

**NOTICE OF AT-WILL ASSIGNMENT
CLASSIFIED STAFF EMPLOYEE**

DATE:

TO: «FirstName» «LastName»

Social Security Number: «SSnumber»

Pursuant to your monthly/hourly employment with the Burlington School District RE-6J, you are hereby notified that you assignment(s) shall be as follows:

Position: «position»

Location: «location»

Number of days per year: «numberofdays»

Number of hours per day: «numberofhours»

Amount of overtime permitted per week during the school year: «overtimeperyear»

Amount of overtime permitted per week during the summer: «overtimepersummer»

Paid Holidays: «paidholidaysyes» Yes «paidholidaysno» No

Number of paid Vacation days: «paidvacationdays»

Number of Personal/Sick Leave days a year: «personsickdays»

The assignment (or assignment) may be changed and/or modified from time to time as the needs of the school district require in accordance with applicable policies, regulations, procedures and directives of the Burlington School District RE-6J.

Your salary placement is on Step «step» and the rate will be \$ «rate» per hour. You will be paid on or near the 13th of each month.

It is recognized that in order to insure continuity and uniformity in payment of salaries, certain portions of your salary may be paid to you prior to the time the salary is earned. In the event you cease to be employed by Burlington School District RE-6J for any reason whatsoever, you shall promptly repay to the district any amounts which have not been earned as of the date of such separation. You shall receive benefits and vacation in accordance with district policies and procedures.

This document is to provide you with written notice of actions taken pursuant to your employment. Employment shall at all times be subject to applicable policies, regulations, procedures and directives of Burlington School District RE-6J through its appropriate supervisory personnel and all applicable state and federal statutes.

Other pay information may be attached and considered to be an integral part of this document if initiated by the Superintendent.

All employment actions are subject to ratification and approval by the Board of Education of Burlington School District RE-6J. Classified staff employees serve at the pleasure of the Board and have only those employment rights expressly established by Board policy.

Although your compensation may be stated as an annual total, you are employed on an at-will basis. You or the school district may terminate your employment at any time, without cause and without liability for any unearned compensation. No action taken or statements made other than formal action by the Board of Education alters the at-will nature of this employment or creates an expectation of continued employment.

Burlington School District RE-6J

Superintendent

Date

I understand and accept employment on the above terms.

Employee

Date

Note: Any questions regarding this Notice of Assignment must be submitted to the Superintendent within two weeks of the notice issue date.

ADOPTED: July 21, 1999