

**TO: Substitutes**

**FROM: Melissa Gonzales, Superintendent**

**SUBJECT: Letter of reasonable assurance**

This letter provides notice of reasonable assurance of continued employment with Refugio I.S.D. when each school term resumes after a scheduled school break. By virtue of this notice, please understand that you may not be eligible for unemployment insurance benefits drawn on school district wages during any scheduled school breaks including, but not limited to, the summer, Christmas, and spring breaks. 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 (e.g., lack of school funding, natural disasters, court orders, public insurrections, war, etc.).

Nothing contained herein constitutes an employment contract. Your continued employment is on an at-will basis. At-will employers may terminate employees at any time for any reason or for no reason, except for legally impermissible reasons. At-will employees are free to resign at any time for any reason or for no reason. Substitute teachers may at any time remove their name from the approved substitute list by notifying the Refugio I.S.D. Superintendent's office.

Your services on behalf of the children of Refugio I.S.D. are appreciated, and we hope that you will be able to continue your association with our district.

Melissa Gonzales  
Superintendent

**REFUGIO I.S.D.  
LETTER OF REASONABLE ASSURANCE - 2021-2022**

Substitute Teacher

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
City

\_\_\_\_\_  
State      ZIP Code

Return to:      Superintendent's Office  
                    Brenda Schumann  
                    212 W. Vance St.  
                    Refugio, TX 78377