



*Inspiring Excellence*

# *Upper Merion Area School District*

435 Crossfield Road • King of Prussia, PA 19406 • 610-205-6400 • Fax 610-205-6433 • [www.umasd.org](http://www.umasd.org)

From: Mrs. Caitlin Navarro, Director of Human Resource

Subject: Reasonable Assurance Letter

Employee: \_\_\_\_\_

Unless notified to the contrary, active substitutes employed by Upper Merion Area School District continue to be maintained on the active substitute list from school year to school year. If you are an active substitute and do not receive notice that you have been removed from the active substitute list, then you may be reasonably assured that Upper Merion Area School District intends to retain your services in the same capacity from school year to school year and after all summer recesses and holiday breaks contained therein.

All substitutes will be required to work a minimum of two (2) days per month in order to remain on the active substitute list. If for any reason you cannot meet this minimum requirement due to other obligations, you need to notify the Personnel Department in writing so that proper documentation can be placed in your file. If no documentation exists and you do not meet the minimum requirement, you will be removed from the active substitute list automatically and will be required to re-submit paperwork in order to be re-activated.

Please note that this notice is not a contract of employment, but is issued for the purpose of meeting the provisions of the Pennsylvania Unemployment Compensation Law and its related regulations.

Acknowledgement:

\_\_\_\_\_ Date: \_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Employee Printed Name)

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