



# Auburn Enlarged City School District

Harriet Tubman Admin. Offices  
78 Thornton Avenue  
Auburn, N.Y. 13021-4698

Date: November 12, 2025

Dear Substitute Employee,

This letter is providing you with reasonable assurance that you will perform services for the Auburn Enlarged City School District in the capacity of an instructional substitute and/or a non-instructional substitute for the school year 2025-2026, beginning on July 1, 2025, and ending on June 30, 2026.

It is anticipated that the need for substitutes during the 2025-2026 school year will remain. As long as your availability for assignments remains the same as it was during the 2024-2025 school year, it is expected that you will be receiving substantially the same economic terms and conditions of employment, with your expected earnings to be no less than 90% of what you earned for the 2024-2025 school year.

This assurance will also continue for periods of employment immediately before and after any vacation and/or holiday term during the school year 2025-2026. Holiday breaks scheduled during the 2025-2026 school year: November 26-28, 2025; December 22, 2025 - January 2, 2026; February 16-20, 2026; and March 30, 2026 – April 3, 2026.

Your name will be maintained in the electronic registry that the District uses, Frontline, this registry or list will continue to be used in the 2025-2026 school year. **Please notify this office by November 25, 2025**, should you be able/unable to accept this employment for the 2025-2026 school year.

This reasonable assurance is being transmitted to you for the sole and express purpose of complying with the revisions of the Federal Unemployment Act enacted under Public Law 94-566 and commonly referred to as the Unemployment Insurance Amendments of 1976. These amendments require each state to provide unemployment insurance coverage to local government employees which by companion legislation was enacted in 1977 by New York State. Therefore, and as noted above, you are presumed to have a reasonable assurance that you will perform services with the District and to resume work at the beginning of the ensuing year or term and immediately following vacation periods and/or holiday recesses unless otherwise notified.

**Please go to the Auburn Enlarged City School District website ([www.aecsd.education](http://www.aecsd.education)) by November 25, 2025 to indicate your intention** (go to Departments/Personnel/bottom of page and click on the reasonable assurance link for subs to indicate your intention). **OR** respond below and mail to: 78 Thornton Ave, Auburn, NY 13021. If you should have any questions, please contact the Personnel Office at (315) 255-8850.

Sincerely,

Amy Mahunik  
Deputy Superintendent

**I have read the above letter and understand the contents:**

**I DO            I DO NOT            intend to continue employment for the 2025-2026 school year.**

**( Circle One )**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Date**