



## **AT-WILL EMPLOYMENT AGREEMENT**

This At-Will Employment Agreement ("Agreement") is entered into between the East Kern Health Care District ("District") and the Employee named below.

### **EMPLOYEE INFORMATION**

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

Position Title: Office Assistant

### **START OF EMPLOYMENT**

Employment shall begin on \_\_\_\_\_ (date) at \_\_\_\_\_ (time).

### **EMPLOYMENT STATUS – AT-WILL**

Employee acknowledges and understands that employment with the East Kern Health Care District is strictly at-will. Either the Employee or the District may terminate the employment relationship at any time, with or without cause or notice, consistent with applicable California law. Nothing in this Agreement creates an employment contract for a specific duration.

### **COMPENSATION AND WORK HOURS**

Employee shall be compensated at an hourly rate of \$20.00 per hour. Employee work hours and schedule shall be approved, assigned, and adjusted by the District Manager based on District operational needs, budget availability, and applicable law.

### **JOB DESCRIPTION INCORPORATED BY REFERENCE**

Employee acknowledges receipt of the East Kern Health Care District Office Assistant Job Description. The duties, responsibilities, and expectations outlined in the job description are incorporated into this Agreement by reference. In the event of any inconsistency between this Agreement and the job description, this Agreement shall govern with respect to employment status and terms. The job description may be updated by the District Manager as operational needs require and does not alter the at-will nature of employment.

### **REPORTING STRUCTURE**

Employee shall report directly to the District Manager. Employee shall not take direction

from individual members of the Board of Directors unless expressly authorized by the General Manager.

#### CONFIDENTIALITY

Employee agrees to maintain the confidentiality of all District records, personnel information, and any protected or sensitive information encountered during the course of employment.

#### POLICIES AND PROCEDURES

Employee agrees to comply with all District policies, procedures, rules, and regulations, as amended from time to time. This Agreement does not supersede or replace District policy.

#### NO MODIFICATION

This Agreement constitutes the entire understanding regarding the at-will nature of employment. Any modification must be in writing and signed by the General Manager.

#### GOVERNING LAW

This Agreement shall be governed by and interpreted in accordance with the laws of the State of California.

**APPENDIX A – POSITION-SPECIFIC DUTIES**

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Position: Office Assistant

The following duties are specific to the Office Assistant position and are incorporated into this Agreement by reference. Duties may be modified by the District Manager as operational needs require.

**MEETING & BOARD SUPPORT**

- Assist with preparation of meeting agendas under the direction of the District Manager
- Take notes during meetings and assist with preparation of draft meeting minutes
- Organize, assemble, and distribute meeting materials
- Set up meeting rooms, including seating, tables, and materials
- Support in-person, virtual, and hybrid meetings using Zoom (log-in, monitoring, basic troubleshooting)

**ADMINISTRATIVE SUPPORT**

- Filing, scanning, and organizing paper and electronic records
- Maintain orderly office files and records
- Provide general clerical and administrative assistance as assigned by the District Manager
- Other duties as assigned within job scope.

This appendix clarifies job duties only and does not alter the at-will nature of employment.

**ACKNOWLEDGMENT AND SIGNATURES**

|  |       |                                |
|--|-------|--------------------------------|
| Employee Signature:                    | Date: | Printed Name:                  |
| General Manager (Rubi Rizo) Signature: | Date: | East Kern Health Care District |



## **East Kern Health Care District Office Assistant (Part-Time)**

### EMPLOYMENT TYPE

Part-Time | At-Will Employment

\$20.00 per hour | Approximately 20 hours per week

### JOB POSTING SUMMARY

The East Kern Health Care District (EKHCD) is seeking a reliable and detail-oriented Office Assistant to support daily administrative operations. This position provides general office and meeting support and assists with clerical and organizational duties. The Office Assistant serves under and reports directly to the General Manager only and does not report to or take direction from individual District Directors.

### POSITION SUMMARY

The Office Assistant provides clerical support to ensure efficient office operations while maintaining professionalism, organization, and confidentiality.

