



Pasadena Independent School District
A Texas Recognized District

(Substitutes)
Letter of Reasonable Assurance

Jerry Dennis
Associate Superintendent for
Human Resources

School Year _____

Dear _____

This letter provides notice of reasonable assurance of continued employment with the 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 breaks. 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, ect.)

Nothing contained herein constitutes an employment contract. Your continued employment is on an at-will basis. At-will 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 you will be able to continue your association with the district.

Sincerely,

Jerry Dennis
Associate Superintendent for Human Resources

Please complete the following information and return the original to Human Resources Department by _____. Failure to sign and return by this date will be viewed as a resignation.

Please check one: ___ Substitute Teacher ___ Substitute Aide ___ Substitute Nurse

Name (Print)

Date

X

Signature

Social Security Number

Address

Telephone

City

State Zip Code