



Hamburg Central School District

Administration Building
5305 Abbott Rd.
Hamburg, NY 14075-1699
Telephone: (716) 646-3200
FAX: (716) 646-3209

July 1, 2023

PLEASE READ AND COMPLETE THE ENTIRE LETTER

Please be advised that the Hamburg Central School District is hereby providing you with reasonable assurance that you will perform services for the District for the 2023-2024 school year, which begins July 1, 2023 and ends June 30, 2024. As in the past, the District will experience a Thanksgiving recess (11/22/23-11/24/23), winter recess (12/22/23-1/1/24), February break (2/19/24-2/23/24) and a spring recess (3/29/24-4/8/24) during the 2023-2024 school year. This assurance will continue for periods of employment immediately before and after any recess or vacation period during the 2023-2024 school year. Following each recess or vacation period you will be called and offered assignments as needed. Please CHECK **all current** employment positions:

- ☐ Substitute Teacher ☐ Home Bound Instructor ☐ Substitute Nurse ☐ Substitute Clerical Staff
☐ Substitute Teacher Aide/Substitute Hall Monitor ☐ Substitute Lifeguard ☐ Substitute Cafeteria Monitor
☐ Substitute Food Service Helper ☐ OTHER _____

Effective July 1, 2011, if you have accepted a Substitute position and have not been paid by the Hamburg Central School District for a period of two (2) consecutive years you will be inactivated from the Hamburg Central School Substitute List.

Please return this letter, signed, to the attention of Jamie Rotella at the address or email below. If this form is not returned to the Human Resources Office, or by email to Jamie Rotella, by **July 21, 2023, position will be inactivated and your name will be removed from the list.** Late responses will necessitate reapplication to the School District.

Support Staff *Please Read*:

I understand that as a part-time or substitute Civil Service Employee; I may only work a total of **19 hours** per week in a clerical position. I understand that the Hamburg Central School District is an Equal Opportunity Employer and that the NYS Human Rights Law prohibits discrimination because of age, race, color, national origin, sex, disability, or marital status and that it is a violation of Civil Service Law if I work over 19 hours per week.

Sincerely,

Michael Cornell
Superintendent of Schools

I, _____ have read the above, and I (please check the appropriate box below):
(Print Name)

- ☐ Intend to return
☐ Do not intend to return

SIGNATURE: _____ DATE: _____

***Please include current e-mail address:**

***Please include any address/phone number changes below:**

Please return by JULY 21, 2023 to:

Jamie Rotella
HCSD Admin. Building
5305 Abbott Road
Hamburg, NY 14075

OR

EMAIL: jrotella@hcsdk12.org