



FACTSHEET #14

TERM AND TEMPORARY APPOINTMENTS

<u>TERM APPOINTMENTS</u>	<u>TEMPORARY APPOINTMENTS</u>
<p>Term Appointments last for a period of more than 1 year but not more than 4 years to positions where the need for an employee’s services is not permanent. Appointments can be extended for more than 1 year but less than 4 years up to the 4-year limit, in 12-month increments.</p>	<p>Temporary appointments are not expected to last longer than 1 year to positions where the need is for “short-term.” A temporary appointment may be for a specified period of time not to exceed 1 year. The appointment may be extended up to a maximum of 1 additional year (24 months of total service).</p>
<p>Reasons for making term appointments: project work, extraordinary workload, scheduled abolishment, reorganization, contracting out of the function, uncertainty of future funding, or the need to maintain permanent positions for placement of employees who would otherwise be displaced from other parts of the organization.</p>	<p>Reasons for making temporary appointments: completion of a specific project/peak workload, abolishment, reorganization or contracting out of the function, anticipated reduction in funding, or to fill positions are expected to be needed for placement of permanent employees who would otherwise be displaced from other parts of the organization.</p>
<p>Employees receive all benefits afforded a permanent appointment (annual and sick leave, health insurance and life insurance).</p>	<p>Employees receive limited benefits (annual and sick leave is earned; however, employees are not eligible for health insurance or life insurance).</p>
<p>Employees compete under internal merit promotion procedures with other term employees for other term appointments. Employees are not eligible to compete for permanent positions. However, they can apply for all announced permanent vacancies.</p>	<p>Employees do not compete under internal merit promotion procedures. If seeking permanent employment, employees must apply for all announced vacancies in order to be considered.</p>
<p>Employees serve a 1-year probationary period.</p>	<p>Employees do not serve a probationary period; they can be terminated at any time if determined their services are no longer needed.</p>
	<p>During the 2-year MSP Choice trial period, military spouses will not lose their Military Spouse Preference (MSP) for any temporary or term position. (See Factsheet #2 for additional information on MSP)</p>

