

LETTER OF REASONABLE ASSURANCE FOR SUBSTITUTE EMPLOYEES

2009-10 School Year

Dear Substitute Applicant:

This letter provides notice of reasonable assurance of continued employment with Longview Independent School District when each school term resumes after a school break. By virtue of this notice, please understand that you may not be eligible for unemployment compensation benefits drawn on school district wages during any scheduled school breaks including, but not limited to, the summer, Christmas, and spring break. This assurance is contingent on continued school operations and will not apply in the event of any disruption that is beyond the control of the district (e.g., lack of school funding, natural disasters, court orders, public insurrections, war, etc.).

Nothing contained herein constitutes an employment contract. Your continued employment is on an at-will basis. At-will employers may terminate employees at any time for any reason or for no reason, except for legally impermissible reasons. At-will employees are free to resign at any time for any reason or for no reason.

Your services on behalf of the children of the district are appreciated, and we hope that your association with the district will be very enjoyable.

Sincerely,

Loretta J. Thompson Martin
Director, Human Resources

SUBSTITUTE ENROLLMENT

I would like to begin my status as a substitute employee for the 2009-10 school year.

Name (Print)

Date

Signature

Telephone

Address

Cellular Phone

City

State

Zip Code