

**Reasonable Assurance Letter   
for Support Employees**

[Date]  
  
Dear [Support Professional Name]:

**Option 1 - If district used an MOU:** We have excellent news for you. On [day], the Board of Education approved a memorandum of agreement between [District] Public Schools and the [Association] that assures support professionals on a 2019-2020 contract will be paid throughout the school-building closure. There are so many things to be worried about in our world today; please know that the security of your paycheck is not one of them. Certified employees will continue to be paid normally as well.

If you would like, you can read the memorandum of agreement by visiting [insert link where it has been posted online]. In summary, the document [insert a brief summary of the MOU, including what is expected of employees.]

**Option 2 - If district used a resolution:** We have excellent news for you. On [day], the Board of Education approved a resolution that assures support professionals on a 2019-2020 contract will be paid throughout the school-building closure. There are so many things to be worried about in our world today; please know that the security of your paycheck is not one of them. Certified employees will continue to be paid normally as well.

If you would like, you can read resolution by visiting [insert link where it has been posted online]. In summary, the document [insert a brief summary of the resolution, including what is expected of employees.]

**Note to Administrators** -- Here is an example of what it might say, based on the language in your MOU or resolution:

*In summary, the document, ensures you will be paid for every “non-working” day that has occurred or will occur during your contract as a result of the school-building closure. It also grants the Superintendent the authority to determine who will be needed to complete different tasks as the needs of the district evolve. A day you are needed as an employee during the school-building closure would be considered a “working day.” Please remember that we all will be called to assist the district with necessary work – for some of us this will occur at home and for others it may occur at school.*

In addition to providing you with reasonable assurance of employment, wages and benefits for the remainder of this school year, this letter also serves as notification that, based on the current financial information available, we intend to re-employ you for the 2020-21 school year. Your final contract day this school year will be [date], and your report date for next school year will be [date]. Please be advised this is not a guarantee of an employment contract for next school year.

As a support employee, you are critically important to the success of our school district. You make school a better place for students, and you positively contribute to their educational experience. You feed them nutritious meals. You transport them safely. You provide them with tidy and organized classrooms. You teach them and more. No matter what your role, thank you for all that you do for Enid’s children.

Please take care of yourself and your loved ones. We can’t wait until we can have our school family together again.

Sincerely,

[Name]  
[School District Title]

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**Note to Administrators:** The portion below is optional. It can be helpful to prepare for staffing for next year. Additionally, it can prove beneficial if the employee files for unemployment because it helps demonstrate that they voluntarily resigned.

**Please return by [Date} to [Administrator], [Building]**

**\_\_\_\_\_ I plan to return to work for the 2020-21 school year.**

**\_\_\_\_\_ I do not plan to return to work for the 2020-21 school year.**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name (please print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Present Job Description \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Present Job Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**