

SUPPLEMENTAL INFORMATION FOR NEW EMPLOYEES
HIRED UNDER A TEMPORARY APPOINTMENT

1. Temporary employees are hired to fill a special need, usually of short duration, and may be released at any time prior to the anticipated expiration date.
2. Employees given a Temporary Appointment with a specified time limit are NOT eligible to participate in:
 - a. The Federal Employees' Group Life Insurance Plan
 - b. The Federal Employees' Health Benefits Plan (Hospital Insurance)
 - c. Promotional opportunities (Unless reinstatement eligible)
 - d. The Civil Service Retirement Program, or
 - e. Placement consideration in the event of a reduction-in-force.
3. A temporary appointment may denote a work week status of Full Time, Intermittent or Part Time. If one of the following is checked, it applies to your appointment.
 - TEMPORARY INTERMITTENT: Will not earn annual or sick leave or get paid for holidays, but all time worked will be credited towards creditable service time.
 - TEMPORARY PART TIME: Will earn sick leave and annual leave on the basis of hours worked each pay period. Sick leave earning begins with date of appointment; annual leave earning is credited only if your appointment is for over 90 days. You will get paid for holidays only if you are scheduled that day and prevented from working due to the closing of your office or shop.
 - TEMPORARY FULL TIME: Will earn sick leave and annual leave. Sick leave earning begins with date of appointment; annual leave earning is credited only if your appointment is for 90 days or over.
4. If you are not on the Office of Personnel Management (OPM) Registers for this Area, you are not eligible for future permanent consideration. It is advised that you contact the Baltimore Area Office of the Office of Personnel Management (OPM) or the Civilian Personnel Department, regarding any announcement for which you may submit an application.
5. If you are currently on an OPM register, you must continue to update your Eligibility for permanent employment.
6. It is the responsibility of each individual to keep himself/herself posted regarding open announcements.
 - If your temporary appointment extends for more than one year, you will be eligible to enroll.

(DATE)

(SIGNATURE)

