



**Form G-1240, Temporary Appointment
Conditions of Employment**
Department of Homeland Security
U.S. Citizenship and Immigration Services (USCIS)

**USCIS
Form G-1240**

The following facts apply to temporary appointments in the competitive service.

1. Appointments are limited to one year or less.
2. Appointments may be extended to one year at a time for a total of four years maximum.
3. Temporary employees are subject to termination at any time without use of adverse action or Reduction-in-Force (RIF) procedures.
4. Appointments do not confer eligibility for promotion or reassignment to other positions.
5. Temporary employment does not confer competitive status. You must be within reach on a competitive list from the Office of Personnel Management (OPM) or another delegated authority to attain a career-conditional appointment. Temporary employees may not be non-competitively converted to a career-conditional appointment.
6. Temporary employees are not eligible for life insurance. Temporary employees are eligible for health insurance benefits after they have completed one continuous year of temporary employment.
7. Temporary employees are entitled to earn annual (if the appointment is more than 90 days) and sick leave (four hours per pay period if working full-time).
8. Temporary employees in positions lasting less than a year agree to serve without a performance evaluation and understand that they will not be considered for reappointment or an increase in pay based in whole or part on a rating of record in accordance with 5 U.S.C. Section 4301(2)(H).
9. Temporary employees may engage in outside employment, including self-employment, only with written permission of the employer (USCIS). Such employment must not result in or create the appearance of a conflict of interest with official duties or with official business of the Service or tend to impair the employees mental or physical capacity to perform official duties and responsibilities. If you wish to engage in outside employment, you must complete Form G-843, Request to Engage in Outside Employment or Business Request.

I hereby affirm that I have read and understand the above conditions of employment regarding my temporary appointment.

Name Title

Location Date (mm/dd/yyyy)