

## CONDITIONS OF EMPLOYMENT FOR LIMITED TERM EMPLOYEES (LTE)

<b>REQUIREMENTS</b>	<p>UW-Whitewater students are not eligible for limited term employment. If an LTE enrolls as a student, the LTE assignment will be terminated.</p> <p>Each LTE employee must be a Wisconsin resident: “Resident of this state” means a person who, on the date an application under s. 230.16(1) is filed: (a) Has established a residence, as defined in s. 6.10(1), in this state not less than 10 days earlier; (b) Has resided in this state for not less than a total of one year out of the immediately preceding 5 years; (c) Is eligible to register to vote in this state; or (d) Is the spouse of a person meeting the requirements of par. (a), (b), or (c).”</p>
<b>As a limited term employee (LTE), you are subject to the following conditions of employment:</b>	
<b>EMPLOYMENT STATUS</b>	<p>As a temporary employee, you will not acquire permanent Civil Service status. Your employment will be for a definite length of time, and it may not exceed 1,043 hours in one assignment in any twelve-month period. Employees on a limited term appointment may be terminated at any time.</p>
<b>PAYROLL PROCEDURES</b>	<p>Since you are paid for the hours you work, you will be required to fill out and turn in to the Human Resources &amp; Diversity Office (HR&amp;D) a timesheet on the bi-weekly schedule. Paychecks are issued bi-weekly. Your payroll checks will be deposited into the account of your choice. You may view and print your earning statements at <a href="https://wayf.wisconsin.edu/DS/WAYF?entityID=https%3A%2F%2Fmy.wisconsin.edu%2Fshibboleth&amp;return=https%3A%2F%2Fmy.wisconsin.edu%2FShibboleth.sso%2FDS%3FSAMLDS%3D1%26target%3Dcookie%253A5e6de722">https://wayf.wisconsin.edu/DS/WAYF?entityID=https%3A%2F%2Fmy.wisconsin.edu%2Fshibboleth&amp;return=https%3A%2F%2Fmy.wisconsin.edu%2FShibboleth.sso%2FDS%3FSAMLDS%3D1%26target%3Dcookie%253A5e6de722</a></p>
<b>PAYROLL DEDUCTIONS</b>	<p>You will have three mandatory deductions from your gross earnings for: *Federal income taxes *State income taxes *Social Security (FICA) taxes</p> <p>Federal and state income tax deductions are based on your gross income and the number of exemptions you claim on the W-4 Tax Withholding Certificate. Changes in the number of exemptions can be made in the Human Resources &amp; Diversity Office at any time by filling out a new W-4 form.</p>
<b>PAID LEAVE</b>	<p>Limited term employees do not earn paid sick leave, paid vacation credits, or holiday pay.</p>
<b>INSURANCES</b>	<p>If you are injured as a result of work-related activities, you are covered by <u>Worker’s Compensation</u>. Such injuries must be reported immediately to your supervisor and within 24 hours to the Risk Management Office. This should be done regardless how slight the injury is, as by law, all work-related accidents must be reported.</p>
<b>RETIREMENT</b>	<p>Contact UW-W Payroll in Human Resources and Diversity at X-1024 regarding a limited term employee’s eligibility to participate in the Wisconsin Retirement System and insurance benefits.</p>
<b>CREDIT UNION</b>	<p>Limited term employees are eligible to join the Credit Union. For details on service available, contact the Credit Union Office at 1-800-533-6773, Ext. 1600.</p>