Attachment C

Policy 1000.001

NOTICE OF “AT WILL” EMPLOYMENT

Position Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position No. \_\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The position that you are being appointed to is exempt from civil service. As such, you

do not possess the same job security that civil service employees possess, subject to

any applicable collective bargaining agreement provision (employees covered by

collective bargaining) or executive order provisions (employees excluded from collective

bargaining).

As an “exempt” employee, your employment is considered to be “at will” which means

that you may be discharged from your employment at any time at the prerogative of

your appointing authority (department head) or your appointing authority’s designee.

This is true whether your appointment is for a stated duration or is for an indefinite

period.

Please also note that the temporary exempt (from civil service) position that you are

being appointed to may subsequently be replaced with a civil service position. The

compensation that you receive, if you apply for and are appointed to the replacement

civil service position, shall be determined by the applicable collective bargaining

agreement, Executive Order, or policy and procedures. Current provisions limit such

compensation to a rate which is comparable to the rate that you would be receiving if

you had initially been hired on a civil service basis, which may be lower than the exempt

position rate.

I certify that I have read and understand the information provided above.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature Date

Rev. 03/05/13