



WASHOE COUNTY DEPARTMENT OF HUMAN RESOURCES

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RENO, NEVADA 89520
(775) 328-2081 (VOICE)
(775) 328-6119 (FAX)

DATE: _____

TO: _____
Appointee

CC: _____
Department Head/Appointing Authority

FROM: John Berkich, Acting Director of Human Resources/Labor Relations

SUBJECT: Agreement on Conditions for Temporary Positions/Employment

Temporary employees are exempt employees pursuant to Section 5.045 of the Washoe County Code. "Temporary employee" (Washoe County Code Section 5.211) means a person who is employed for a limited term not to exceed 6 months.

Please be advised that upon appointment a Temporary employee cannot work more than six months. Temporary employees are "at will" employees and serve at the pleasure of the appointing authority. Please sign below to acknowledge these working conditions for the employee named above and return this acknowledgement to the Human Resources Department.

Signature of Appointee

Date

Signature of Department Head/Appointing Authority

Date

JB/ec

cc: HR Representative
Personnel File