**ACNOWLEDGEMENT OF EMERGENCY EMPLOYMENT STATUS**

You have accepted an emergency appointment with the State of Maryland, Under Title 17, Subtitle 04. The following conditions apply to an employee in an emergency status.

**EM Appointment**

EM appointments are subject to the following conditions:

\* You are entitled to be paid for hours worked based on the salary for the classification in which you are hired.

\* You will receive overtime payment and shift differential, where permitted.

\* You will not be entitled to the usual employee benefits such as paid holidays, retirement, health insurance and salary increments.

\* Temporary employees are eligible to accrue paid leave at a rate of one hour for every 30 hours worked only if a) regularly works 30 or more hours a week; and b) has been employed for 120 days or more during a 12-month period; and c) is not covered by a bona fide collective bargaining agreement. (**Executive Order 01.01.2017.09)**

\* Your EM appointment cannot exceed six months.

\* This appointment will not operate to place you in a favored position for any future hiring purposes. Consideration will be given to the experience you acquired during this emergency appointment in considering your qualifications.

I, the undersigned, certify that I have reviewed the aforegoing “Acknowledgment of Emergency Employment Status”. Its contents have been explained to me by the hiring manager or the human resources department and I understand the terms of my emergency employment with the

(name of department) effective

Signature Date

**Revised 5/2018**