### SUPERVISION

This position serves under the direction of and reports directly to the General Manager.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Filing, scanning, and organizing paper and electronic records
- Taking notes during meetings and assisting with agenda and draft meeting minutes preparation
- Assisting with meeting setup, including room arrangement and materials
- Supporting in-person, virtual, and hybrid meetings using Zoom
- Performing light cleaning and tidying of office and meeting spaces
- Assisting with general clerical and administrative duties as assigned

### REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Proficiency in Microsoft Word
- Working knowledge of Zoom
- Strong organizational and communication skills

- Ability to maintain confidentiality and follow direction

#### MINIMUM QUALIFICATIONS

- High school diploma or equivalent
- Prior administrative or office experience preferred
- Availability to attend late afternoon or evening meetings

#### HOW TO APPLY

Interested applicants should submit a resume or inquiry by email to [rrizo@ekhcd.org](mailto:rrizo@ekhcd.org).

#### APPLICATION DEADLINE

April 7<sup>th</sup> 2026

#### AT-WILL EMPLOYMENT STATEMENT

Employment with the East Kern Health Care District is at-will. Either the employee or the District may terminate employment at any time, with or without cause or notice, in accordance with California law.

**EMPLOYEE ACKNOWLEDGMENT & SIGNATURE**

I acknowledge that I have received, read, and understand the Office Assistant Job Description. I understand this document does not create a contract of employment and that employment with EKHCD is at-will.

|  |       |
|--|-------|
| General Manager (Rubi Rizo) Signature: | Date: |
| Employee Signature:                    | Date: |



## **Office Assistant (Part-Time)**

Employer: East Kern Health Care District (EKHCD)

Pay Rate: \$20.00 per hour

Schedule: Approximately 20 hours per week

Employment Status: Part-Time, At-Will

### POSITION OVERVIEW

EKHCD is seeking a dependable and organized Office Assistant to support administrative operations and meetings. This position reports directly to the General Manager.

### KEY RESPONSIBILITIES

- Filing and organizing records
- Taking meeting notes and assisting with agendas and minutes
- Meeting setup and support (in-person and Zoom)
- Light office cleaning and organization

### REQUIRED SKILLS

- Microsoft Word
- Zoom
- Strong organization and communication skills

### SUPERVISION

Reports directly to the General Manager.

### HOW TO APPLY

Submit resume or inquiry to: [rrizo@ekhcd.org](mailto:rrizo@ekhcd.org)

### APPLICATION DEADLINE

April 7<sup>th</sup> 2026.

# East Kern Health Care District

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

| Line # Description                   | July 2026 to June 2027 |               | Total          |             | Notes                               |
|--------------------------------------|------------------------|---------------|----------------|-------------|-------------------------------------|
|                                      | Actual                 | Budget        | over Budget    | % of Budget |                                     |
| <b>Income</b>                        |                        |               |                |             |                                     |
| 1 4010 Property Tax Revenues         | 214,666.83             | 250,000.00    | (35,333.17)    | 85.87%      |                                     |
| 2 4015 Reimbursement                 | 16,132.63              |               | 16,132.63      |             |                                     |
| 3 4030 Lease Income                  | 26,967.60              | 57,000.00     | (30,032.40)    | 47.31%      |                                     |
| 4 4040 Interest Income               | 13,401.62              | 17,000.00     | (3,598.38)     | 78.83%      |                                     |
| 5 Unapplied Cash Payment Revenue     | 0.00                   |               |                |             |                                     |
| 6 Total Income                       | \$ 271,168.68          | \$ 324,000.00 | (\$ 52,831.32) | 83.69%      |                                     |
| 7 Gross Profit                       | \$ 271,168.68          | \$ 324,000.00 | (\$ 52,831.32) | 83.69%      |                                     |
| <b>Expenses</b>                      |                        |               |                |             |                                     |
| 8 Expenses                           |                        |               |                |             |                                     |
| 9 6100 General Operating Expenses    |                        | 0.00          |                |             |                                     |
| 10 6120 Bank Service Charges         | 90.50                  |               | 90.50          |             |                                     |
| 11 6150 Depreciation Expense         |                        | 0.00          |                |             | per auditor                         |
| 12 6155 Directors Fees               | 19,200.00              | 36,000.00     | (16,800.00)    | 53.33%      | 5 board members x \$600 x 12 momths |
| 13 6160 Dues and Subscriptions       | 9,706.22               | 10,000.00     | (291.78)       | 97.08%      |                                     |
| 14 6165 Election Costs - Kern County | 4,728.84               | 350.00        | 4,378.84       | 1351.10%    |                                     |
| 15 6170 Groundskeeper                | 4,500.00               | 6,500.00      | (2,000.00)     | 69.23%      |                                     |
| 16 6243 Modular Unit Rental          | 8,563.90               | 11,400.00     | (2,836.10)     | 75.12%      |                                     |
| 17 6281 Bd Meeting Costs-Zoom Mtgs   |                        | 250.00        | (250.00)       | 0.00%       |                                     |
| 18 6345 Supplies                     |                        | 7,200.00      | (7,200.00)     | 0.00%       |                                     |

