

MEMORANDUM OF UNDERSTANDING - TEMPORARY APPOINTMENT

(Revised 9 May 2005)

I, the undersigned, understand that:

a. This appointment is subject to termination at any time without use of adverse action or reduction-in-force procedures. Notice will be provided by Standard Form 50 (Notification of Personnel Action).

b. A temporary *limited* employee:

(1) Does not acquire permanent status under a temporary limited appointment or eligibility to be noncompetitively converted to a permanent appointment.

(2) Does not serve a probationary or trial period.

(3) Is not eligible for coverage under the Civil Service Retirement System (CSRS), the Federal Employees Retirement System (FERS), or the Federal Employees Group Life Insurance (FEGLI) Program--*unless* the temporary employment follows, without a break in service in excess of three days, employment in a covered position. In addition, temporary service performed on or after 1 January 1989 will never be creditable under FERS even for an employee who later becomes covered by FERS.

(4) Is not eligible for coverage under the Federal Employees Health Benefits (FEHB) Program until completion of at least one year of current, continuous service. The coverage is then subject to special conditions. Employees may also carry over FEHB coverage when they move from a covered position to a temporary appointment.

(5) Is not eligible for within-grade increases (WIGI) when serving in a General Schedule (GS) position, even when the employee has been extended beyond one year. An employee serving under a temporary limited appointment in a Federal Wage System (WG/WL/WS) position is eligible for a WIGI when required waiting periods are met and job performance is fully acceptable or higher.

(6) Is eligible to work on a part-time, intermittent, or full-time basis if the agency authorizes such an appointment.

(7) Earns leave when appointed to a position with a regularly scheduled tour of duty, either part-time or full-time. All regularly scheduled temporary employees earn sick leave, and those whose appointments are made for 90 days or more also earn annual leave. Temporary employees serving on temporary appointments not to exceed one year are not eligible for military leave. Extensions of or continuous consecutive temporary appointments, which result in more than one year of consecutive service are also not eligible for military leave since each extension or conversion action is considered a new appointment for military leave purposes.

(8) Is not covered by adverse action procedures under 5 USC 4303 and 5 USC 7511 even when converted to a new temporary appointment with total service extending beyond one year because each temporary appointment is always limited to one year or less.

(9) Does not have the protection of reduction-in-force procedures.

(Date)

(Printed Name)

(Signature)