



ACKNOWLEDGEMENT OF TEMPORARY EMPLOYMENT STATUS

EMPLOYEE NAME

EMPLOYEE IDENTIFICATION NUMBER

You have accepted a Temporary Employment (TE) appointment with the _____
(*name of MDOT Administration*) (Appointing Authority) of the Maryland Department of Transportation (MDOT). Under Transportation Service Human Resources System (TSHRS) Policy 6A, the following conditions apply:

- A. You are entitled to be paid for hours worked based on the salary for the classification into which you have been hired.
- B. You will receive overtime payment and shift differential payment, if appropriate.
- C. Coverage for compensable injuries under Worker's Compensation Insurance will be provided.
- D. You will **not** be entitled to employee benefits such as paid holidays, leave, retirement, health insurance and salary increments.
- E. A TE appointment may not exceed 12 months.
- F. If you are hired into a TSHRS position without a break in service from your TE employment, you will receive service credit for prior service for the purpose of determining annual leave earning rates only.
- G. This appointment will not place you in a favored position for future hiring purposes. However, after 6 months of service you will be afforded the same opportunity as a TSHRS employee for purposes of examination and selection.
- H. The Appointing Authority has the right to terminate this Acknowledgement of Temporary Employment Status (Acknowledgement) for convenience or cause at any time. In the event of termination under this paragraph, you will be entitled to compensation for services rendered to the date of termination, less any damages incurred by the Appointing Authority, as determined by the Manager.
- I. You may terminate this Acknowledgement by giving at least two (2) weeks prior written notice to the Manager, or as may be agreed upon by you and the Manager at the time of the TE appointment. In the event of termination under this paragraph, you will be entitled to compensation for services rendered to the date of termination, as determined by the Manager.

Your signature indicates that you have reviewed this "Acknowledgement" and understand the terms of Temporary Employment status.

EMPLOYEE SIGNATURE

DATE

HUMAN RESOURCES REPRESENTATIVE

TITLE

DATE

APPOINTING AUTHORITY

EFFECTIVE DATE