

**BONNEVILLE POWER ADMINISTRATION  
HUMAN CAPITAL MANAGEMENT  
Portland, Oregon**

**PERSONNEL LETTER (PL): 316-1**

**DATE:** January 26, 2009

**SUBJECT:** Temporary Limited Appointments

**PURPOSE**

This Personnel Letter -

- Provides instructions for making, extending and terminating temporary appointments, which includes seasonal and intermittent work (but not seasonal appointments, which must be permanent).
- Supersedes PL 316-1, dated July 15, 1998.

**POLICY SUMMARY**

Temporary limited appointments are made for a specified period, not to exceed one year but not more than two years to positions where the need for the employee's services is not permanent. The authority to make and extend temporary limited appointments applies to all appointments made from authorized sources such as competitive appointment, non-competitive appointment, and reinstatement eligibility appointment.

The filling of positions by temporary appointment (for appointments over 120 days in duration) is subject to the employment restriction of BPA's Career Transition Assistance Plan and BPA PL 330-1.

## **I. TIME LIMITS FOR TEMPORARY LIMITED APPOINTMENTS**

- A. Temporary limited appointments are made for a specified period, not to exceed one year. Appointments may be extended beyond one year without prior approval from OPM, in increments of up to one year each for a total of two years. A position may not be filled by temporary appointment if that position has previously been filled by temporary appointment(s) for an aggregate of 2 years, or 24 months, within the preceding 3-year period. A temporary appointment may only be extended beyond these general time limits for a position involving intermittent or seasonal work.
- B. The authority to make and extend temporary limited appointments applies to all such appointments made from authorized sources (e.g., both competitive and non-competitive appointments).
- C. Exceptions to time limits described above are authorized for positions involving seasonal and intermittent work, provided that the following criteria are met:
  - 1. Appointments and extensions are made in increments of one year or less.
  - 2. Employment in the same or a successor position under any temporary appointing authority totals less than 6 months (1040 hours), excluding overtime, in a service year. The service year is the calendar year that begins on the date of the employee's initial appointment in BPA. Should employment in a position filled under this exception total six (6) months or more in any service year, the time limits of a regular temporary appointment will apply to subsequent extensions or re-appointments.
- D. Exceptions to time limits described in Section II. A, above, will be authorized only by OPM based on the criteria in 5 CFR, Part 316, Subpart D, Temporary Limited Employment.

## **II. RESPONSIBILITIES**

- A. The Chief Human Capital Officer (CHCO), through his/her staff with direct responsibility for staffing programs has overall responsibility for review and oversight of the temporary employment program, including delegated authority to approve extensions of temporary appointments up to a maximum of two years from the initial date of temporary appointment.
- B. Managers and supervisors are responsible for:
  - 1. Managing work and utilizing temporary appointments when appropriate to achieve BPA's mission.
  - 2. Certifying that the employment need is truly temporary and that the proposed appointment meets the regulatory time limits.

### III. DOCUMENTATION

The supervisor must submit a certification when making or extending a temporary appointment. This certification is to be submitted to the Human Capital Management (HCM) Client Service Representative (CSR), when the request to fill the position is initiated, ) and must document why the appointment is being made on a temporary basis and that the proposed appointment meets the regulatory time limits.

### IV. TERMINATION OF EMPLOYEES ON TEMPORARY APPOINTMENTS

- A. **Termination because of expiration of appointment:** At the discretion of management, employees on temporary-limited appointments may be given an advanced reminder notice of their appointment ending dates, provided there is time remaining prior to the expiration date. The notice may be oral or in writing. Under no circumstances may an employee be permitted to work beyond the not-to-exceed date of the appointment.
- B. **Termination for other reasons:** A two-week written notice should be given if the employee is terminated for reasons other than expiration of appointment. The notice period may be shortened for sound business reasons. However, written notification must be received by the employee on or before the effective date, and the termination must be effected on or before the expiration date of the appointment. Terminations based on unsatisfactory performance, misconduct, or for sudden and unforeseen lack-of-funds, work or personnel ceilings, or other similar conditions may be excluded from the normal two-week notice period. See BPAM 400/700A for the managerial level at which a termination decision can be made. The Employee Relations staff must review all terminations for unsatisfactory performance and/or conduct prior to issuing the notice.

### V. REFERENCES

- 5 CFR, Part 316, Subpart D, Temporary Limited Appointment
- BPA Manual Chapter 400/700A, Employee Relations Program
- BPA Manual Chapter 400/300A, Employment

Chief Human Capital Officer