

## TERMS OF AT-WILL EMPLOYMENT

Conservation District			
Employee		Title	
Status	Full-time	Permanent Part-time	Temporary / Seasonal Part-time
Salary/Rate of Pay	\$ _____ hour / month (circle one) from OCC reimbursable funds \$ _____ hour / month (circle one) from district funds \$ _____ quarter from OCC reimbursable funds / district funds (circle 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	Regular Telework Authorized      Yes      No <small>If yes, telework agreement with telework schedule and telework location must be attached to this form.</small>		
Duties	<b>Attach copy of job description</b>		
Other Stipulations			
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.			
The terms of employment were set forth by the board of directors in a duly convened board meeting on the _____ day of _____, 20_____.			
Signature of Chair		Date	
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.			
Employee Signature		Date	