



ANNISTON CITY BOARD OF EDUCATION

4804 MCCLELLAN BLVD, ANNISTON, AL 36206
256-231-5000 | WWW.ANNISTONSCHOOLS.COM

SUBSTITUTE LETTER OF INTENT AND TERMS OF AGREEMENT
2024-2025 SCHOOL YEAR

NAME: _____ EMPLOYEE #: _____

Last First

ADDRESS: _____

Street City State Zip

EMAIL (REQUIRED): _____

Are you currently under court supervision for a plea in abeyance / diversion agreement in criminal proceedings? Yes___ No___
Are any criminal charges or proceedings pending against you? Yes___ No___

I hereby authorize Anniston City Schools (ACS) to conduct an investigation of my background, including a criminal background check, and authorize release of information in connection with this intent to return by former employers, teachers, and supervisors. I further agree to indemnify and hold harmless these former employers, teachers, and supervisors from any action initiated in conjunction with their release of this information. _____

Initials

I acknowledge and agree that I am a **substitute-at-will** and may resign my employment at any time, for any reason. Likewise, Anniston City Schools may terminate my employment at any time for any reason or for no reason, with or without cause.

I understand that I will be removed from the active substitute list if I have no activity for a period of 3 months.

*I understand that I am a substitute for one (1) school year and this agreement terminates at the close of the school year. The 2024-2025 school year dates are August 7, 2024 through May 29, 2025. This letter provides notice of reasonable assurance of continued employment on the same substitute bases that existed during the past school year when each school resumes after a school break. **By virtue of this notice, 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, fall, winter, and/or spring breaks.***

I understand that substitutes work solely on an as-needed basis from day to day. There is no expectation of being called or utilized as a substitute. The fact that a substitute has been retained on one occasion does not entail any expectation of further retention.

I understand that at the request of a school's principal, a substitute may be excluded (not retained) for any reason, or for no reason, from a single teacher's classroom or the entire school. The substitute's building principal has the final discretion to determine the need for the substitute's services and the length of each assignment. The Anniston City School Board and/or the Superintendent have the right to exclude any substitute from the substitute list without cause or explanation.



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I understand that ACS has not adopted any policy, rule, regulation, law, or practice providing for tenure or continued employment. No right of tenure, right of renewal, employment obligation, other expectancy (including but not limited to a right of continued employment), or a claim of entitlement, is intended or created by this at-will agreement.

No active substitute, including long-term substitutes, are eligible for leave, retirement, medical insurance, supplemental insurance, or any other incentive offered to full-time employees.

I shall work to the best of my skill and ability, and shall discharge the duties required or assigned by the building's Principal/Assistant Principal and by Anniston City Schools policies, rules, administrative directives, regulations, state and federal laws, as are in effect at the inception of this agreement, or as may be amended by ACS from time to time at ACS's discretion. I shall exemplify the highest standards of professional conduct and commitment at all times.

I understand that it is my responsibility to inform the Anniston City Schools Payroll Department of any changes in respect to my personnel file. These include, but are not limited to, change in name, demographics, and direct deposit.

I understand that ACS compensates all substitutes on a monthly pay schedule on the last working business day of the month and that such compensation is based on the hours worked during the previous month (i.e., October pay is compensation for September hours worked).

I understand that ACS will not mail check stubs and my net pay will be directly deposited into the bank that I have provided. I understand that check stubs are available under the Employers Self-Service portal and may be printed at any time at my leisure.

I understand that it is my responsibility to review my check stub monthly and verify that I was compensated correctly for my completed jobs. If I believe there is a discrepancy, I will email payroll promptly for research. If I am owed any funds or was overpaid for any reason, I understand that corrections will be made on the next monthly payroll.

By signing below, you accept and agree to ALL statements above. You further agree to be available for Anniston City Schools as a substitute for the 2024-2025 school year as determined by the ACS calendar, subject to adjustment by the ACS School Board. The annual district school calendar can be found at www.annistonschools.com.

Signature

Date

Substitute Preferences:

Teacher Instructional Assistant Clerical Lunchroom Worker
 Custodian

***School preferences can be made on the Frontline Website.

ANNISTON CITY SCHOOLS is an equal opportunity employer. It is the policy of the board that no person in the system shall, on the basis of race, color, creed, religion, sex, age, national origin, or disability, be denied the benefits of or be subject to discrimination in any educational program or activity, which includes employment, retention, promotion, transfer, or dismissal.