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| **Jerry Moore**  Deputy Director | Oklahoma Office of Management and Enterprise Services logo. | **John Suter**  State Chief Operating Officer  OMES Executive Director |

\_\_Date\_\_

\_\_Name\_\_

\_\_Address\_\_,

\_\_City\_\_, \_\_State\_\_ \_\_Zip\_\_

Dear \_\_Name\_\_,

Congratulations! The Office of Management and Enterprise Services (OMES) is excited to offer you the position of \_\_Job Title\_\_.

The salary for this position is $ \_\_Salary\_\_ biweekly.

This is a non-exempt position covered by the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA) and will accrue compensatory time in lieu of receiving overtime pay. This position is full-time with a schedule of at least 40 hours per week. Compensatory time is computed at the rate of one and one-half (1.5) times the regular or base hourly pay rate for each hour worked in excess of 40 hours.

If you accept this position, you will enter into an employment relationship with OMES voluntarily and acknowledge that there is no specified length of employment. The offer of employment, through this letter, and your acceptance of employment do not create an employment relationship based in contract. Please accept or decline this offer within three business days of receipt.

Respectfully,

Heidi McComb, MSM, PHR

Interim Human Resources Director

* I understand and accept the terms of this placement as outlined above and will report to work on .
* I do not accept this placement.

Signature Date