

TYPE OF APPOINTMENT CHECKLIST

Please check the box below to designate the type of appointment for your **staff attorney**. Below are definitions for each type of appointment.

Type of Appointment:

Temporary: This type of staff attorney has a specific termination date. All temporary appointments are subject to social security deductions.

One Year or Less: If the duration of a staff attorney’s appointment is one year or less, the employee will not be eligible for health or life insurance, retirement, participation in the Thrift Saving Plan or the judiciary’s supplemental benefits.

One Year or More: If the duration of the appointment is one year or more, the staff attorney will be eligible for health and life insurance coverage, participation in the judiciary’s supplemental benefits, but will not be eligible to participate in the retirement system or Thrift Savings Plan.

Term: This type of appointment is used when the duration of the appointment is expected to be fewer than four years. but does not have a specific termination date. Staff attorneys appointed to term appointments are subject to social security deductions and are eligible for health and life insurance coverage, and participation in the judiciary’s supplemental benefits. Term staff attorneys are not eligible to participate in the retirement system or Thrift Savings Plan.

Career: This type of appointment is used when the duration of the appointment is expected to be more than four years. Career staff attorneys are entitled to health and life insurance coverage, retirement benefits and participation in the judiciary’s supplemental benefits and the Thrift Savings Plan.

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Leave Act Coverage:

**All staff attorneys are mandatorily covered by the Leave Act*

THIS FORM MUST BE SIGNED AND DATED BY BOTH THE APPOINTING OFFICER AND THE EMPLOYEE.

Print Name of Employee

Print Name of Appointing Officer

Signature of Employee & Date

Signature of Appointing Officer & Date