

**CONDITIONS OF TEMPORARY PROMOTION**

You have accepted a temporary promotion in the California National Guard Federal Employment Program. Here are a few facts about your temporary promotion that you need to know and agree to:

1. This action is of temporary nature and as such is limited to a definite length of time. If the reason for the temporary promotion no longer exists or if the period of time for the temporary promotion has expired, you will be returned to your original position.
2. You will receive a SF-50, Notification of Personnel Action, from the Directorate for Human Resources which notifies you of the expected duration of the temporary promotion.
3. You will receive a SF-50, Notification of Personnel Action, from the Directorate for Human Resources when the temporary promotion is either extended, made permanent through merit placement procedures, or has expired.
4. Temporary promotions which do not exceed one year cannot be used for highest previous rate and/or maximum payable rate for salary determination purposes. Temporary promotions which exceed one year (to include those extended to exceed one year or more), may be only used be for highest previous rate if the employee is permanently promoted in the higher grade or position as result of a merit placement procedure. Non-competitive temporary promotions exceeding a year or more may not be used for highest previous rate and the pay will be reset as if the employee had never promoted upon expiration of the temporary promotion.
5. Technicians serving temporary promotions may apply and be considered for other positions.
6. Temporary promotion actions which are not competed through merit placement/promotion procedures are normally limited to 120 days. The 120 day limit includes any other temporary promotions or details to higher graded positions during the past 12 months.

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I HAVE READ AND UNDERSTAND THESE CONDITIONS OF THIS TEMPORARY PROMOTION

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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TYPE/PRINT FULL NAME