

TERMS OF AT-WILL EMPLOYMENT

Conservation District				
Employee			Title	
Status	Full-time	Part-time	Temporary / Seasonal	
Salary/Rate of Pay	\$_____ /hour from OCC reimbursable funds \$_____ /hour from district funds \$_____ /month from district or OCC funds (check one) \$_____ /quarter from district or OCC funds (check one)			
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	