



### Temporary Appointments

An agency may make a temporary appointment for a specified period of time not to exceed 1 year. It may be extended up to a maximum of 1 additional year. An agency may not fill a position by temporary appointment if the position has previously been filled by temporary appointments for an aggregate of 2 years, or 24 months, within the preceding 3-year period.

There are exceptions to the time limits. Agencies may make and extend temporary appointments to positions involving intermittent or seasonal work without regard to the time limit requirements provided that:

- Appointments and extensions are made in increments of 1 year or less.
- Employment in the same or successor position under this and any other appointing authority totals less than 6 months (1,040 hours), excluding overtime, in a service year.

Agencies may disregard time limits if the position involves seasonal or intermittent work, provided that the appointments are made in increments of 1 year or less AND employment in the position is less than 6 months (or 1,040 hours) per year (also known as the 1039 Rule).

Reasons to make temporary hires include:

- Abolishment/reorganization
- Contracting out the function
- Anticipated reduction in funding
- Completion of project or peak workload

Temporary employees have no career status and receive benefits only after 1 year of current, continuous service. They cannot be moved to other positions.

When a temporary employee is eligible for benefits, the employee must pay both the employee share and the Government's share. Temporary employees:

- Are not eligible for wage in-grade increases.
- Cannot be promoted, reassigned or transferred.
- Do not have a probationary period.
- Are not covered by adverse action procedures (e.g. reduction in pay, furlough, etc.).