

TITLE 42 VOLUNTARY CONVERSIONS AND EMPLOYMENT NOTICE

I, (*employee name*), voluntarily request the conversion from my current civil service position under Title 5 U.S.C. to a position under Title 42, Sections 209(f) or 209(g), within the Environmental Protection Agency, Office of Research and Development, (*Laboratory/Center/Office name*).

Specifically, I understand that I am converting from my current position of (*position title, series, grade, step*), with an annual salary of (*salary*) to the position of (*position title, series*), with an annual salary of (*Title 42 salary*). I understand that I will be assigned to a position description for the position I am accepting.

I understand that the Title 42 appointment does not represent a permanent position within the Federal service. I understand that this appointment is for (*time period*) and may be extended in one to five-year increments, subject to appropriate reviews and approval.

I understand that as a Title 42 employee, I will be placed on a performance plan appropriate for my position. I understand that my performance will be formally reviewed at least twice a year.

I understand that pay increases will be determined by, among other things, my performance, the Title 42 total compensation ceiling, and the availability of funds. I further understand that the Title 42 appointment may be terminated prior to the expiration date of the appointment for any lawful reason.

I understand that as a Title 42 employee, I will retain any reinstatement eligibility to which I am currently entitled. If I wish to return to the civil service under Title 5 in the future, I understand that I must apply and be selected for the position.

I hereby acknowledge and accept the terms and conditions above:

Employee Name

Date