



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION HAWAII
HUMAN RESOURCES OFFICE
850 TICONDEROGA STREET, SUITE 110
PEARL HARBOR HI 96860-5101

IN REPLY REFER TO:
12300
N01CP1

Dear _____,

You have accepted employment as a seasonal employee with the Pearl Harbor Naval Shipyard and Intermediate Maintenance Facility (PHNSY&IMF). There are certain provisions applicable to seasonal appointments that you need to be aware of and understand as a condition of employment. Therefore, please complete the bottom portion of this notice acknowledging understanding and acceptance of the conditions associated with seasonal employment.

NADINE E. BAYNE
Director

SEASONAL EMPLOYMENT AGREEMENT

I, _____, having been selected for and accepted "seasonal"
(Name of Selectee)
appointment to the position of _____
(Title, Series & Grade)
at the Pearl Harbor Naval Shipyard and Intermediate Maintenance Facility (PHNSY&IMF) will read and initial each paragraph below to indicate I understand and will abide by the terms of this agreement.

____ 1. I will be employed as a seasonal appointee and will perform work during recurring periods lasting less than 12 months each year. I understand I will be subject to periodic release and recall status as a condition of employment and will be given at least 10 working days advance notice before being placed on non-pay status or recalled to duty. Failure to return to duty for recall when at least 10 working days advance notice is given may constitute basis for separation.

____ 2. I understand that the length of the season will be determined in accordance with staffing levels and workload requirements. The PHNSY&IMF will, in turn, make every effort to provide me with a minimum of 6 months employment during each consecutive 12 months following my appointment. While I may be required to work full time 12 months each year, there is no guaranteed minimum

amount of work each year. Work is expected to last at least 6 months and less than 12 months each year.

____ 3. When I am placed in non-pay status, I will receive service credit for retirement and leave accrual purposes up to a maximum of 6 months per calendar year, and any life insurance and health benefits coverage I have selected will be continued in accordance with the rules and regulations governing employee benefits.

____ 4. I understand I must meet physical requirements of the job as a condition of employment and if I fail to meet these requirements, I will be terminated from employment with PHNSY&IMF.

____ 5. I understand I must be able to obtain a security clearance as a condition of employment and if I fail to obtain and maintain a security clearance, I will be terminated from employment at PHNSY&IMF.

____ 6. Any Federal Wage System (FWS) employee or waterfront support employee may be required to obtain radiological qualifications. Waterfront support positions may include, but are not limited to, Physical Science Technician, Engineer, Engineering Technician, Safety Specialist, and Industrial Hygienist. I understand I must satisfactorily complete the prescribed radiological courses and maintain radiological qualifications as a condition of employment. Failure to maintain radiological qualifications and failure to pass three radiological examinations, including makeup examinations, each calendar year will result in termination from employment at PHNSY&IMF.

____ 7. Any FWS employee or waterfront support employee may be trained to be a nuclear qualified worker. I understand it is a condition of employment for me to satisfactorily complete basic and refresher training in the prescribed nuclear courses. It is also a condition of employment for me to maintain my nuclear qualifications. Failure to pass three written or practical examinations, including makeup examinations, each calendar year will result in termination from employment with the PHNSY&IMF.

____ 8. I agree to all the conditions stated above.

Selectee Signature/Date

HRO/HRSC Staff Signature/Date

Copy to:
Selectee
Shop code
OPF