

## **EMPLOYMENT STRATEGIES TO FILL TEMPORARY POSITIONS**

### **EMERGENCY TEMPORARY APPOINTMENTS UNDER SCHEDULE A – 5 CFR 213.3102 (i) (3)**

- This authority may only be used to temporarily replace an employee called to active duty or deployed. You must document in the remark section of the RPA the name and social security number of the employee called to active duty or deployed.
- Actions under this Schedule A authority are for 1 year and may be extended for up to 2 years for an individual.
- Appointments are in the Excepted Service. The employee does not acquire status.
- No Priority Placement Program (PPP) clearance is required for these non-competitive appointments

### **REEMPLOYED ANNUITANTS SALARY OFFSET WAIVERS**

- This authority may only be used to temporarily replace an employee called to active duty or deployed. You must document in the remark section of the RPA the name and social security number of the employee called to active duty or deployed.
- An annuitant under either CSRS or FERS may be reemployed in any position for which they are qualified.
- The dual compensation reduction (salary offset) on a temporary emergency basis is waived for up to 1 year.
- The total employment under a waiver for any individual annuitant may NOT exceed 2 years.

### **VSIP BUYOUT REPAYMENT WAIVERS**

- This authority may only be used to temporarily replace an employee called to active duty or deployed. You must document in the remark section of the RPA the name and social security number of the employee called to active duty or deployed.
- Buyout repayment waivers have been extended for the duration of the state of emergency.
- Total employment under waivers to any individual may NOT exceed 2 years.

### **TEMPORARY PROMOTIONS**

- The initial 120 days of a temporary promotion may be made non-competitively.
- All time spent on noncompetitive temporary promotions and details to higher graded positions during the preceding 12 months counts toward the 120-day total.
- If the temporary promotion is extended beyond 120 days, competition is required.
- In order for an employee to be temporarily promoted, they must meet the same qualification requirements that are necessary for a permanent promotion.
- The temporarily promoted employee receives the higher graded salary for the period assigned and gains quality experience and time-in-grade at the higher grade level.
- Temporary promotions are an exception to PPP if less than 120 days. If more than 120 days, PPP clearance is required.

### **DETAIL**

- Details are processed in 120-day increments.
- Extensions of details to higher graded positions with known promotion potential must be processed under competitive procedures.
- There is no formal position change; officially the employee continues to hold the position from which detailed and keeps the same status and pay.
- Employees do not need to meet qualification standards in order to be detailed.
- Details are an exception to PPP.

### **REASSIGNMENT NTE**

- Reassignment is the noncompetitive movement of an employee to another position for which they qualify at the same grade level and with an equivalent target grade.
- Salary is set at the employees existing rate of pay.
- Reassignments can be “management directed” when an employee’s skills can be better utilized in another equivalent position.
- PPP clearance is required.

### **REINSTATEMENT NTE**

- The reemployment of a former Federal employee who previously held a career or career-conditional appointment with a Federal agency, but is not now a Federal employee.
- Non-preference eligibles who have not attained career tenure normally can only be reinstated within 3 years of the date of their earlier separation.
- There is no time limit on the reinstatement of a veterans preference eligible or a person who has completed the service requirement for career tenure.
- PPP clearance is required as well as a minimum 5 day announcement to clear ICTAP candidates.

### **TERM APPOINTMENT**

- A term appointment is a non-permanent, non-status appointment that may be made in any increments as long as the appointment is for more than one year and no more than four.
- Employees in GS positions are eligible for within-grade increases.
- Employees with full or part-time work schedules are eligible for coverage under the Federal Employees Health Benefits Program (FEHB), the Federal Employees Group Life Insurance Program (FGLI), and the Federal Employees Retirement System.
- Employees are eligible for within grade increases
- PPP clearance is required.
- Positions must be announced through Delegated Examining Unit or OPM

### **TEMPORARY LIMITED APPOINTMENT**

- A temporary limited appointment is a nonpermanent, non-status appointment to a position for a specified period of time not-to-exceed one calendar year.
- Appointments may be extended for up to one additional year for a maximum of 24 months of total service.
- An activity may not fill a position by temporary appointment if that position has been filled by temporary appointment(s) for an aggregate of 2 years, or 24 months, within the preceding 3-year period.
- Temporary appointments may be made under: (1) competitive procedures, or (2) various noncompetitive appointment authorities, i.e., reinstatement, veterans readjustment appointments, 30% compensable veterans appointment, and reappointment on the basis of not having served the maximum time allowed under a former temporary appointment.
- Employees are not eligible for coverage under FEGLI/FEHB.
- PPP clearance is required.

### **MERIT (INTERNAL) REFERRAL LISTS TO FILL TEMPORARY POSITIONS**

- Referral lists issued within the past 6 months may be reopened for additional selections. Note in the remark section of the RPA that you are making an additional selection from an existing list and document the referral list number and issue date.
- PPP clearance is required.

### **STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP)**

- STEP provides flexibility to appoint students on a temporary basis to jobs that may or may not be related to their academic field of study.
- Appointments are not to exceed one year with extensions in one-year increments.
- There is no financial need requirement for eligibility.
- Students may not be retained beyond graduation.
- STEP employees are eligible for annual and sick leave only
- These noncompetitive appointments are in the Excepted Service. Employees do not acquire competitive status.
- PPP clearance is not required.