

## **TEMPORARY EMPLOYMENT AGREEMENT**

*(Appointments of More Than One Year)*

*To help you understand the provisions of your temporary appointment in excess of one (1) year, we have listed some pertinent facts below:*

- 1. Temporary appointments are time-limited appointments. There is no guarantee as to how long you may be employed. As a temporary employee, you may be terminated at any time for legitimate business reasons with little or no advance notice. On the not-to-exceed date, your employment will be terminated unless an extension has been approved.*
- 2. Since your temporary appointment is for more than one year, you are eligible for health insurance, life insurance, retirement coverage, and periodic step increases, if applicable. Full-time temporary employees also earn four (4) hours sick leave per pay period (every two weeks), and annual leave at a rate based on your years of creditable service, as explained to you during the initial appointment process. Part-time employees receive credit for annual and sick leave on a pro-rated basis.*
- 3. As a temporary employee, your salary is subject to social security deductions, deductions for state and federal income tax and benefits premiums.*
- 4. This temporary appointment does not have appeal rights. Current Federal employees with appeal rights, pursuant to 5 USC § 7511, will forfeit those appeal rights upon acceptance of this position.*

*We hope that your work here will be a pleasant and rewarding experience.*

*I have read and understand these conditions of employment.*

    SELECTEE SIGNATURE BLOCK