

CONDITIONS OF EMPLOYMENT - TERM EMPLOYMENT

1. You are hereby offered a term appointment. This information is provided to help you understand the conditions of your employment.

2. Your appointment is term, not to exceed (NTE) _____ because the need for your position is not permanent and there is no guarantee as to how long you may be employed. You may be employed up to the date indicated as the "NTE" date in your appointment documents, however, if funds or workload are no longer available you may be terminated at an earlier date. You may also be extended beyond the NTE date of your original appointment if the need for your term position is still appropriate and funds are available. There is no guarantee that any such extension will occur. If it becomes necessary to terminate your appointment before your NTE date, reduction-in-force procedures will be applied with appropriate advance notice.

3. Term employees must serve a one year trial period. Prior Federal civilian service may be credited toward completion of the trial period if certain criteria is met. Term employees with full or part-time work schedules are eligible for coverage under the Federal Employees Health Benefits Program, the Federal Employees Group Life Insurance Program, and the Federal Employees Retirement System.

4. This term appointment does not confer appointment eligibility for a permanent position. You must apply and be considered for permanent positions. If you are eligible to apply for jobs with an agency (e.g., Veterans Recruitment Appointment (VRA), Veterans Employment Opportunity Act (VEOA), reinstatement eligibility, etc.) you should apply accordingly.

5. Your signature below acknowledges your understanding of term employment.

PRINTED NAME:	SIGNATURE	DATE
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