

INFORMATION SHEET FOR TEMPORARY LIMITED EMPLOYEES
(Reference: Federal Personnel Manual 316)

The following information pertains to employees serving under temporary limited appointments:

- Not eligible for life insurance or health benefits.
- Not eligible for promotion or reassignment.
- Wage Grade temporaries receive step increases, GS temporaries do not.
- Not eligible for civilian pay while serving two weeks of summer training in the Reserves.
- Temporary limited appointments cannot be converted to permanent appointments unless applicant is within reach on a Certificate of Eligibles from OPM or selected under Direct Hire Authority, VRA, Hire-the-Handicapped Authority, or reinstatement
- Temporary limited employees should keep eligibility current with OPM (Notify in writing the appropriate OPM Area Office One month before expiration date of Notice of Rating.)
- A Temporary limited employee may be separated at any time prior to the Not to Exceed date based on lack of work, funds, unsatisfactory performance, etc.
- Only employees appointed to a temporary limited position for more than 90 days accrue annual and sick leave.
- Temporary limited employees do not serve a probationary period.
- Temporary limited employees do not have the protection of reduction in force procedures.
- It is the employee's responsibility to keep applicant supply file applications updated and active.
- It is the employee's responsibility to update Official Personnel Folder.
- Other (explain)

In accordance with the Fort Huachuca pay fixing policy, temporary employees are employed at step one.

--- I HAVE READ AND UNDERSTAND THE ABOVE.

NAME

DATE