

TEMPORARY/TERM EMPLOYMENT STATEMENT

(For Temporary/Term Employees Serving Under Appointments of 2 years, 14 months
and 1 year or less)

You have accepted a temporary/term appointment with the U.S. Department of Justice. To assist you in understanding the conditions of employment as a temporary/term employee, a few facts are listed below:

NATURE OF EMPLOYMENT

1. Your position is temporary/term. There is no guarantee as to how long you may be employed. In general, temporary/term employees serve under appointments for 2 years, 14 months or 1 year or less and are subject to termination at any time during their first year of service. Adverse action or reduction-in-force procedures do not apply to employees on a one year or less appointment or to employees during the first year of service. Under this appointment, your employment will not be longer than the date of expiration as shown on the Standard Form 50 (SF-50, Notification of Personnel Action), which you will receive from the Personnel Staff through your supervisor, unless your supervisor approves an extension of your appointment. For employees serving under 2 year and 14 month appointments, extensions may be generally be granted for up to four years, at the option of the agency.
2. A temporary or term appointment does not confer eligibility to be promoted or reassigned to other positions, nor the ability to be noncompetitively converted to a career-conditional appointment.
3. A temporary employee, when serving in a general schedule position, is not eligible for within-grade increases.

LEAVE

A full-time temporary/term employee earns sick leave at a rate of 4 hours per pay period (every two weeks). A full-time temporary/term employee under an appointment made for more than 90 days earns annual leave at a rate based on years of Federal service (i.e., up to 3 years of service - 4 hours of leave; 3 to 15 years of service - 6 hours of leave; 15 years of service and over - 8 hours of leave). A part-time employee on a regularly scheduled tour of duty earns leave on a pro rata basis, depending upon days/hours actually worked during a pay period.

BENEFITS

A temporary/term employee serving under an appointment not-to-exceed 2 years or 14 months, is covered by the federal retirement system. This coverage is mandatory. In addition he/she is eligible for coverage under the Federal Employees Group Life Insurance program, Federal Employees Health Benefit program, and may participate in the Thrift Savings Plan. A temporary employee serving under an appointment limited to 1 year or less, is NOT eligible for any of these benefits. If an appointment is extended without a break in service beyond one year, health benefits coverage may be elected for which a temporary employee will be charged the full premium.

If you have questions regarding the terms of your employment, please feel free to contact the Antitrust Personnel Staff on (202) 514-2469.

I understand these conditions of employment and acknowledge receipt of a copy thereof.

Signature of Appointee

Date