



Limited Term Employment (LTE) Advisory Committee Status Report January 8, 2008

In 2006, campus convened a group of individuals representing various perspectives to study the campus use of LTE appointments. The recommendations developed by the LTE Collaboration Group were accepted by campus administration and developed into the UW Madison Limited Term Employment Policy effective October 3, 2006. The purpose of the policy is to utilize Limited Term Employment appropriately across campus and ensure employees in LTE appointments are treated in an equitable manner. The policy created a Limited Term Employment Advisory Committee to monitor adherence to the provisions of the policy and to advise administration on the effectiveness of both the policy and the conversion process.

<http://www.oqi.wisc.edu/Showcase/Portals/0/55.LTE%20Policy%20addition.pdf>

Executive Summary

In general, campus made good early strides to implement this new policy. The major hurdle is to acquire additional FTEs where the University does not have the ability to create its own, specifically for funds 101,120 and 528. To acquire additional positions the campus administration and labor unions along with legislative liaisons will develop a plan in 2008 to ensure success in gaining additional FTE. This would allow divisions to convert LTE positions to permanent positions and would greatly contribute to the successfulness of this policy.

Purpose of the Committee: Established to advise campus administration on issues related to LTE utilization. The Committee has the following responsibilities:

- A. Monitor the utilization of LTE appointments on campus and determine if units are effectively adhering to the policy.
- B. Track the conversion of LTE positions as identified in the initial policy implementation.
- C. Listen to and/or review issues regarding LTE utilization via the Clearinghouse or by having discussions with individuals/organizations.
- D. Report and recommend changes, if necessary, to campus administration related to the effectiveness of the policy and conversion process. This would include advising on possible corrective action for specific employing units where issues are identified.

Reporting requirement: The Committee will provide an annual report to the Chancellor detailing successes and challenges of both the LTE policy and conversion process.

Membership: The Committee includes representatives from a variety of stakeholder groups including labor unions, individuals in LTE positions, governance groups, human resources representatives, other employment group staff and campus administration. Representative from Classified Human Resources (CHR) serve as ex officio members.

Member Organizations	Individual Selected	
Academic Staff Executive Committee (ASEC)	Marcia Jezwinski	
AFT-Wisconsin	Michael Genthe	
Associated Students of Madison (ASM)	Ashok Kumar	
Council for Non-represented Classified Staff (CNCS)	Mary Beth Ellis	
Employee in Limited Term Employment	Amy Sawyers	
University Committee (UC)	Larry Kahan	
UW Human Resources Manager	Nancy Graff Schultz	
UW Human Resources Manager	Kay Schoenherr	
UW Management	Hank Walter	
UW Management	Dorothy Steele	
WSEU Local 171	Mike Imbrogno	
WSEU Local 2412	Mary Czyszczak-Lyne	
Classified Human Resources- Ex Officio (CHR)	Dan Kneisler Mark Walters	Data Manager Director
The following provided support services to the Committee:		
Office of Quality Improvement	Darin Harris	Facilitator for initial meetings
Cultural Linguistic Services	Adin Palau Jzong Thao	Spanish Translator Hmong Translator
Classified Human Resources	Linda Kirner	LTE Education
Employee Assistance Office	Christine Willard-Waldo	LTE Clearinghouse Intake

Meeting Schedule: Monthly (2nd Thursday 12:30 – 2:00 PM)
 Operating Framework: The Committee is governed by the Open Meetings Law. Meetings are announced in Wisconsin Week. A period for public comment is included on each agenda. Decisions are made by consensus.
 Convenor: Nancy Graff Schultz
 Recorder: Dorothy Steele

Focus for 2007 for LTE Advisory Committee

- Review LTE Policy; create shared understanding with all Committee members.
- Determine Committee operating framework, roles/responsibilities.
- Review baseline data collected in October 2006. Review to determine what data will be most useful in tracking progress and how to best represent the data. Detailed review will determine if data accurately reflects the current use and categorization of LTE appointments.
- Determine additional data needs.
- Verify and confirm accuracy of data.
- Support development of training for LTEs seeking full time appointments.

