

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 provisions, (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.

I certify that I have read and understand the information provided above.

Print Name_____
Signature_____
Date