



STATEMENT OF AGREEMENT AND UNDERSTANDING
Employment in a Non-Permanent Appointment

Employee Name:	From: Program Office/Section/Unit:
Personnel #:	To: Program Office/Section/Unit:

In accordance with Civil Service Rules, LDH may establish temporary, non-permanent appointments of a limited duration to perform duties and responsibilities of a position other than the one to which he is regularly assigned, without prejudice to his rights in and to his regular position.

I, _____ understand that I am accepting a temporary, non-permanent appointment. I understand that the agency has the discretion to extend this appointment under certain conditions or may terminate this appointment at any time for any reason.

Detail to Special Duty

If placed on detail to special duty to another classified position, I understand that my pay shall not be reduced. However, if the detailed position is a higher level, my pay shall be temporarily increased to the rate that is consistently applied in accordance with Civil Service Rules. At the end of the detail to special duty, my pay shall revert to my authorized rate of pay in my regular position.

Leave of Absence (LOA)

If placed on leave of absence to accept an unclassified position, I understand that my pay shall not be reduced. However, my pay may be temporarily set at a higher rate, at the discretion of the appointing authority. At the end of the leave of absence, my pay shall revert to my authorized rate of pay in my regular position.

I have read the above and agree to accept this temporary, non-permanent appointment. I further understand that as long as I remain employed in such a temporary, non-permanent capacity, the aforementioned conditions apply.

Employee Signature: _____	Date _____
HR Representative: _____	Date _____

NOTE: If you have any questions concerning these terms, please consult with Human Resources.