



This is to advise you that the employment you are accepting is in a temporary position not covered under the merit system administered by the West Virginia Division of Personnel.

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 closings, 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 retirement program.
7. You will not be eligible to participate in the insurance program.
8. You do not have the right of appeal before the State Personnel Board or Public Employees Grievance Board.
9. This time cannot be counted towards completion of a probationary period if subsequently hired for permanent employment.
10. In order to be appointed to a position covered by the Division of Personnel, 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 Merit System and are eligible for reinstatement.
11. 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 agency policy and procedures.
2. Keep all sensitive information confidential.
3. At the time of separation, return all property belonging to the State of West Virginia, which I have under my control or in my personal possession.

Applicant Name

Please Print _____

Applicant

Signature _____

Date _____