



Auburn Enlarged City School District

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

Date: May 26, 2026

Dear Employee:

Please be advised that the Auburn Enlarged City School District with this letter is providing you with reasonable assurance that you will perform services for the Auburn district in the capacity of a 10 month employee for the school year 2026-2027 beginning on July 1, 2026 and ending on June 30, 2027.

It is expected that you will be receiving substantially the same economic terms and conditions of employment in the upcoming school year, with your expected earnings to be no less than 90% of what you earned for the 2025-2026 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 2026-2027.

Please notify this office by June 26, 2026, should you be able/unable to accept this employment for the 2026-2027 school calendar.

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 Auburn Enlarged City School 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) **by June 26, 2026** to indicate your intention (go to Departments/Personnel and click on the reasonable assurance link at the bottom of the page 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 255-8850.

Sincerely,

Amy Mahunik
Deputy Superintendent

I have read the above letter and understand its contents:

I DO I DO NOT intend to continue employment for the 2026-2027 school year.
(Circle One)

Printed Name

Signed

Date