



United States Department of the Interior
U. S. GEOLOGICAL SURVEY

**STATEMENT OF UNDERSTANDING CONCERNING CONDITIONS OF
EXCEPTED LIMITED APPOINTMENT**

This memorandum of understanding provides important facts concerning your status during your excepted limited appointment.

1. Your excepted limited appointment is for a specified time and will end no later than the _____ not-to-exceed date shown on your Notification of Personnel Action. There is no guarantee as to how long you may be employed as excepted appointments may be terminated by management at any time or could be extended or converted if certain conditions exist. Most appointments are for the duration of the appointment as specified via the not-to-exceed date.
2. Sick leave is normally earned at the rate of 4 hours per pay period. Annual and sick leave are earned according to the work schedule and have no relationship to the excepted limited appointment. If your appointment is for 90 days or more and the work schedule is full-time or part-time, you will earn annual leave (vacation) at a rate based on your previous years of creditable Federal service.
3. While serving under this excepted limited appointment, you cannot be considered for promotion, reassignment, or detailed to a different line of work. Wage Grade employees are entitled to receive within-grade increases (WGI) when due if the level of competence is acceptable. General Schedule employees cannot receive within-grade-increases while serving on an excepted limited appointment; however, the service is creditable for WGI purposes if the appointment is converted to permanent at the same or lower grade level.
4. Excepted limited appointment does not confer competitive status and allows no priority for permanent appointment. If you are interested in being considered for permanent employment in a career-conditional appointment, you must apply under the appropriate competitive procedures when vacancies become available.
5. Excepted limited appointees expected to work at least 130 hours per month for at least 90 days will be eligible to enroll in a Federal Employee Health Benefits (FEHB) plan. Individuals eligible under this rule receive the full government contribution to their premiums regardless of work schedule and will also be eligible to participate in the Flexible Spending Accounts and Federal Long Term Care Insurance Program. Temporary appointees are not covered by the Federal Employee Retirement System and are ineligible for Federal life, dental, or vision insurance.

6. Excepted appointees do not serve a probationary period; however, this service is creditable for probationary period requirements if the excepted appointment is converted to permanent and the employee remains in the same line of work.
7. Excepted limited employees of 1 year or less do not have protection under reduction-in-force procedures and may be terminated by management for reasons of lack of work, lack of funds, etc. These employees do not have rights for other positions.
8. You may be separated from employment upon expiration of your excepted appointment or before if it is determined your services are no longer required. Every effort will be made to give you at least 1 weeks' notice. However, this does not preclude separating you without such notice especially on the not-to-exceed date shown on your notification of Personnel Action, SF-50-B, which affected your appointment with the USGS. Employees who are terminated are not entitled to severance pay.

Employee Certification:

I have read, understand, and accept the above terms and conditions controlling my acceptance of this excepted appointment limited to 1 year or less. My questions concerning the appointment, benefits, and the work schedule have been answered.

Employee Signature

Date