

CONDITIONS OF EMPLOYMENT

Since your appointment is of a time-limited nature, you are requested to sign a statement that you understand the conditions of your employment.

- _____ Temporary Employment - Works 40 hours a week. Earns 4 hours sick leave per pay period and annual leave at a rate based on years of Federal service (length of appointment must exceed 90 days).
- _____ Temporary Part-Time Employment - Works less than full-time, but for a specific number of hours a week on a scheduled tour of duty. Earns sick leave and annual leave according to the number of hours worked per pay periods.
- _____ Temporary Intermittent Employment - Works an irregular number of hours or days of work without a prearranged scheduled tour of duty. Not eligible to earn leave.

You have just accepted a temporary appointment. To help you understand just what this means to you, a few facts about your employment are listed below:

1. Your job is a temporary one; one in which the need is for an undetermined length of time. There is no guarantee as to how long you may be employed. It may be a few days or a few months, it may even be in increments of 1 year or 2 years.
2. As a temporary employee, you will not be covered by a hospital insurance plan or Federal life insurance, and you cannot participate in the retirement system, although you will contribute to FICA and Medicare. However, if you are going from an appointment that afforded you such benefits, to this temporary appointment, without a break in service, then you will keep your current benefits.
3. As a temporary employee, you cannot be considered for promotion or changed to a different line of work, and GS employees are not eligible for within grade step increases, if your job does continue beyond 1 year. However, if you have other eligibility, such as previous career or career-conditional status, eligibility through the Veterans Readjustment Act, Special Emphasis, or Family Member Programs, you are eligible to be considered for positions through merit promotion vacancy announcements, if you are in the appropriate area of consideration..
4. The fact that you have accepted a temporary appointment will not jeopardize your chances to be considered for a permanent appointment because your name will remain on any civil service registers for which you have applied. When permanent jobs are being filled, and if your name is reached on the register, you will be considered for permanent employment in the same manner as if you were not temporarily employed here. In other words, your temporary appointment does not hurt your chances of obtaining a permanent job.

Thank you for helping us during a period of special need. We hope your employment here is a satisfying and rewarding experience.

SIGNATURE OF EMPLOYEE: _____ DATE: _____

SSN: _____

cc: OFFICIAL PERSONNEL FOLDER