

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~~ are employed with the School District under the terms and conditions as stated in this letter, School Board policy, and any applicable employee handbook and/or collective bargaining agreement. ~~If you wish to accept this offer~~ To acknowledge these conditions, 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 _____

Hours per day _____ Days per week _____

Your hourly rate 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 items will be discussed during your orientation.

Board President or Secretary Date

Superintendent Date

For successful candidate/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, subject to the terms and conditions of any applicable policy, employee handbook and/or collective bargaining agreement. I agree to comply with the Board's policies, the District's administrative ~~veon's~~ procedures, and supervisors' instructions.

Employee Date