



Department of Employee Relations

September 4, 2014

Tom Barrett
Mayor

Maria Montegudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

MEMORANDUM

TO : Department Heads, HR and Payroll Personnel
FROM : Maria Montegudo, Director Employee Relations
RE : Temporary Appointments

The City Service Commission has directed the Department of Employee Relations (DER) to tighten up the process for making temporary appointments to ensure full compliance with the applicable rules.

In order to create the appropriate administrative protocol to ensure compliance with Rule IX, Section 2, all Departments must complete the attached Notice of Temporary Appointment form when making temporary appointments. If possible, this should be done in advance of making the temporary appointment, but no later than the end of the pay period in which the temporary appointment has been made.

Please note that the conditions under which temporary appointments can be made include:

- A requirement that the Appointing Officer inform DER 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 has been made.
- The limitation of a 90 day period for all temporary appointments and the ability to request authority from the Commission for temporary appointments of 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.
- An 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 position authority to make the temporary appointment.

Individuals being considered to fill a position by a temporary appointment should be made aware of the conditions under which the temporary appointment is being made. The attached Temporary Appointee Statement of Understanding form shall be completed and forwarded to DER along with the Notice of Temporary Appointment. In addition the hiring manager is required to send a copy of the job description and a copy of the resume and/or employment application of the temporary appointee.

Should you have any questions regarding these forms or about making temporary appointments under CSC Rules, please contact Michelle Stein, Certification and Salary Systems Administrator on 414.286.3394 or via email at mstein@milwaukee.gov. Thank you for your cooperation.

