



**AUDITOR - CONTROLLER
SOLANO COUNTY
NOTICE TO EXTRA HELP EMPLOYEES**

Human Resources has processed documents submitted by an appointing authority to hire you in an Extra Help capacity. It is important for you to understand that as an Extra Help 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 Solano while in this capacity. Extra Help 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) more than 999 hours of work in a fiscal year. Moreover, time spent working extra-help shall not be credited to the probationary period or used for computing employee benefits accruing under regular County employment, except as provided under Division III, Section 10 of the Personnel and Salary Resolution.

Restrictions on Other Rights and Privileges

In addition to the above, there are other rights and privileges enjoyed by probationary and regular employees which are not enjoyed by Extra Help. Please refer to the Solano County Civil Service Rules, Personnel and Salary Resolution or appropriate Memorandum of Understanding for further information.

Agreement and Acknowledgment of Employee

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

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

Signature of Employee

Date

James Laughlin

Print Name

Extra Help Deputy County Counsel

Classification

County Counsel

Department

cc: Personal History File
 Department
 Employee

HR:emf:extra: