

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