



2323 South Fourth Street  
DeKalb, IL 60115  
Phone: 815-758-5658  
Fax: 815-758-0124

Date

Name

Address

RE: Offer of Seasonal Employment – DeKalb Township Road District

Dear Applicant:

On behalf of the DeKalb Township Road District (“Road District”), I would like to offer you the short-term, seasonal position of Summer Worker beginning on \_\_\_\_\_, 2024 and ending on \_\_\_\_\_, 2024.

This short-term, seasonal position is temporary, and reports directly to me, the Highway Commissioner and also answers to all full-time Road District employees when directed by the Highway Commissioner.

The rate of pay during your seasonal period is \$\_\_\_\_\_ per hour. This position will be considered non-exempt for purposes of federal and state wage and hour laws, as it is possible (but not guaranteed) you may be scheduled for more than forty (40) hours per week, as necessary. However, your weekly schedule will not be consistent, and can actually be less than forty (40) hours per week, depending on the Road District’s current needs. Other than any paid leave time to which you may be entitled under the Road District personnel policy consistent with the Paid Leave for All Workers Act (Source: P.A. 102-1143, effective 1-1-24), you are not eligible for any benefits due to the seasonal nature of your employment. A copy of that policy is enclosed for your review.

Your employment with the Road District is contingent upon being able to truthfully complete and/or provide all supporting documentation required by the Road District. Your failure to fulfill these contingencies shall result in the immediate revocation of this offer.

Further, by accepting this offer, you further understand and agree that at the end of the above seasonal employment period, you agree to leave this employment voluntarily, with no post-employment benefits or rights, unless specifically required by federal and/or Illinois law.

The items set forth in this letter regarding this seasonal employment supersede all other prior discussions (whether verbal or in writing) and understandings between you and Road District officials/personnel prior to the date of this letter. This short-term, seasonal position can be terminated at any time by you or the Road District, and this letter shall not be interpreted in any way as an employment contract or guarantee of an offer of any future employment (seasonal or otherwise) with the Road District.

Please indicate your acceptance of the terms and conditions contained herein by signing below where indicated.

We look forward to working with you.

Best regards,

Craig Smith,  
DeKalb Township Road District Highway Commissioner

**ACKNOWLEDGMENT AND ACCEPTANCE:**

I have read this letter, and hereby accept this short-term, seasonal job offer with the DeKalb Township Road District and agree with all of the terms and conditions set forth in this letter. For example, I understand I must fulfill all contingencies outlined in this letter or the job offer will be revoked by the Road District. I understand and agree that this letter shall not be interpreted in any way as an employment contract with or guarantee of an offer of any future employment by the Road District, and that upon the end date of my employment, I agree to leave my position voluntarily, will sign any additional paperwork required by the Road District at the time of my departure, and acknowledge I shall have no post-employment rights unless expressly required by federal and/or Illinois law. I acknowledge the Road District and I both have the right to terminate my employment at any time.

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Signature

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Date

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Guardian Signature (if Minor)

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Date