MEMORANDUM
ASSOCIATE SUPERINTENDENT OF HUMAN RESOURCES AND COMMUNICATION SERVICES

ACTION REQUIRED

TO: **NEW GALENA PARK ISD EMPLOYEE**

FROM: **ARNOLD RAMIREZ**

SUBJECT: **LETTER OF REASONABLE ASSURANCE – FULL TIME EMPLOYEE**

DATE: **2013-2014 SCHOOL YEAR**

Please accept this statement of reasonable assurance of employment in our District beginning August of 2013, in accordance with the provision of the Texas Unemployment Compensation Act.

Nothing contained herein construes an employment contract. Your continued employment is on an "at-will" basis. At-will employees may resign or be terminated at any time for any reason or no reason, except for legally impermissible reasons.

By virtue of this notice, please understand that you are not eligible for unemployment compensation benefits during any scheduled school breaks including, but not limited to, the summer, Christmas, and spring vacations. This assurance is contingent upon continued school operations and will not apply in the event of any disruption that is beyond the control of the district (i.e., lack of school funding, natural disasters, court-orders, public insurrections, war, etc.).

Your services on behalf of the children of the District are appreciated.

Sincerely,

Arnold Ramirez

(DO NOT DETACH)

Bring this completed form with you during your scheduled HRCS appointment.

Name (Print)	**Date**
Signature	**Social Security Number**
Address	**Telephone No.**
City	**State** **Zip Code**