



MEMORANDUM

To: Temporary, Seasonal, Retiree, Fixed-Term Employees

Subject: **TERMS AND CONDITIONS OF TEMPORARY, SEASONAL, AND FIXED-TERM APPOINTMENTS WITH THE CITY OF SAN RAFAEL**

Welcome to the City of San Rafael! This memorandum contains important information regarding your employment status with the City.

You have been appointed to a temporary, seasonal, retiree or fixed-term position which does not guarantee you any type of continued employment. As such, you do not have the same rights to your job as a regular employee and you may be terminated at any time without right of appeal or grievance. If you are interested in securing a regular position with the City of San Rafael, it is your responsibility to apply for employment opportunities with the City and to compete successfully in the recruitment process. Although you have the opportunity to demonstrate your abilities in the temporary, seasonal or fixed-term position, your appointment does not guarantee appointment to a regular position.

As a temporary, seasonal, retiree or fixed-term employee, you are paid on an hourly basis at a salary rate similar to the rate paid to regular employees for similar duties. Your hourly rate is based upon the level of duties performed and is set by the City's Temporary/Seasonal/Retiree/Fixed-Term Salary Benefit Resolution.

As a temporary, seasonal, or fixed-term employee, you are automatically enrolled in the Public Agency Retirement System (PARS). Participation in a retirement plan is mandated by Federal Law. Under PARS, you will be contributing 3.75% of your salary and the City will contribute the same amount. Your contribution will be tax deferred and you may elect to receive these contributions from PARS after you separate your employment from the City. Retiree temporary employees are excluded from participating in the PARS retirement system.

As a temporary, seasonal, retiree or fixed-term employee, your employment status is "at will" and your appointment may be terminated at any time, regardless of the length of time originally projected.

You will be eligible to receive overtime if you work more than 40 hours a week between Sunday at 12:01am to the following Saturday at 11:59pm unless you are an exempt employee.

If you have any questions regarding these terms, you should inquire at the Human Resources Department. You may also address questions to your immediate department supervisor.

In summary, I welcome you to the City of San Rafael and hope that your work experience with us will be successful and enjoyable.

I have read and understand the terms and conditions of my temporary, seasonal, retiree, fixed-term status with the City of San Rafael.

Signature

Date