



# PASADENA INDEPENDENT SCHOOL DISTRICT

## Letter of Reasonable Assurance

**Jerry Dennis**

*Associate Superintendent  
for Human Resources*

Date \_\_\_\_\_

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, etc.).

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.

I would like to renew my status as a (regular/substitute) employee.

Please check one:      \_\_\_\_\_ Teacher      \_\_\_\_\_ Paraprofessional      \_\_\_\_\_ Other

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
City

\_\_\_\_\_  
State                      Zip Code