NOTICE TO EXTRA HELP, TEMPORARY, AND PROVISIONAL EMPLOYEES

Yolo County Human Resources has processed documents submitted by an appointing authority to hire you either in an Extra Help, Temporary or Provisional capacity. It is important for you to understand that as an Extra Help, Temporary or Provisional employee you will serve at the pleasure of the appointing authority and do not have, nor can you attain, any rights in regular or permanent employment with the County of Yolo while in this capacity. Extra Help, Temporary and Provisional employees constitute "at-will" appointments which may be terminated at any time, without notice, and without cause; also they must be terminated at the expiration of the term for which hired, if any.

Further, Extra Help employees cannot work (or be paid for) 1,000 hours or more of work in a fiscal year. Temporary appointments have specified time frames of employment (which should be set forth in your original Personnel Action Form (PAF)). Provisional appointments cannot exceed one year, and also must be terminated 30 days following the establishment of an eligible list for the classification.

Restrictions on Other Rights and Privileges

In addition to the above, there are other rights and privileges enjoyed by probationary and permanent employees which are not enjoyed by Extra Help, Temporary, or Provisional employees. Please refer to the County Code or appropriate Memorandum of Understanding for further information.

If you have any questions regarding your appointment, you may discuss them with the Personnel Analyst assigned to your department.

Agreement and Acknowledgement of Employee

I have read and understand this notice regarding my Extra Help, Temporary or Provisional appointment and have had an opportunity to ask questions regarding it. I agree to accept employment as an Extra Help, Temporary, or Provisional employee under these conditions.

I understand that this document will be placed in my official personnel file.

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Print Name   Department

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Signature of Employee   Date

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