

NAME: _____

CONDITIONS OF EMPLOYMENT

Full-time Tour of Duty - : Your initial tour of duty will be full-time (8 hours per day, 40 hours per week) on a **WHEN ACTUALLY EMPLOYED** basis. Your services will **not** be required at certain times due to lack of funds, lack of work, weather conditions, or for other reasons. During these periods you will be placed in a nonpay status. It is expected that you will work at least 6 months and must be available to work up to, but not to exceed, 11 1/2 months each calendar year. You will be entitled to life insurance, health, and retirement benefits, within-grade increases, holiday pay, and sick/annual leave accrual, based upon the time worked. Federal Employees Health Benefits premiums must be paid by the employee throughout the calendar year, including periods of nonpay status.

I certify that I have read and understand the conditions of employment cited above.

(Signature of Appointee)

(Office)

(Date)