

TEMPORARY EMPLOYMENT STATEMENT  
(For Temporary Employees Serving Under Appointments of  
One Year or Less)

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

1. Your position is temporary. There is no guarantee as to how long you may be employed. As a general rule of thumb, temporary employees serve under appointments limited to 1 year or less and are subject to termination at any time without use of adverse action or reduction-in-force procedures. Under this appointment, however, it will not be longer than the date of expiration as shown on the Standard Form 50 (Notification of Personnel Action), which you will receive from the Human Resources Office.
2. All full-time temporary employees earn sick leave at a rate of 4 hours per pay period (every two weeks). Full-time temporary employees under appointments made for more than 90 days earn annual leave at a rate based on years of Federal service (i.e., up to 3 yrs – 4 hours; 3 to 15 yrs – 6 hrs; 15 yrs and over – 8 hrs). Part-time employees on a regularly scheduled tour of duty earn leave on a pro rata basis depending upon days/hours actually worked during a pay period.
3. As a temporary employee serving under an appointment limited to 1 year or less, you are not eligible for coverage under the Federal Employees Group Life Insurance program, and your position is excluded from retirement coverage. Your pay will be subject to social security deductions, Medicare deductions, and deductions for income tax. If you are expected to work for more than 130 hours per month for at least 90 days (66 hours per pay period), you are eligible to enroll in the Federal Employee Health Benefits (FEHB) Program. If you are expected to work for 130 hours per month for at least 90 days, you are also eligible to receive the full government contribution toward the FEHB premium.
4. A temporary appointment does not confer eligibility to be promoted or reassigned to other positions, or the ability to be noncompetitively converted to a career-conditional appointment.
5. A temporary employee, when serving in a general schedule position, is not eligible for within-grade increases.

If you have any questions regarding the terms of your employment, please feel free to contact your servicing Human Resources Specialist within the Civil Division's Human Resources Office.

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

EMPLOYEE COPY  
(to be retained by employee)

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\_\_\_\_\_  
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(Date)

ELECTRONIC OFFICIAL PERSONNEL FOLDER (eOPF) COPY  
(to be filed on temporary side of eOPF)