

IDAHO DEPARTMENT OF CORRECTION
Limited Service Memorandum of Agreement

DATE: _____

TO: _____ (Employee)

FROM: _____ (Manager/Supervisor)

The **Idaho Department of Correction** desires to employ you as a _____
in pay grade _____.

You are being hired under a limited service appointment. This is defined by the Division of Human Resources (DHR) Rule 010.07, and is subject to the terms and conditions of employment outlined in the DHR Rules 120.02, 140.01, 140.04.c, and 159.02. A copy of these rules is provided for your information (page 2).

You are being hired with the understanding that:

- A. Your employment is an appointment to state service in a limited service classified position where the work is projected to be of limited duration and is expected to end _____ (date) under the terms of DHR Rule 120.
- B. Once you have successfully completed your entrance probation you will have permanent status as a state employee (DHR Rule 120.020).
- C. You could be laid off at anytime due to business necessity or when your limited service project is completed or funding concluded. For purposes of layoff, limited service appointments are defined by the project, program or function for which the appointments were made. If you are laid off, you do not have re-employment preference and cannot displace other regular permanent or limited service appointees (DHR Rule 140.01).
- D. DHR Rule 140 Reduction in Force does not apply to reductions in force of employees hired into a limited service appointment, except as provided in departmental reduction in force formulas for this particular project, program or function limited service position.
- E. All Division of Human Resource's Rules regarding transfers, promotions, demotions, disciplinary actions, leave accrual and other fringe benefits apply under this limited service appointment, in the same manner as they apply to all other employees in classified service.

This memorandum of agreement becomes null and void should you vacate the limited service position.

Even though you have been hired in a limited service position, the rules of the Division of Human Resources and the Idaho Department of Correction regarding personnel matters remain in full force and effect for any and all terms and conditions not covered above. This memorandum is required to be renewed or updated at least every two (2) years.

Your signature below indicates you agree that this memorandum constitutes the full and complete terms and conditions of this limited service agreement.

DATED this ____ day of _____, _____.

Employee's Signature

Human Resource Services

To be given to the employee

DHR Rules

10.07. Appointment, Limited: The appointment of a person to a classified, position where the work is projected to be of limited duration, for which the person has qualified by examination.

120.02. Permanent Status and Expedited Layoff: Employees appointed under limited-service appointments have permanent classified status after successful completion of probation. These employees have the same rights and responsibilities as other permanent employees but may be subject to expedited layoff pursuant to Paragraph 140.01.c. of these rules.

140.01. Conditions for Layoff: An appointing authority may lay off an employee whenever necessary due to:

- a. Shortage of funds or work;
- b. Reorganization;
- c. The end of a limited service appointment;

140.04.c. Limited-service appointments are defined by the project, program, or function for which the appointments were made. When a limited service project is completed or funding concluded, the limited service appointee is separated from state service as a layoff. However, limited service appointees have no re-employment preference.

159.02. Tenure of Employment: All employment in the state classified service is without definite term except where the term may be specified by law, or under conditions of a limited-service appointment.