

May 7, 2019

To: All Klein ISD Substitutes
From: Sands Faison-Miller, Human Resource Services Coordinator
RE: Letter of Reasonable Assurance 2019-20

This document provides notice of reasonable assurance of continued employment in the 2019-2020 school year on the same substitute basis that existed during the past school year. By virtue of this notice, **please understand that you may not be eligible for unemployment compensation benefits drawn on school district wages during any school breaks/holidays including, but not limited to the summer, fall, winter and spring breaks.** This assurance is contingent upon continued school operations and will not apply in the event of any disruption that is beyond the control of the District (i.e., lack of school funding, natural disasters, court orders, public insurrections, war, etc.). Due to our fluctuating needs based on absenteeism, it is impossible to guarantee any specific number of days of employment.

If you are interested in continuing to work as a substitute, please return this letter to the Human Resources Office by **June 17, 2019**. By returning this letter you are assured of being on the KISD substitute list for the 2019-2020 school year unless you are dismissed from your duties.

PLEASE NOTE: Failure to return this form by June 17, 2019 will result in your name being removed from our active substitute list. If you wish to substitute after removal, it will be necessary to go through the formal application process and you must meet the current qualification standards.

Please return this form by mail to: Klein ISD – Human Resources
7200 Spring Cypress Road
Klein, TX 77379-3299
832-249-4018
scollins2@kleinisd.net

Or fax to:

Or scan and email to:

I understand I have been offered at-will employment as a 2019-2020 Klein ISD substitute.

I further understand I cannot be guaranteed any specific number of days to be worked during the school year. I agree to all stipulations listed in regard to active substituting.

_____ Please add my name to the 2019-2020 Klein ISD active substitute list. **I am available to work at several campuses for at least two days a week, but understand I am not guaranteed such work.** I understand that I will be offered work on an “as needed” basis and that my name may be removed from the substitute roster by the Human Resource Services Coordinator or me at any time for any reason or for no reason.

_____ Please remove my name from the Klein ISD Substitute list. (Your employment will be terminated.)

Print Name: _____ Employee ID#: _____

Signature: _____ Date: _____

Best Contact Phone(s) #: _____

PLEASE SIGN AND RETURN THIS FORM ALONG WITH PAGE 1 INDICATING YOUR AGREEMENT WITH THESE POLICIES:

- 1) I understand that I should never put my hands on a student, including touching, grabbing, and pushing.
- 2) I understand that I should never have contact with a student by personal email, personal phone or any type of social media.
- 3) I understand that I should not discuss personal topics with students, including but not limited to religious and cultural beliefs, politics, personal lives, and other students and/or staff members.
- 4) I understand that I should not use my cell phone, tablet, laptop, or desktop computer for personal use while supervising students.
- 5) I understand that I should not expect a conference period and that campus staff may assign me to a class for every period of the day, except during my assigned lunch break.
- 6) I understand that I should be in the classroom at the sub report time, and that being late is cause for removal from the assignment.
- 7) I understand that the assignment I accepted may be changed at the discretion of the campus staff and that refusing the new assignment will result in no pay for the day.
- 8) I understand that I am required to sign in and sign out on the substitute sign-in sheet daily.

Print Name: _____ Employee ID#: _____

Signature: _____ Date: _____