW HOW THE INDIVIDUAL SELECTED FOR THE TEMPORARY APPOINTMENT MEETS THE MINIMUM REQUIREMENTS FOR THE POSITION AS DESCRIBED ABOVE?			
TRAINING AND EDUCATION:	WORK EXPERIENCE:	OTHER REQUIREMENTS (i.e. DEMONSTRATED COMPETENCIES, LICENSES, CERTIFICATIONS, ETC.):	
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTIVE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) <input type="checkbox"/> No <input type="checkbox"/> Yes – Explain Relationship			
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.			
REPORTING OFFICER	SIGNATURE	TITLE	DATE
APPROVING OFFICER	SIGNATURE	TITLE	DATE
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE

NOTICE OF TEMPORARY APPOINTMENT INSTRUCTIONS FOR SUPERVISORS/MANAGERS

Rule IX, Section 2 of the Rules of the City Service Commission allows a temporary appointment when services are to be rendered of a temporary character and for a limited period, or during the leave of absence of an employee who is expected to return to service.

The conditions under which a temporary appointment may be made include:

- A requirement that the Appointing Officer is required to inform DER of the duration of the temporary appointment along with the rate of compensation, the authority for employing such temporary service, and other conditions of employment.
- When the temporary appointment is made of an individual from an eligible list the assurance that the individual will retain certification rights for permanent appointment as though no temporary appointment had been made.
- The limitation of a 90 day period for temporary appointments and the Commission's discretion to authorize temporary appointments for longer periods.
- The understanding that temporary appointments do not confer upon the appointee any privilege of regular appointment, promotion, transfer or reinstatement to any position in the service.
 - A current regularly appointed City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status.
- The understanding that the person receiving the temporary appointment meets the minimum requirements established for the position and the rate of pay is determined by the appropriate provisions of the Salary Ordinance.
- The availability of a position authority to make the temporary appointment.

Procedure

The CSC Rule requires the appointing officer to inform DER of the temporary appointment. The NOTICE OF TEMPORARY APPOINTMENT form is to be completed and signed by the appointing authority and sent to DER in advance of making the temporary appointment, when possible - or no later than the close of the pay period in which the temporary appointment has been made. DER will determine if a temporary appointment is appropriate under the Rule.

The following documents must be attached to the NOTICE OF TEMPORARY APPOINTMENT form.

- A copy of the CURRENT JOB DESCRIPTION for the position that is being filled on a temporary basis
- A copy of the RESUME AND/OR EMPLOYMENT APPLICATION of the candidate selected for the temporary appointment
- A copy of the signed TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Filling a Temporary Appointment

Prior to making a temporary appointment, the hiring authority must confirm that:

- The department has authority to fill a vacant position OR has authority to utilize an auxiliary position
- The department has a business need to fill the job on a temporary basis
- The individual selected to fill the temporary appointment meets the minimum requirements of the job

Selecting Individuals to Fill a Temporary Appointment

The hiring authority, having the authority to fill a position, may select one of the persons on the eligible list who could have been certified for regular appointment. When it is not practicable to make such a temporary appointment from the eligible list, the employment of a non-eligible may be made, provided the individual selected meets the minimum requirements for the position.

An individual who has been seasonally laid off may be selected to fill a position on a temporary appointment provided the individual meets the minimum requirements for the position.

Temporary Appointment Employee Rights

A temporary appointment does not provide the individual with any privilege of regular appointment, promotion, transfer or reinstatement rights to any position in the service. An individual who has been selected from an eligible list to fill a position on a temporary appointment will remain on the eligible list and retain all rights to certification for permanent appointment according to the Rules.

An individual selected to fill a position on a temporary appointment who is a current City of Milwaukee employee will maintain his/her rights.

Expiration of Temporary Appointments

Temporary appointments are limited to a period of 90 days. The Commission may authorize temporary appointments of longer periods. If an extension to a temporary appointment has not been approved by the Commission, the temporary appointment must be expired.

Requesting an Extension of a Temporary Appointment

When the hiring authority determines a business need to extend the temporary appointment beyond the initial 90 day period, a request may be made to the City Service Commission. Generally extensions are considered for periods not exceeding three months. To request an extension the hiring authority should submit a written request including information about the nature of the work, the reason why a temporary appointment is necessary, the original date of temporary appointment, and the anticipated end date of the temporary appointment. The request will be reviewed by DER and then placed on the agenda for the next CSC meeting. The hiring authority will be notified of the meeting date and should plan to attend the meeting and be prepared to respond to any questions the Commissioners may have regarding the temporary appointment and need for extension.

Questions? Contact your department's Human Resources Officer or the Department of Employee Relations at 414.286.3394.