Accomplishments of LTE Advisory Committee and Campus Units:

- Of the 441 positions identified for planned conversions, a total of 38 positions were converted as of October 16, 2007 for a total of 27.7 FTE. Of the 441 positions identified for conversion, UW-Madison has the ability to create/allocate FTE for only 121 of these positions.
- The number of LTE positions identified for LTE conversion dropped from 441 on September 30, 2006 to 366 on September 29, 2007. The number of irregular positions dropped from 1,029 to 982 over the same time period. There was a slight increase in seasonal from 312 to 319. One suggested explanation for the changes is that the committee met with various units and now there is a more consistent application of the definitions of seasonal and irregular employment categories.
- The total number of LTEs has decreased from 1,782 on September 30, 2006 to 1,667 on September 29, 2007.
- As of September 29, 2007, 1613 LTEs were at or above the living wage of \$10.58. An additional 54 LTEs remain below the living wage because the policy allows for exceptions for employees with special needs and retirees.
- The Committee reviewed the LTE Policy, sharing the history and thinking of the LTE Collaboration Group with those who had not served on the previous committee. This created a shared understanding of the intent of the policy, and the associated definitions and processes. Committee structure, operating framework and roles and responsibilities of the members were determined.
- The Committee spent a significant amount of time reviewing and discussing the data. A variety of charts were created and reviewed as the Committee worked to determine which data is needed to properly monitor application of the LTE policy. The review and verification of the data was necessary to create an accurate baseline. Future progress in conversion of LTE positions and in application of the living wage will be measured against this baseline.

- The Committee worked with Classified Human Resources and Cultural Linguistic Services to develop an LTE employment packet and provide training sessions on how to apply for a permanent state job. Brochure materials were developed in English, Hmong and Spanish. Nine training sessions were scheduled, with three of those cancelled due to lack of registrations. One Spanish language session was conducted. Fifty six LTEs participated in the sessions.
- The LTE Clearinghouse was established in October 2006. The report indicates that the Clearinghouse received a total of 10 calls from October 2006 through August 2007 with six of those calls occurring in October 2006. Calls were referred to the appropriate university office for resolution. Continuing outreach methods will be employed to ensure LTEs are aware of the LTE Clearinghouse.
- Added modifications to the Classified Human Resources Information System (CHRIS) – Added fields for LTE justification and monitoring. New LTE appointments must be identified as irregular, seasonal, conversion or other.
- Committee members met with six units who employ large numbers of LTEs. The purpose of these meetings was to engage units in dialogue to create a shared understanding of the policy and its application. These meetings also clarified definitions of LTE categories and ensured consistency in the reporting and collection of data. This resulted in the agreed upon baseline of LTE positions for monitoring progress.
- Represented the LTE Collaboration Group and the Advisory Committee at the 2007 Showcase. The work of the Collaboration Group was awarded the Vice Chancellor for Administration Best Practices Award at the March 27, 2007 Showcase.
<http://www.oqi.wisc.edu/Showcase/Portals/0/55.LTE%20Policy.pdf>
- Explored the possibility of waiving Wisconsin State Employees Union (WSEU) transfer language to facilitate hiring of LTEs into permanent positions. WSEU does not currently support this proposal but would participate in further discussion about it.

In conclusion, the major work of the Committee for the first year was to review and establish a baseline and setup the operating framework. At this point, the Advisory Committee feels it is too early to make recommendations of the effectiveness of this policy and the conversion process. We will continue to aggressively monitor conversions in the upcoming year. The Committee feels strongly that the most critical issue for the success of this program is to obtain additional FTEs from the Legislature so conversion to permanent positions can be accomplished within the next 10 years.

Focus for 2008 for the LTE Advisory Committee

- Continue to support stakeholders as they develop a coordinated strategy for approaching the governor and legislature to pursue additional FTEs
- Continue to monitor progress on conversions.
- Serve as a resource for units as they continue to convert positions.
- Continue to monitor use of the LTE Clearinghouse.
- Continue to provide information and training for LTEs on how to apply for permanent positions.
- Continue to monitor living wage status.
- Meet quarterly 3/13/08, 6/12/08, 9/11/08, 12/11/08
- Select a new convenor and recorder
- Maintain representation from all groups.
- Explore posting the Committee's annual report and minutes on the Vice Chancellor for Administration's website to improve access to information.