



Limited Term Employment (LTE) Advisory Committee Status Report March 1, 2010

Executive Summary

The major work of the Limited Term Employment (LTE) Advisory Committee in 2009 was to review LTE utilization and monitor usage as compared to the baseline established in 2006. In addition, the Committee met with academic units to offer support and discuss challenges they faced in filling positions identified for conversion. The Advisory Committee continues to feel the policy has been effective in highlighting the LTE issue and believes that many divisions/schools/colleges have made an effort to comply, as evidenced by the overall decrease in the number of LTE appointments. It is difficult to point to specific reasons for this decrease but anecdotal evidence suggests that compliance has increased with heightened awareness and improved monitoring of LTE usage by departmental human resource staff. The reduction may also be an indication that operational need, and thus the need for positions, has decreased. In addition to monitoring LTE usage, the Committee reviewed rates of pay to ensure LTEs received the living wage as required by the policy. This is clearly a success since approximately 96% of LTEs were paid at or above the living wage of \$11.21. This is a major accomplishment considering in 2006 only 40% were at or above the living wage. It should be noted that, as recognized in the policy, this number will never reach 100% because of exemptions to address special conditions for some employees. At times, labor agreements, which limit LTE wages at the minimum of a range, also impact the number of LTEs paid at or above the living wage.

We will continue to aggressively monitor utilization in the upcoming year. The Committee met with several academic units about the application of the policy in 2009 but believes that discussion with additional units is warranted in 2010. 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. Progress toward this goal was blocked by the current economic climate and condition of the State of Wisconsin budget. For example the 09-11 budget request for conversion of 100 LTE positions at UW-Athletics was denied due to the fiscal climate.

Background

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 use 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 in 2007 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>

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 incorporate requests for FTE positions into biennial budget requests. Legislative approval of these requests would allow schools/colleges/divisions to proceed with converting LTE positions to permanent positions.

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.

Membership 2009

Member Organizations	Individual Selected	Term Dates
Academic Staff Executive Committee (ASEC)	Marcia Jezwinski Eric Bauman	Ended August 2009 Started October 2009
AFT-Wisconsin	Mary Larscheid Todd Hill	Ended in October 2009 Started in January 2010
Associated Students of Madison (ASM)	Eric Hoyt	Started March 2008
Council for Non-represented Classified Staff (CNCS)	Mary Beth Ellis	Started January 2007
Employee in Limited Term Employment	Vacant	
University Committee (UC)	Richard Straub	Started March 2008
UW Human Resources Manager	Nancy Graff Schultz	Started January 2007
UW Human Resources Manager	Meghan Owens Connie Putland	Ended August 2009 January 2010
UW Management	Hank Walter Vacant	Ended August 2009
UW Management	Dorothy Steele	Started January 2007
WSEU Local 171	Mike Imbrogno Anne Habel	Ended February 2009 Started February 2009
WSEU Local 2412	Mary Czyszczak-Lyne	Started January 2007
Classified Human Resources (CHR)	Mark Walters	Started January 2007

Meeting Schedule:

Quarterly

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.

Convener:

Mary Czyszczak-Lyne,

Recorder:

Dorothy Steele

Focus for 2009 for LTE Advisory Committee

- Met with academic units to discuss challenges units face in converting LTE positions and to offer the assistance of the Committee toward achieving the goal of conversions to FTE positions.
- Continued to monitor progress on conversions.
- Served as a resource for units as they continue to convert positions.
- Continued to monitor use of the LTE Clearinghouse.
- Continued to monitor living wage status.
- Held regularly scheduled meetings on 02/12/09, 4/9/09, 6/11/09, 8/13/09, 10/7/09.
- Maintained representation from all groups.
- Explored posting the Committee's annual report and minutes on the Vice Chancellor for Administration's website to improve access to information.

Accomplishments of LTE Advisory Committee and Campus Units

The Committee spent a significant amount of time analyzing data pulled from the Classified Human Resources Information System (CHRIS) and comparing it to the baseline data created in 2007. Results are summarized below:

- Of the remaining 272 positions identified for planned conversions, a total of 3 FTE positions were created as of January 8, 2010. Since the policy was implemented in October of 2006 a total of 56 LTE position have been converted, creating the equivalent of 39.4 new FTE positions. Of the 272 positions identified for conversion, UW-Madison has the ability to create/allocate FTE for only 35 of these positions.
- The number of LTE positions identified for LTE conversion dropped from 288 on December 3, 2008 to 272 as of January 8, 2010. The number of irregular positions dropped from 882 to 802 over the same time period. Seasonal positions stayed relatively stable at 319 to 318 as of January 8, 2010.
- The total number of LTEs has decreased from 1,515 on December 3, 2008 to 1,392 as of January 8, 2010.
- As of January 8, 2010, 1,341 LTEs were at or above the living wage of \$11.21. An additional 51 LTEs remain below the living wage which is consistent with the policy's exemption for employees with special needs. (e.g. Goodwill workers, retired annuitants).
- Classified Human Resources created an LTE Scorecard which improved the ability of the Committee to track progress from year to year.
- The training materials which were prepared in multiple languages in 2008 continue to be used. These materials have also been shared with other UW System campuses.
- The LTE Clearinghouse was established in October 2006 within the Office of Employee Assistance. The Clearinghouse received zero calls from December of 2008 through December 2009.

- Several people rotated off the Committee due to retirements or job changes. New members were welcomed to the Committee and provided with a review of the policy and the history that led to its development. This created a shared understanding of the intent of the policy, and the associated definitions and processes.
- Classified Human Resources continued to use the Classified Human Resources Information System (CHRIS) to monitor and report on justifications for LTE appointments. New LTE appointments must be identified as irregular, seasonal, conversion or other. Access to the system was modified to provide divisions with the ability to correct inconsistencies that existed in their data.
- In previous years the focus had primarily been on administrative units, 2009 gave us the opportunity to focus on academic units by talking with their human resource representatives. The Committee met with representatives from the School of Medicine and Public Health, the Graduate School and Letters and Science.
- The Committee codified operational structure which includes term limits, membership, and roles and responsibilities.

Focus for 2010 for the LTE Advisory Committee

- Continue to engage in discussion with schools/colleges/divisions to better understand plans for conversion as well as the challenges or obstacles units face in implementing this policy.
- 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 and explore methods to improve utilization of this resource.
- Continue to monitor living wage status.
- Meet on a regular basis. Meetings are scheduled for 2/11/2010, 04/08/2010, 7/15/10, 09/09/2010, and 11/11/2010.
- Maintain representation from all groups and fill current vacancies.
- Post the Committee's annual report on the Vice Chancellor for Administration's website to improve access to information.
- Encourage regular participation of a representative LTE on committee.
- Meet annually with the Vice Chancellor for Administration to review progress and issues that arise during the year.

The Committee would like to thank those that served on the LTE Advisory Committee and those who provided support throughout the year.

Attached to this report are charts which graphically illustrate progress made by the units. Also attached is the LTE Scorecard for 2009 and the document detailing the Committee Structure.