

FACT SHEET ABOUT INTERMITTENT WORK SCHEDULES

FOR NEW HIRES ONLY

In accepting this position, I certify that the nature and conditions of an intermittent work schedule have been clearly explained to me and I fully understand that:

- (1) This position **does not** have a regular scheduled tour of duty. The number of hours worked during one week may fluctuate between 1 to 40 hours and that there will be **no** consistency in the days or hours worked each week.
- (2) The purpose for an intermittent work schedule is to have employees who will be immediately available during busy periods.
- (3) I understand that intermittent employees are paid only for those hours that they are in a duty status performing work.
- (4) I understand that without a scheduled tour of duty I will earn credit towards the next higher Within-Grade-Increase (WGI) on the basis of each day of creditable service worked.
- (5) I am not eligible for Premium Pay, such as Night Shift Differential, Sunday Premium Pay, Holiday Pay and Severance Pay. I will not have a regular tour of duty so I will forfeit receiving the Highest Previous Rate pay benefit.
- (6) I will not be entitled to health benefits (except for TCC) and life insurance while employed under an intermittent work schedule (unless this appointment follows a permanent appointment full or part-time in which case medical benefits and life insurance will continue).
- (7) I am eligible for Thrift Savings Plan (TSP) because I am covered under the Federal Employee Retirement System.
- (8) I will not accrue or be eligible to use sick or annual leave.
- (9) I am excluded from the Civil Service Retirement System (CSRS). Federal Employee Retirement System (FERS) - intermittent employees are excluded from coverage under FERS **if the appointment type is other than career or career-conditional**. Unless this appointment follows a permanent appointment without a break in service or separation of 3 days or less, I will retain retirement coverage.
- (10) Reduction in Force (RIF) the competitive level is determined by my work schedule. A separate competitive level is established for intermittent employees.
- (11) I understand that Compensation for work related injury for intermittent schedule is paid on the average of the days I would have worked had I not been injured.

Date

Signature