



# HERTFORD COUNTY PUBLIC SCHOOLS

HCPS, serving as a cornerstone of our community, will prepare graduates who are ready to meet the global challenges of education, career, and life.

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701 North Martin Street • P.O. Box 158 • Winton, North Carolina 27986 • Phone (252)358-1761 • FAX (252) 358-4745

Dear Hertford County Public Schools employee,

You are receiving this letter because you are a 10-month employee. The information in the letter outlines information concerning Reasonable Assurance of employment for the 2020-2021 school year. Please read the information below, sign and date it, return it to your Principal in an envelope, via email to [slong@hertford.k12.nc.us](mailto:slong@hertford.k12.nc.us), fax (252)-358-4745, or HCPS Human Resources, USPS 701 N. Martin Street Winton, NC 27986.

- **The current end date of the 2019-2020 school year is May 15, 2020 at Hertford County Early College High School, with an end working date of May 18, 2020.**
- **The current end date of the 2019-2020 school year is June 11, 2020 at all schools on the traditional calendar, with an end work day of June 15, 2020.**
- **The start date at Hertford County Early College High School is July 30, 2020.\***
- **The start date at all schools on the traditional calendar is August 17, 2020\***
- **You are not eligible to collect unemployment benefits during the summer months.**
- **If you are currently receiving unemployment and CARES benefits, you should discontinue your weekly certification of benefits on the DES website**

**\*School year start date may change for the 2020-2021 school year**

Please contact the Office of Human Resources if you need assistance.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_