\_\_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 an exempt position not covered by the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). This position is full-time with a schedule of at least 40 hours per week. With supervisor approval, you are eligible for accrual of compensatory time when work is performed in excess of 40-hours in a workweek. Compensatory time is accrued at one (1) hour of compensatory time for each hour worked in excess of 40 hours of the standard work week.

The JOB TITLE is designated as executive management as determined by the OMES Director and is exempt from the provisions of the Civil Service and Human Capital Modernization Act.

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