Educational Support Personnel

Exhibit - Notice of Employment

On District letterhead

To _____ Date _____

Please accept this letter as an acknowledgment that you have been or are being offered employment with the School District under the terms and conditions as stated in this letter, School Board policy, and any applicable employee handbook or collective bargaining agreement. If you wish to accept this offer, you need to sign below and return this letter to the central administrative office.

Job position or title _____

Date and time on which you are to report to work _____

Job location _____

☐ Full time ☐ Part-time

Your hourly rate or weekly salary is $ _____

The remaining terms and conditions of your employment, as well as any employment benefits, are contained in Board policy and any applicable employee handbook and/or collective bargaining agreement. These times will be discussed during your orientation.

_____ _____
School Board President or Secretary Date

_____ _____
Superintendent Date

For employee (*Sign and return to the central administrative office.*)

I understand that I am an employee-at-will and that my employment may be terminated at anytime with or without cause. I agree to comply with the School Board's policies, administration's procedures, and supervisors' instructions.

_____ _____
Employee Date

Adopted: February 21, 2000

Approved: April 16, 2007