## East Kern Health Care District Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

| Line # Description                            | July 2026 to June 2027 |               | Total       |             | Notes |
|---|------------------------|---------------|-------------|-------------|-------|
|   | Actual                 | Budget        | over Budget | % of Budget |       |
| 19 6386 Tax Collection Charges                |                        | 1,600.00      | (1,600.00)  | 0.00%       |       |
| 20 6550 Office Supplies                       | 3,609.66               |               | 3,609.66    |             |       |
| 21 Total 6100 General Operating Expenses      | \$ 0.00                | \$ 73,300.00  | (22,898.88) | 68.76%      |       |
| 22 6180 Insurance                             |                        | 0.00          | -           |             |       |
| 23 6185 Liability Insurance                   |                        | 24,310.00     | (24,310.00) | 0.00%       |       |
| 24 6190 Work Comp                             |                        | 1,050.00      | (1,050.00)  | 0.00%       |       |
| 25 Total 6180 Insurance                       | \$ 0.00                | \$ 25,360.00  | (25,360.00) | 0.00%       |       |
| 26 6240 Miscellaneous                         |                        | 0.00          | -           |             |       |
| 27 6242 Community Support                     | 870.33                 | 7,000.00      | (6,129.67)  | 12.43%      |       |
| 28 Total 6240 Miscellaneous                   | \$ 0.00                | \$ 7,000.00   | (6,129.67)  | 12.43%      |       |
| 29 6270 Professional Fees                     |                        | 0.00          | -           |             |       |
| 30 6280 Legal Fees                            | 42,591.84              | 50,000.00     | (7,408.16)  | 85.18%      |       |
| 31 6283 Prof Services Accounting              | 16,022.50              | 20,000.00     | (3,977.50)  | 80.11%      |       |
| 32 6285 Audit Expense                         | 12,000.00              | 12,000.00     | -           | 100.00%     |       |
| 33 6287 Consulting -Miscellaneous Consultants |                        | 25,000.00     | (25,000.00) | 0.00%       |       |
| 34 Total 6270 Professional Fees               | \$ 0.00                | \$ 107,000.00 | (36,385.66) | 65.99%      |       |
| 35 6300 Repairs & Maintenance                 |                        | 4,000.00      | (4,000.00)  | 0.00%       |       |
| 36 6310 R&M- North Loop Bldg                  | 2,675.00               | 0.00          | 2,675.00    |             |       |

**East Kern Health Care District**  
**Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L**  
 July 2025 - June 2026

| Line # Description                  | July 2026 to June 2027 |               | Total           |             | Notes |
|-------------------------------------|------------------------|---------------|-----------------|-------------|-------|
|                                     | Actual                 | Budget        | over Budget     | % of Budget |       |
| 37 6311 Lg Item Rep & Maint-N Loop  | 14,725.60              | 76,000.00     | (61,274.40)     | 19.38%      |       |
| 38 6312 North Loop Construction     |                        | 900.00        | (900.00)        | 0.00%       |       |
| 39 Total 6310 R&M- North Loop Bldg  | \$ 0.00                | \$ 76,900.00  | (\$ 76,900.00)  | 22.63%      |       |
| 40 6318 R&M - Bay Ave               |                        | 0.00          | -               |             |       |
| 41 6319 Fire Damage                 |                        | 20,000.00     | (20,000.00)     | 0.00%       |       |
| 42 6320 R & M - Bay Ave Bldg        | 5,390.39               | 100,000.00    | (94,609.61)     | 5.39%       |       |
| 43 Total 6318 R&M - Bay Ave         | \$ 0.00                | \$ 120,000.00 | (\$ 114,609.61) | 4.49%       |       |
| 44 Total 6300 Repairs & Maintenance | \$ 0.00                | \$ 200,900.00 | (\$ 178,109.01) | 11.34%      |       |
| 45 6350 Conference and Travel       |                        | 22,000.00     | (22,000.00)     | 0.00%       |       |
| 46 6380 Travel                      | 924.70                 |               | 924.70          |             |       |
| 47 6383 Online Training/Webinars    | 65.00                  |               | 65.00           |             |       |
| 48 6385 Confernece Fees             | 4,857.00               |               | 4,857.00        |             |       |
| 49 Total 6350 Conference and Travel | \$ 0.00                | \$ 22,000.00  | (\$ 16,153.30)  | 26.58%      |       |
| 50 6390 Utilities                   | 634.14                 | 0.00          | 634.14          |             |       |
| 51 6400 Gas and Electric            | 7,007.04               | 10,000.00     | (2,992.96)      | 70.07%      |       |
| 52 6410 Water                       |                        | 0.00          | -               |             |       |
| 53 6412 Water 9300 N Loop           | 2,676.20               | 4,500.00      | (1,823.80)      | 59.47%      |       |
| 54 6414 Water 8051/8101 Bay Ave     | 562.88                 | 1,000.00      | (437.12)        | 56.29%      |       |

