

**ADMINISTRATIVE PROCEDURES OF THE  
MILWAUKEE PUBLIC SCHOOLS**

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**ADMINISTRATIVE PROCEDURE 6.23(6)  
FILLING LIMITED-TERM-EMPLOYMENT POSITIONS**

**(a) GENERAL**

When a need becomes apparent for a limited-term employment position because a position is vacant, either permanently or through long-term absence, or there is an imminent need to supplement the workforce due to peak workloads, grants requirement, or short-term projects; the Superintendent, the Director of the Office of Board Governance (OBG), or the Chief Accountability and Efficiency Officer (CAEO) may authorize the use of a limited-term employment position(s) for their respective areas of responsibility.

**(b) AUTHORITY OF THE SUPERINTENDENT, DIRECTOR OF THE OFFICE OF BOARD GOVERNANCE (OBG),  
~~AND THE CHIEF ACCOUNTABILITY AND EFFICIENCY OFFICER~~ MANAGEMENT OF THE OFFICE OF  
ACCOUNTABILITY AND EFFICIENCY (OAE)**

1. The Superintendent, the Director of the Office of Board Governance, or the ~~Chief Accountability and Efficiency Officer~~ Management of the Office of Accountability and Efficiency will maintain the final authority for recommendation to the Board for their respective area of responsibility.

2. Every reasonable effort will be made to fill the Limited-Term Employment (LTE) position within 30 days of the written notification to the Office of Human Resources (OHR) of need or occurrence of the vacancy; however, the Superintendent, OBG, and ~~the CAEO~~ OAE will have the authority to assign or recommend for placement in an LTE position, an individual(s) to fill an LTE position(s) in lieu of and/or while advertising the vacancy, for any of the following reasons:

- a. best interest of the district
- b. organizational needs
- c. specialized requirements of the position
- d. urgency of the need to temporarily fill the vacancy with an LTE position or to complete the project
- e. limited availability of candidates with specialized skills sets.

3. Most LTE positions will be filled through the abbreviated interview process described as follows.

**(c) ADVERTISING LIMITED-TERM-EMPLOYMENT POSITIONS TO TEMPORARILY FILL VACANCIES**

1. OHR will advertise or cause to be advertised those LTE positions that will be filled through the interview process. A focus on diversity among qualified candidates will be a continuous goal in all advertising. Because of the immediacy of the need to fill these positions, advertisements for LTE positions will be primarily placed on the MPS portal, Civil Service, and WECAN online sites, as appropriate, or other online employment sites that can be immediately accessed. This list is not intended, however, to be an exhaustive list as other professional periodicals, online sites, and organizations may be contacted should OHR determine it is necessary to locate viable candidates for the LTE position.

2. A minimum of three sources will be contacted for the purpose of advertising the LTE position.

3. OHR will have the discretion to extend the posting period or to reopen the application process if it is determined that such action is necessary to ensure an adequate, representative number of qualified applicants, consistent with the Board's policy on equal employment opportunities.

4. OHR will notify the sponsoring Office, Chief, or Director (as applicable) should it appear that the posting will exceed 30 days.

**(d) SUBMISSION OF APPLICATIONS**

Any individual interested in being considered for an advertised vacancy of an LTE position must complete and submit an official MPS online application along with any other information, as determined by OHR, that will establish the individual's eligibility as a qualified candidate for the specifically advertised LTE position. Applications submitted after the published deadline will not be considered. At the conclusion of a selection process, the applications of unsuccessful candidates will be archived. A separate application must be submitted for each LTE vacancy.

**(e) SCREENING OF APPLICATIONS**

1. The Staffing Services Unit of OHR will conduct the initial screening for both certificated and classified positions to determine if the applicants have produced evidence of their qualification (eligibility) for the LTE position.
2. OHR will also verify the professional training certifications and official transcripts (should they be required) from the issuing institutions.
3. OHR shall conduct the criminal information background check. The Office requesting the LTE position shall perform the reference checks for the finalists as guided by OHR.

**(f) ABBREVIATED INTERVIEW PROCESS**

The LTE position will be filled through an abbreviated interview process that will proceed as follows.

1. OHR shall work with the requesting office, department, or unit to convene an interview panel that will consist of a minimum of three people, two of whom will be from the office or department or unit requesting the LTE position. The third panel member shall be from another office or department. That panel may include the immediate supervisor for the position and one representative from another office or department outside of the immediate unit or office. OHR shall monitor the interview process.
2. Each interview panel shall receive training by a representative from OHR-Staffing Services in proper interview techniques. A Staffing Services representative shall oversee such training and ensure that the interview process is conducted in a fair and valid manner consistent with generally accepted human-resources practices.
3. The interview panel shall recommend two finalists (no rank order) for reference checks and forwarding to the chief or director of the office or department.
4. Upon receiving the recommendations from the interview panel, the chief or director may:
  - a. conduct a second round of interviews with the two finalists and make a recommendation for the position;
  - b. select one of the two finalists recommended by the panel and make recommendation to the Superintendent, OBG, or CAEO of selection;
  - c. reject both finalists recommended by the interview panel;
  - d. assure that reference checks and criminal background check of the finalist have been conducted before referring to the Superintendent, OBG, or ~~CAEO~~ OAE; and/or
  - e. authorize OHR to commence another search.
5. OHR will be notified of the recommended candidate for the LTE position and extend the limited-term employment contract that will include compensation as approved by OHR and will be conditioned upon successful completion of a criminal information background check and physical.
6. OHR will be responsible for reporting LTE contracts to the Board for:
  - a. notification of LTE contracts to the Board within 60 days of the start of LTE services; and
  - b. seeking Board approval of any LTE contract for a period in excess of 60 days if such contract exceeds 60 days.

**History:** Adopted 7-27-12  
**Cross Ref.:** Admin Procedure 6.23 Recruitment and Hiring: Staff  
Admin Policy 6.37 Limited-term Employment Positions

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