Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee:  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of Summer Food Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
SSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The intent of the Aiken Housing Authority (AHA)/Community Development & Improvement Corporation (CDIC) is to employ you, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on a Contract basis upon the following terms and conditions, and in accordance with the below-listed Personnel Policy:

Section 2.6, Employment Categories, Contracted Persons: Individuals in this classification are not employees. They are independent contractors. Leave and fringe benefit programs of this policy do not apply. These issues are separately addressed in contractual agreements. However, other portions of the personnel policies may be used as a guide in dealing with contracted persons. Contracted individuals may be utilized to perform specific tasks or work for short time periods, but are differentiated from temporary employees in that they are not eligible for benefits.

1. This letter of appointment is for services rendered beginning 6/10/13 and ending 8/02/13.
2. Services performed during this period are performed on an as-needed basis.
3. The total salary for rendering the above services shall be based upon a rate of .20 cents per lunch meal and .10 cents per breakfast meal.
4. The AHA/CDIC reserves the right to cancel or revise your position due to insufficient funding, less than satisfactory performance of duties by Employee as determined by AHA Personnel Policies, or other reasonable management decision at the discretion of AHA/CDIC.
5. This letter of appointment may not be modified, amended, or waived in any manner except in writing signed by both parties.
6. All matters affecting this letter of appointment are to be governed by, interpreted, and construed in accordance with the laws of the State of South Carolina.
7. This letter of appointment constitutes the entire agreement of the parties and supersedes all prior contemporaneous negotiations, commitments, agreements, and writing with respect to its subject matter.

**Letter of Appointment as Contract Employee**