



# DEPARTMENT OF TRANSPORTATION

## TEMPORARY APPOINTMENT AGREEMENT

This is to advise you that the employment you are accepting is in a temporary position **not** a covered civil service position under the classification and compensation system administered by the West Virginia Department of Transportation.

**This position has the following restrictions:**

1. It is **temporary** employment. The maximum period of employment is 1,000 hours in a 12-month period. However, there is **no guarantee of a minimum number of hours** under this temporary appointment.
2. You will **not** accrue sick leave.
3. You will **not** accrue annual leave.
4. You will **not** be paid for holidays or other time off due to inclement weather, office closures, etc.
5. This time will **not** count as tenure or service time for any purpose.
6. You will **not** be eligible to participate in the Public Employees Retirement System (PERS).
7. You do **not** have the right of appeal before the State Personnel Board or Public Employees Grievance Board.
8. This time **cannot** be counted towards completion of a probationary period if subsequently hired for permanent employment.
9. In order to be appointed to a position covered by the State civil service system, it will be necessary for you to be selected from a list of applicants certified from a competitive register unless you have previously been certified permanent under the State civil service system and are eligible for reinstatement.
10. Your temporary employment may be ended at any time with or without cause.

I certify that I have read and understand the above information and agree to:

1. Comply with applicable Department of Transportation policies and procedures.
2. Adhere to all applicable state laws, rules, policies, and procedures concerning data security and privacy as well as guidelines for equipment safety and acceptable use of state resources.
3. At the time of separation, return all property belonging to the agency, which I have under my control or in my personal possession.

**Applicant Name**

**Please Print** \_\_\_\_\_

**Applicant**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_