



# TEMPORARY APPOINTMENT

A temporary appointment has the following restrictions under the WV Division of Personnel *Administrative Rule 3.20 - Classified-Exempt Service*: As established by statute, (are) those positions which satisfy the definitions for "class" and "classify" but which are not covered under the Division of Personnel merit system standards or by the State College System of West Virginia or the University System of West Virginia.

- A temporary appointment cannot exceed a maximum of **720 hours** worked in a 12-month period.
- The appointment may be terminated at any time without prior notice at the discretion of the agency. If an employee voluntarily leaves prior to the expiration date, the employee is to notify the supervisor, in writing, of the last working day and the reason(s) for the resignation.
- Temporary employees are paid on a delayed payroll.
- Temporary employees do not receive pay when absent from work for any reason, do not earn paid annual and sick leave and are not paid for Holidays.
- Temporary employees are not eligible to participate in the West Virginia Consolidated Public Retirement System or the West Virginia Public Employees Insurance programs.
- Temporary employees may not file a grievance under the West Virginia Education and State Employees Grievance process.
- The appointment cannot be counted toward completion of a probationary period for covered (permanent) employment. To be considered for permanent employment one must be certified eligible by the West Virginia Division of Personnel. Those, whom have never worked for a state agency covered by the West Virginia Division of Personnel nor completed a probationary period, may be required to take a written examination. Please contact the West Virginia Division of Personnel at (304) 558-3950 for additional information.

I, \_\_\_\_\_, certify that I have read the above information.  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

cc: District/Division  
DOT Human Resources Division  
WV Division of Personnel