

STATE OF WEST VIRGINIA
ADJUTANT GENERAL'S DEPARTMENT
CHARLESTON, WEST VIRGINIA 2531-1085

WV HUMAN RESOURCE OFFICE REGULATION
Number 300-2

1 August 96

Employment

TEMPORARY MILITARY TECHNICIANS

This Regulation establishes the procedures and provides information on employment of temporary military technicians for the West Virginia National Guard. It is applicable to both excepted and competitive positions.

1. **GENERAL.** This Regulation establishes procedures and policy on the employment of temporary military technicians within the West Virginia National Guard.
2. **POLICY.** It is the policy of the West Virginia National Guard that all temporary military technician positions be filled by the best qualified individuals available. All temporary military technician vacancies will be filled on the basis of merit and job-related factors. For purposes of this plan, military requirements are considered as job-related qualifying factors for positions in the excepted service. All actions under this plan will be made without discrimination for non-merit reasons such as race, color, religion, sex, national origin, marital status, membership or nonmembership in an employee organization, and age of non-disqualifying physical handicap (except for military requirements for excepted military technicians).
3. Temporary technicians may be employed at the authorized grade of the position if they meet the qualifications and if they will be performing the full level of duties. Supervisors may recommend lower grades. Supervisors must submit through the activity head a SF 52, Request for Personnel Action, indicating the recommended grade of the temporary technician. Prior to employment, the individual must submit a completed application to the HRO for certification of qualifications.
4. If the individual is not qualified for the authorized grade, he/she may be hired at the lower grade. The qualifications may be re-evaluated after 90 days of employment if requested by the supervisor. An updated application should be submitted along with the SF 52 for promotion.

Supersedes WV Technician Personnel Regulation 300-2, 1 November 1991
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5. Temporary technicians employed more than 90 days are eligible to earn annual leave. Temporary technicians extended beyond 90 days will accrue annual leave from the date of initial appointment. All temporary technicians will accrue sick leave. Military leave is not authorized for temporary technicians.
6. Wage Grade temporary technicians employed for less than 90 days are not entitled to be paid for holidays. If the employment is extended for more than 90 days, they are entitled to pay for holidays. Temporary technicians employed under the General Schedule (GS) are entitled to pay for holidays regardless of the length of employment.
7. Compensatory time may be earned during temporary employment but must be prior to termination.
8. Temporary technicians are not eligible for federal Employees Health Benefits unless employed for more than one year. The Human Resource Office will notify the individual of eligibility.

ALLEN E. TACKETT
Brigadier General, WVARNG
The Adjutant General