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: ________________________________

_________________________  ____________
Signature          Date

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