

## Employee's Statement of Understanding Regarding Temporary Appointment

This form must be completed for all temporary limited appointments and extensions (except those under the civil service Summer Employment Program). Originals must be filed in the Official Personnel Folder.

### Authorized Use and Duration of Temporary Limited Appointments

Temporary limited appointments are used to meet legitimate nonpermanent staffing needs, when the need for the employee is expected to be temporary. When appropriately justified, temporary appointments may be made for periods of up to one year. When appropriate justification continues to exist, temporary appointments may be extended in the same position in increments of up to one year, for a maximum period not to exceed four years.

A position that has been legitimately filled on a temporary basis for four years may not be refilled on a temporary basis. This prohibition applies to appointment of either the same or a different temporary employee. It also applies even if there is a break in service between the first block of four years and any subsequent temporary refilling. Furthermore, a successor position, which replaces and absorbs the original position, which created and filled with a temporary employee. Successor positions include upgraded jobs, positions transferred from one activity to another, and positions with new titles or reporting relationships but no substantive change in duties. Additionally, temporary appointments may not be used to extend other non-permanent employment, including service fellowship (e.g., Staff or Senior Staff Fellowship, Clinical Associate [SF], etc.) and Special Expert appointments.

### Employee's Statement of Understanding

I understand that temporary employees:

- \* do not acquire competitive status or eligibility to be noncompetitively converted to a career-conditional appointment.
  - \* are not eligible for coverage under the Civil Service Retirement System, the Federal Employees Retirement System, or the Federal Employees Group Life Insurance Program (except that in certain cases employees may carry over such coverage when they move from covered positions to temporary appointments).
  - \* are not eligible for coverage under the Federal Employees' Health Benefits Program until completion of one year of current, continuous service. Temporary employees obtaining health benefits on the basis must pay the full cost of coverage, including both the employee and government share. (Employee may carry over such coverage when they move from covered positions to temporary appointments).
  - \* are not eligible for within-grade increases when serving in General Schedule positions, even when extended beyond one year. (Temporary employees serving in Federal Wage System positions *are* eligible for such increases, in certain cases.)
  - \* are covered by Social Security and subject to federal, state, and local tax requirements.
  - \* earn leave when appointed to a position with a regularly scheduled tour of duty (i.e., part time or full time). All regularly schedule temporary employees earn sick leave, and those whose appointments are made for more than 90 days earn annual leave.
  - \* are covered by applicable performance management and appraisal requirements on the same basis as permanent employees.
  - \* are eligible for consideration for incentive cash awards.
- \* serve under appointments limited to one year of less and are subject to termination at any time without use of adverse action or reduction-in-force procedures.
  - \* are not eligible for promotion, reassignment, or transfer to other positions.

Signature of Employee

Date