

## Upper Merion Area School District

435 Crossfield Road \* King of Prussia, PA 19406 \* 610-205-6400 \* Fax 610-205-6433 \* www.umasd.org

From:	Mrs. Caitlin Navarro, Director of Human Resource
Subject:	Reasonable Assurance Letter
Employee:	
District continu year. If you are from the active School District	to the contrary, active substitutes employed by Upper Merion Area Schoole to be maintained on the active substitute list from school year to school an active substitute and do not receive notice that you have been removed substitute list, then you may be reasonably assured that Upper Merion Area intends to retain your services in the same capacity from school year to after all summer recesses and holiday breaks contained therein
remain on the requirement du writing so that pand you do no	will be required to work a minimum of two (2) days per month in order to active substitute list. If for any reason you cannot meet this minimum is to other obligations, you need to notify the Personnel Department in proper documentation can be placed in your file. If no documentation exists to meet the minimum requirement, you will be removed from the active utomatically and will be required to re-submit paperwork in order to be re-
	t this notice is not a contract of employment, but is issued for the purpose or rovisions of the Pennsylvania Unemployment Compensation Law and itsons.
Acknowledgem	ent:
	Date:
(Employee Signa	ature)
(Employee Print	red Name)

Upper Merion Area School District is an equal opportunity educational institution and will not discriminate on basis of race, color, religion affiliation, national origin, sex, age, marital status or non-relevant handicap and disabilities in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. The district's commitment to non-discrimination extends to students, employees, prospective employees and the community. For information regarding civil rights or grievance procedures or for information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact Upper Merion Area School District, 435 Crossfield Road, King of Prussia, Pennsylvania, PA 19406, 610-205-6401.

My signature above indicated ONLY that I have received and read the above statement.