

NOTICE OF REASONABLE ASSURANCE

LUCIA MAR UNIFIED SCHOOL DISTRICT

Employment as a Substitute Classified Employee

School Year 19-20

_____ (“Employee”), is hereby notified that your service with and employment as a classified employee in the Lucia Mar Unified School District (“District”) shall be as the following unless and until you are notified in writing by a representative of the Human Resources office that you are classified otherwise or unless required otherwise by law: (as circled)

 X Day to day substitute

Salary shall be in accordance with the salary paid to substitutes and practice of this school district, as follows:

Employee’s services shall be on as needed, on call basis. There is no promise by District nor expectation by employee of any requirement of any minimum days of employment nor of continuation of employment. Termination of employment or removal from lists of District substitutes may occur by District without cause and for any reason, at any time.

This Statement of Employment Status creates no rights beyond those to which substitutes are entitled by law. Substitute employment does not constitute nor grant probationary status. Credit towards tenure or permanent status is subject to law, and it is understood that such credit is not applicable to day to day substitute service and might not be applicable to long term substitute service.

Employee as a day to day substitute is not bound to be employed only by this District, may decline work when called as a substitute, and may terminate services at any time other than during the course of an active day of work for this District. It is requested that if employee terminates services with District as a day to day substitute, that written notice first be provided to the Human Resources office so that the employee’s name can be removed from the list of potential substitutes for contacts.

While working for this District, employee shall possess valid and appropriate clearances (such as a DOJ & TB) authorizing such employment, and shall inform the District’s Human Resources office immediately if employee lacks the required clearances.

Employment is subject to the laws and Constitution of the State of California, the rules and regulations of the California State Department of Education, the policies, rules and regulations of the Lucia Mar Unified School District, any applicable final collective bargaining agreement between the District and the employee’s exclusive bargaining representative (if any), and any amendments or modifications thereto.

Paid Sick Leave (Effective July 1, 2015)

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and

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- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
 1. Requesting or using accrued sick days;
 2. Attempting to exercising the right to use accrued paid sick days;
 3. Filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
 4. Cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice:

Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code 245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.

Affordable Care Act Notification

The employee identified on this notice is entitled to enroll in the District's health benefit plan (2-Tier Anchor Bronze) in accordance with the Affordable Care Act. The employee acknowledges and understands that as a returning substitute they must enroll or decline benefits in accordance with the Human Resources Office 2019 open enrollment procedures on the District website.

Acknowledgement and acceptance by Employee:

Signature

Date

Lucia Mar Unified School District
Human Resources Department
602-F Orchard Street
Arroyo Grande, CA 93420
(805) 474-3000 ext. 1199