

TERMS OF AT-WILL EMPLOYMENT

Conservation District	
Employee	Title
Status	<input type="checkbox"/> Full-time <input type="checkbox"/> Permanent Part-time <input type="checkbox"/> Temporary / Seasonal Part-time
Salary/Rate of Pay	\$ _____ hour month from OCC reimbursable funds \$ _____ hour month from district funds \$ _____ quarter from OCC reimbursable funds / district funds
FLSA Status	For the purposes of FLSA, all district positions are Non-Exempt .
Non-exempt (check one)	<input type="checkbox"/> Overtime to be paid from locally earned funds <input type="checkbox"/> 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 <input type="checkbox"/> Yes <input type="checkbox"/> No	Health Insurance <input type="checkbox"/> Yes <input type="checkbox"/> No
Immediate Supervisor	Positions Employee Supervises
District Vehicles and Equipment Allowed to Use	Regular Telework Authorized <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If yes, telework agreement with telework schedule and telework location must be attached to this form.</small>
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>	
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.	
Signature of Employee	Date