

TERMS OF AT-WILL EMPLOYMENT

Conservation District			
Employee		Title	
Status	Full-time	Part-time	Temporary / Seasonal
Salary	Hourly	Monthly	Annually
Rate of Pay	\$ _____ per hour from OCC reimbursed funds		
	\$ _____ per hour from district funds		
FLSA Status	Exempt	Non-exempt	
If Non-exempt (check one)	Overtime to be paid from locally earned funds		
	Overtime to be compensated in time off with pay		
Workweek Begins		Workweek Ends	
Work Days		Work Hours	
Lunch Time		Break Times	
Hours of Annual Leave Accrued per month		Hours of Sick Leave Accrued per month	
Holiday Pay	Yes	No	Health Insurance
			Yes
			No
Immediate Supervisor		Positions Employee Supervises	
District Vehicles and Equipment Allowed to Use			
Duties		Attach copy of job description	
Other Stipulations			
<p>This form is designed to communicate to and obtain from the employee an acknowledgement of the general terms of his or her employment. The Conservation District maintains a strict policy of at-will employment with respect to both the duration and the terms and conditions of the employment relationship. This means the district reserves the legal right to change the terms and conditions of the employment relationship, or to terminate that relationship, at-will, with or without cause or prior notice. This policy of at-will employment is not subject to change and includes but is not limited to appointment, promotion, demotion, discipline and termination.</p>			
<p>The terms of employment were set forth by the board of directors in a duly convened board meeting on the _____ day of _____, 20_____.</p>			
_____ Signature of Chair		_____ Date	
<p>I have read this form, and I understand and agree to all terms of employment on this form. I understand that only the board of directors has the legal authority to establish my pay, appoint, reappoint, terminate, or in any way affect my employment status. I accept and agree that any oral or written promises by any other person are not binding upon the district.</p>			
_____ Employee Signature		_____ Date	