

**CONSOLIDATED SCHOOL DISTRICT NO. 2  
JACKSON COUNTY, RAYTOWN, MISSOURI**

**LETTER OF REASONABLE ASSURANCE**

[Custom.FullName], ([User.EmployeeID])

Your employment during the 2021-2022 school year has been sincerely appreciated. This letter is to inform you that based on our needs in the past and our projected needs, you have reasonable assurance that you will perform the same or similar services for the Raytown C-2 School District for the 2022-2023 school year.

By virtue of this notice, please understand that you may not be eligible for unemployment compensation benefits drawn on school district wages during any scheduled school breaks including, but not limited to, the summer, Christmas, and spring breaks. This assurance is contingent on continued school operations and will not apply in the event of any disruption that is beyond the control of the district (e.g., lack of school funding, natural disasters, court orders, public insurrections, war, pandemics, etc.).

During periods of regularly scheduled breaks such as winter break and summer break, an employee of a school district has reasonable assurance of returning to the same or similar work following the break unless otherwise notified by the District. While you have reasonable assurance that you will perform the same or similar services in the 2022-2023 school year, note that this is not an employment contract or a guarantee of employment. Your continued employment is on an at-will basis.

In April, the Board of Education approved a percentage to the base for classified staff. The new classified salary schedule and salary placement information is available on the RQS Intranet Human Resources website. The information below reflects the approved raise:

**Primary Job Title:** [User.Title]  
**Scheduled Days:** [Custom.Contract\_Days]  
**Hourly Rate:** [User.SalaryRate]  
**Start Date:** [User.StartDate]  
**Range:** [Custom.Col.Range]  
**Step:** [Custom.Col.Step]

It is the School District's intention to effectively plan for our students and staff. Please help us by indicating your intent to return to your position by completing and submitting this electronic task no later than July 16, 2021. If you do not respond by the July 16, 2021, deadline, the position will be posted for rehire and you will not have reasonable assurance that you will perform the same or similar services for the Raytown C-2 School District for the 2021-2022 school year.

**IF YOU DO NOT PLAN TO RETURN TO YOUR POSITION:**

1. DO NOT COMPLETE THIS ELECTRONIC TASK.
2. INSTEAD - Submit a resignation to Human Resources. A "resignation" signifies that you do not intend to perform the same or similar services for the Raytown C-2 School District for the 2021-2022 school year. You may use the electronic "Resignation" option under TalentEd Records Available Forms. Or submit a hardcopy signed resignation to the Human Resources Department, 6608 Raytown Road, Raytown, MO 64133-5265, by fax 816-268-7009, by interoffice mail, or by email to [wendy.sutton@raytownschools.org](mailto:wendy.sutton@raytownschools.org).

Sincerely,

Marlene DeVilbiss Ed.D.  
Assistant Superintendent of Human Resources  
Raytown Consolidated School District No. 2