

TITLE: Limited Duration Exempt Positions

NUMBER: HUM140

EFFECTIVE: 19 SEP 2013

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PURPOSE: To provide procedures for the hiring of employees in a limited duration appointment (LDA). An LDA is to provide a means by which an agency can fill short-term, exempt, regular, full-time positions funded on an "E" account for a period of twelve months** that meets certain criteria and is project-oriented. A full affirmative action search is not required for a LDA.

PROCEDURE:

1. The Agency considering hiring an employee in a limited duration appointment (LDA) must first contact the Vice President of IPS to determine if this is an acceptable way to fill the need for the agency. The Central Office will then contact the HR office to determine potential eligibility for limited duration status. If HR approves, the agency will complete and submit a Request to Search form with a letter justifying the reason for the position. This justification should include (1) the specific project for which an LDA needs to be hired; (2) the budget for the project including and specifying the amount the LDA will be paid; and (3) the reason for the immediate need to hire an LDA. HR will coordinate with the Office of Equity and Diversity and notify the IPS Central Office if the request is approved.
2. The position is then posted on TALEO for advertising for a minimum of seven (7) working days.
3. The agency will schedule and conduct all interviews and choose a candidate.
4. The selected employee will complete all hiring documentation on TALEO.
5. The agency will call the Assistant Vice President's office to schedule an interview for the applicant. Upon approval, an offer for a specific time (up to 12 months) will be sent to the employee via TALEO.

**The original LDA will be for twelve months; however, the LDA may be extended for two additional twelve month terms for a maximum duration of thirty-six (36) months. Any request to extend the appointment must be submitted on a Request to Search (renewal) prior to the expiration of the twelve month period and must follow the same approval/signature route as the original request. An approved extension will not have to be posted or advertised. However, the employee must be notified in writing of the extension. If the position exists for thirty-six months and the agency wishes to continue the position, a full affirmative action search must be conducted. Pending the outcome of this search, any continued appointment must be on a term basis.

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