TEMPORARY EMPLOYMENT INFORMATION

I. **What is a Temporary Employee?** They are individuals placed temporarily on the bureau's rolls to fill positions which are not continuing or permanent. They will be terminated as soon as their work assignments are completed.

II. **Employee benefits** - Temporary employees are entitled to the following benefits:

1. *ANNUAL AND SICK LEAVE* - If the original appointment is more than 90 days in duration, temporary employees will earn annual and sick leave on a bi-weekly basis which may be taken in accordance with existing rules and regulations. If, however the original appointment is less than 90 days, temporary employees will not accrue sick or annual leave. If the appointment is then extended past 90 days, the employee will earn sick and annual leave retroactive to the effective date of the appointment.

2. *OTHER LEAVE* - Temporary employees are entitled to jury duty leave if this leave is performed during the time they are in a regular pay status. They are not entitled to military leave.

3. *SOCIAL SECURITY* - Temporary employees are eligible for Social Security benefits which requires a 7.65% deduction for coverage.

4. *UNEMPLOYMENT COMPENSATION* - When temporaries are terminated, they are furnished SF-8, Notice to Federal Employee About Unemployment Compensation. The employee may then apply to the State Employment security Agency for unemployment benefits. The eligibility and benefits are determined under the law of the State of the last official station of the employee.

III. Temporary employees are <u>not</u> entitled to the following benefits: health benefits, life insurance, with-in-grade increases, civil service retirement, and severance pay.

Exceptions: Temporary employees are entitled to benefits if they came from a federal position with benefits and the break in service was no more than 3 days or if they are temporary firefighters or fire protection personnel working on wildland fires. Temporary employees who work longer than 12 continuous months also are entitled to health benefits. Wage grade temporaries do earn with-in-grade increases.

IV. ***Empl*oyee Responsibilities** - Employees may accept other employment provided it is not in conflict with the Department Code governing Employees Responsibility and Conduct, Title 43, CFR, Subtitle A, Part 20. However, prior to accepting other employment, your Personnel Officer should be contacted to assure compliance with the Dual Compensation Act.