

Educational Support Personnel

Exhibit - Union Educational Support Personnel Notice of Employment

(Insert Date)

«*First_Name*» «*Last_Name*»
«*Address_One*»
«*City*», «*State*» «*Zip*»

Dear «*First_Name*»:

The Board of Education wishes to express their appreciation for your service to District 41 students and is pleased to continue your employment for the *(Insert school year)* school year. A copy of the calendar for the *(Insert school year)* is attached

In compliance with the AFSCME Agreement, you are being recalled to a position within the job category you last worked. You have been assigned as the «*Position*» at «*Facility*». Based on the negotiated AFSCME contract your projected earnings for the *(Insert school year)* school year are \$«*Salary_*». This amount is based on the following criteria:

Hourly Rate:	« <i>Rate_</i> »
# Annual Work Days:	« <i>Work Days_</i> »
Daily Hours:	« <i>Daily_Hours</i> »
Start Date:	« <i>Start_</i> »

If you are not planning on returning to District #41, please submit a letter of resignation to Human Resources in a timely fashion.. Please contact the undersigned if you have any questions regarding this information.

Sincerely,

Personnel Specialist

Reviewed: May 17, 2004, June 21, 2010
Adopted: August 23, 2004
Revisions Adopted: August 2, 2010