

JEFFREY C. WILLIAMSON  
CHIEF HUMAN RESOURCES OFFICER  
AND EXECUTIVE VICE PRESIDENT



September 30, 2014

MANAGERS, HUMAN RESOURCES (AREA)  
MANAGERS, HUMAN RESOURCES (DISTRICTS)

SUBJECT: Time Limit on Higher-Level Temporary Assignments

Effective October 1, the policy found in Handbook EL-312, *Employment & Placement*, Section 743.15, concerning the time limit on higher-level temporary assignments will resume. The time limit contained in Section 743.15, was temporarily suspended in July 2010, and was extended in October 2013 through September 30, 2014.

Section 743.15, limits an employee serving on a higher-level detail to a vacant position to no more than 120 calendar days, if the employee on the temporary assignment could become, or is a potential candidate, for the vacant position. Employees currently serving on a detail assignment in a vacant higher-level position on October 1 may not remain detailed into the vacant position past December 31, 2014, without losing their eligibility as a potential candidate for the vacant position.

If you have any questions, please contact Joseph Bruce, Manager Human Resources (HQ) at 202-268-3666.

A handwritten signature in blue ink, appearing to read "J. Williamson", with a long horizontal line extending to the right.

Jeffrey C. Williamson