BOARD CHAIR BOARD MEMBERS

Rosanne Wood Marcus Nicolas

 Darryl Jones

BOARD VICE CHAIR Alva Swafford Smith

Laurie Lawson Cox

SUPERINTENDENT

Rocky Hanna

Date:

Dear

You have been offered and accepted a position which is funded by a grant. Due to the nature of the grant, the project will only exist for a specified period of time. Will come to an end on . Consequently, when the funding for the project ends, the position will be eliminated. Based on your permanent status, at that time, Labor and Employment Relations will assist in reassigning you to a different/new position.

Your acknowledgement of the receipt of this letter and agreement with the terms and conditions of employment in this grant funded position is required. Please sign and date the acknowledgement below and return this memorandum to

Please let me know if you have questions regarding the information that has been provided.

Sincerely,

CC: Human Resource

 Labor and Employee Relations

 **ACKNOWLEDGMENT OF ACCEPTANCE OF A GRANT POSITION**

I understand that my employment is based on a grant and my employment in this position will terminate at the end of the project for which I have been hired.

Employee Signature Date Receive

Last 4 SSN Date Signed