

## **NOTICE TO LIMITED TERM EMPLOYEES**

At your request, the Human Resources Department has processed documents submitted by an appointing authority to hire you in a Limited Term capacity. Prior to finalizing this personnel action, it is important for you to understand that as a Limited Term employee, you will work in a position of limited duration and will not have, nor can you attain, any rights in regular or permanent employment with the County of Yolo while in Limited Term status. As a Limited Term employee you may be terminated at any time without notice and without cause, and you will not be retained in this position at the expiration of the term for which you were hired. Employees in Limited Term positions may also be terminated if and when funding for their Limited Term position ends or their eligibility for the program ends.

### **No Right to Return for Permanent Employees**

**As an employee with permanent status prior to transferring to a Limited Term position in another department, it is important that you understand that you have no right to return to your former position. It is also important to understand that the department from which you transfer has no obligation, nor intention, of retaining a position for you. Finally, please understand that your employment with the County of Yolo ends when your appointment to the Limited Term position ends. You, of course, may request reinstatement or appointment to another position with the County of Yolo, but you must be advised that reinstatement or an appointment to another position is not mandatory.**

### **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 Limited Term 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. Please also feel free to seek advice from any person you rely on for the conduct of your financial and legal affairs.

### **Agreement and Acknowledgment of Employee**

I HAVE READ AND UNDERSTAND EACH AND EVERY WORD OF THIS NOTICE REGARDING MY LIMITED TERM APPOINTMENT AND HAVE HAD AN OPPORTUNITY TO ASK QUESTIONS REGARDING IT. I AGREE TO ACCEPT EMPLOYMENT AS A LIMITED TERM EMPLOYEE UNDER THESE CONDITIONS.

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

\_\_\_\_\_  
Signature of Employee Date

\_\_\_\_\_  
Classification

\_\_\_\_\_  
Signature of Department Head Date  
(department from which transferred)