



# SCHOOL & COLLEGE LEGAL SERVICES OF CALIFORNIA

*A Joint Powers Authority  
serving school and  
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## LEGAL UPDATE

April 5, 2017

**To: Superintendents/Presidents/Chancellors, Member Community  
College Districts**

**From: Steven P. Reiner, Assistant General Counsel *SR*  
Frank Zotter, Jr., Senior Associate General Counsel *FZ***

**Subject: Classified Employees – Notification of Reasonable Assurance of  
Employment  
Memo No. 10-2017(CC)**

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### Classified Employees

In order for classified employees who do not work during the summer to be held ineligible for unemployment benefits, Unemployment Insurance Code Section 1253.3 requires that districts give or send these employees a “letter of reasonable assurance” no later than 30 days prior to the last day of the academic year or term.<sup>1</sup> The Code requires very specific language. The attached sample letters comply with Code requirements.

**Letter No. 1** is a sample letter for classified employees who work less than 12 months.

**Letter No. 2** is a sample letter for categorical, special, or federally-funded classified employees who work for less than 12 months.

**Letter No. 3** is a sample letter for classified substitutes to be used if the college district has a classified substitute list.

### General

Community College Districts should be aware that if the economic terms and conditions of an employee’s work change significantly (more than 20% reduction in income) after the recess between academic terms, the notice of reasonable assurance does not bar the employee from collecting unemployment insurance. For

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<sup>1</sup> Unemployment Insurance Code Sec. 1253.3, subd. (h) refers to the “end of the academic year or term” not the last day of service for the employee.



instance if the likely number of days a regular substitute is likely to work decreases by more than 20%, that substitute may be eligible for unemployment benefits for the summer.

Please contact our office with questions regarding this Legal Update or any other legal matter.

Attachments

*The information in this Legal Update is provided as a summary of law and is not intended as legal advice. Application of the law may vary depending on the particular facts and circumstances at issue. We, therefore, recommend that you consult legal counsel to advise you on how the law applies to your specific situation.*

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(1) **SAMPLE LETTER OF REASONABLE ASSURANCE FOR CLASSIFIED EMPLOYEES WHO WORK LESS THAN TWELVE MONTHS.**

Date:

To: *(name of employee)*

Job Title:

From: *(name and title of personnel official)*

Subject: NOTIFICATION OF REASONABLE ASSURANCE FOR 2017-2018

The *(name of the community college district)* hereby notifies you that you have Reasonable Assurance of returning to our employ in the 2017-2018 academic year. It is anticipated that the 2017-2018 academic year will begin on or about *(date)*. You will be expected to return to work on *(date)*.

You may, nevertheless, file a claim for unemployment insurance benefits. Your entitlement to benefits will be determined by the Employment Development Department and not by this Community College District. If you are not offered an opportunity to perform services in the next academic year or term, you may be entitled to retroactive unemployment benefits if you are otherwise eligible and you file a claim for each week benefits are claimed, and if you file a claim for the benefits within 30 days after the start of the next academic year/term.

For the purpose of unemployment claim filing, the mailing address of record you should use is:

*(Name of Community College District)*  
*(District Office Address)*

Furthermore, this letter is the only official and authorized notification on which you should rely when determining your employment status for the next year. Please complete the attachment below and return that portion of this letter to the District personnel office no later than June \_\_\_\_\_.

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\_\_\_\_\_ Yes, I will be returning in the 2017-2018 academic year.

\_\_\_\_\_ No, I do not plan to return for the 2017-2018 academic year and consider this my Notice of Resignation from employment with the District. If resigning, please indicate reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(2) **SAMPLE LETTER OF REASONABLE ASSURANCE FOR CATEGORICAL, SPECIAL OR FEDERALLY-FUNDED CLASSIFIED EMPLOYEES WHO WORK LESS THAN TWELVE MONTHS.**

Date:

To: (name of employee)

Job Title:

From: (name and title of personnel official)

Subject: NOTICE OF END OF ACADEMIC YEAR FUNDING/  
REASONABLE ASSURANCE

This is to notify you that as of (*indicate end of academic year*) there will be (*no*) work (*until funds*) for the next academic year (*have been approved*). At this time we expect to rehire you when school opens next fall. Notice of recall to work shall be by seniority and as available funds become verified.

(Optional - only include if correct:) Please note that your medical insurance premiums will continue to be paid by the college district through the summer months.

You may, nevertheless, file a claim for unemployment insurance benefits. Your entitlement to benefits will be determined by the Employment Development Department and not by this Community College District. If you are not offered an opportunity to perform services in the next academic year or term, you may be entitled to retroactive unemployment benefits if you are otherwise eligible and you file a claim for each week benefits are claimed, and if you file a claim for the benefits within 30 days after the start of the next academic year/term.

For the purpose of unemployment claim filing, the mailing address of record you should use is:

(Name of Community College District)

(District Office Address)

This letter is the only official and authorized notification on which you should rely when determining your employment status for the next academic year or term.

**(3) SAMPLE LETTER OF REASONABLE ASSURANCE FOR CLASSIFIED SUBSTITUTES.**

Date:  
To: (name of employee)  
From: (name and title of personnel official)  
Subject: NOTIFICATION OF REASONABLE ASSURANCE FOR 2017-2018

The (name of community college district) hereby notifies you that you have Reasonable Assurance of returning to work in this Community College District as one of our Classified Substitutes for the 2017-2018 school year, which is anticipated to begin on or about (date). You can be assured that you will be called and offered substitute assignments after the start of the new school year when needed, if you choose to remain on our substitute list. As in the past, this Community College District will experience a Thanksgiving recess, winter recess, and a spring recess during the 2017-2018 school year. Again, following each of these recesses you will be called and offered assignments as needed.

You may, nevertheless, file a claim for unemployment insurance benefits. Your entitlement to benefits will be determined by the Employment Development Department and not by this Community College District. If you are not offered an opportunity to perform services in the next academic year or term, you may be entitled to retroactive unemployment benefits if you are otherwise eligible and you file a claim for each week benefits are claimed, and if you file a claim for the benefits within 30 days after the start of the next academic year/term.

For the purpose of unemployment claim filing, the mailing address of record you should use is:

(Name of Community College District)  
(District Office Address)

Furthermore, this letter is the only official notification and authorized notification on which you should rely when determining your employment status for the next year. Please complete the attachment below and return that portion of this letter to the college's personnel office no later than June \_\_\_\_.

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\_\_\_\_\_ Yes, I wish to accept this offer of continuing work as a classified substitute.

\_\_\_\_\_ No, I do not wish to accept this offer of continuing work as a classified substitute.

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date