**East Kern Health Care District**  
**Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L**

July 2025 - June 2026

| Line # Description | July 2026 to June 2027                            |      | Actual |           | Total      |          | over Budget  | % of Budget | Notes |
|--------------------|---|------|--------|-----------|------------|----------|--------------|-------------|-------|
|                    | \$  | 0.00 | \$     | 3,239.08  | \$         | 5,500.00 |              |             |       |
| 55                 | Total 6410 Water                                  |      |        |           |            |          | (2,260.92)   | 58.89%      |       |
| 56                 | 6420 Trash  |      |        | 3,929.58  | 5,500.00   |          | (1,570.42)   | 71.45%      |       |
| 57                 | 6440 Internet/Telephone/Alarm                     |      |        | 3,986.22  | 0.00       |          | 3,986.22     |             |       |
| 58                 | 6330 Alarm Mont-Bay Ave Bldg                      |      |        | 393.92    | 700.00     |          | (306.08)     | 56.27%      |       |
| 59                 | 6395 Telephone                                    |      |        | 3,342.16  | 2,500.00   |          | 842.16       | 133.69%     |       |
| 60                 | 6444 Internet 8051/8101 Bay Ave                   |      |        | 31,669.68 | 12,000.00  |          | 19,669.68    | 263.91%     |       |
| 61                 | Total 6440 Internet/Telephone/Alarm               | \$   | 0.00   | \$        | 39,391.98  | \$       | 24,191.98    | 259.16%     |       |
| 62                 | Total 6390 Utilities                              | \$   | 0.00   | \$        | 54,201.82  | \$       | 18,001.82    | 149.73%     |       |
| 63                 | 6500 Office Expenses                              |      |        | 778.00    |            |          | 778.00       |             |       |
| 64                 | 6560 Payroll Expenses                             |      |        |           | 0.00       |          | -            |             |       |
| 65                 | 6561 Payroll EDD Taxes                            |      |        | 226.46    |            |          | 226.46       |             |       |
| 66                 | 6562 Payroll Federal/EDD Taxes                    | 0.00 |        | 4,275.00  | 11,000.00  |          | (6,725.00)   | 38.86%      |       |
| 67                 | 6565 Payroll Wage Exp (Staff)                     | 0.00 |        | 24,445.31 | 50,000.00  |          | (25,554.69)  | 48.89%      |       |
| 68                 | Total 6560 Payroll Expenses                       | \$   | 0.00   | \$        | 28,946.77  | \$       | (32,053.23)  | 47.45%      |       |
| 69                 | Total Expenses                                    | \$   | 0.00   | \$        | 234,450.07 | \$       | (298,309.93) | 44.01%      |       |
| 70                 | Net Operating Income                              | \$   | 0.00   | \$        | 36,718.61  | \$       | -208,760.00  | -17.59%     |       |
| 71                 | Other Expenses                                    |      |        |           |            |          |              |             |       |
| 72                 | 6700 Annexation with Ridgecrest Regional Hospital |      |        |           | 0.00       |          | -            |             |       |

**East Kern Health Care District**  
**Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L**

July 2025 - June 2026

| Line # Description      | Total                  |              |                                | Notes              |
|-------------------------|------------------------|--------------|--------------------------------|--------------------|
|                         | July 2026 to June 2027 | Actual       | Budget over Budget % of Budget |                    |
| 73 Total Other Expenses | \$ 0.00                | \$ 0.00      | 0.00                           | -                  |
| 74 Net Other Income     | \$ 0.00                | \$ 0.00      | 0.00                           | -                  |
| 75 Net Income           | \$ 0.00                | \$ 36,718.61 | -\$208,760.00                  | 245,478.61 -17.59% |

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