



**San Antonio Independent School District**  
 141 Lavaca Street, San Antonio, Texas 78210-1095

**SUBSTITUTE INTENT TO RETURN NOTICE**

**2020-2021 School Year**

Last Name	First Name	Middle Name
Street Address	City, State Zip code	
Employee ID#	Email Address	

This letter provides notice of reasonable assurance that the San Antonio Independent School District agrees to maintain the above named person on the substitute list for the 2020-2021 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 Thanksgiving, winter, spring or summer break. 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, war, etc.).

Your signature below indicates that you are willing to serve as a Substitute for the school year indicated and are requesting that your name be listed on the substitute list. Substitutes may be removed from the substitute list for misconduct or any other reason the District deems appropriate. Please note that this letter serves as reasonable assurance of being on the substitute list on an on-call, as-needed basis but does not guarantee employment and does not create an employment or contractual relationship between you and the District. Further, it is understood that errors in or miscalculation of salary, statutory offsets, or coordination of benefits that may be required by law, which result in overpayment or underpayment shall be corrected. Your signature below authorizes the District to correct any overpayment by deducting any overpayment amounts from one or more of your employee paychecks and to correct any underpayments by adding such amounts to one or more of your employee paychecks. SAISD will notify the employee of the correction prior to its implementation.

**Failure to return this notice to Talent Management by Friday, May 22, 2020 will result in your name being removed from the substitute list and will require that you reapply if you wish to substitute for the District in the future.**

\_\_\_\_\_  
**Signature**

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

**Sign and return entire document by May 22, 2020**

**Scan and email:** (pictures of completed forms must completely legible and of good quality)

**TO:** Substitute@saisd.net  
**SUBJECT:** Letter of Intent, [Your Full Name]

**OR**

**Mail:** SAISD Office of Talent Management - Substitute Department - 141 Lavaca - San Antonio, TX - 78210



# San Antonio Independent School District Substitute Expectations

I agree to abide by all requirements and policies as stated in the board policy manual of the San Antonio Independent School District.

**Accepting Jobs:** If a substitute is not actively accepting assignments they may be removed from the substitute list. Four (4) days a month is required to remain active on the substitute list.

**Concerns:** If a concern is received from a campus principal/department head, the substitute may be blocked from accepting any jobs at that campus. The substitute may be removed from the substitute list for the campus and possibly from the District indefinitely. If you, the substitute, have a concern, please contact Ms. Jessica Valdillez, Talent Acquisition Manager at (210) 554-2240.

**No Call/No Show:** A notation will be added to a substitute’s file if they accept an assignment and fail to report to work. The substitute may be inactivated and a conference will be scheduled with Substitute Talent Acquisition Manager. A no-call no-show will be counted as a block or administrator concern.

**Frequent Cancellations:** Substitute frequenting canceling assignments may be blocked from accepting any jobs. The substitute may be removed from the substitute list for a specific campus and possibly from the District indefinitely.

**Three (3) Blocks, Administrator reports or concerns** will result to inactive status indefinitely.

**Half-Day Assignments:** There are times when the substitute placement system will request the substitute for a half-day assignment. If this occurs, the substitute is required to report to work for the reporting times specified in the absence record. DO NOT accept two half-day assignments at two different schools for the same day. You will be compensated for the time you are working at the campus.

**Unavailability to Substitute:** Substitutes who are unable to work for more than 30 days must contact the Substitute Department by email at [Substitute@saisd.net](mailto:Substitute@saisd.net) or call (210) 554-8473 to explain their unavailability to accept jobs. You will be expected to add these “Non-Work days” in the substitute Absence Management system, formerly Aesop.

**Changes in Personal Information:** Phone number, address, e-mail address and other contact information must be kept current with the Office of Talent Management.

**Degreed/Certified:** If there is a change in status, it is the responsibility of the substitute to notify the Substitute Department immediately at [Substitute@saisd.net](mailto:Substitute@saisd.net). Rate increase will begin once supporting documents have been received and verified by the Substitute Department. Back pay will not be imposed.

**Individuals Working Post-Retirement:** Retirees working as substitutes for the District cannot perform combination work (part-time and substitute teaching) within the same calendar month. The substitute must meet all District employment requirements to be eligible. The District cannot and does not make any guarantees regarding substitute’s continued right to receive the Retirement Benefits. Further, substitute is not relying on any statements made by the District regarding the effect of substitute teaching for the District on substitute’s Retirement Benefits. Finally, substitute agrees not to sue or otherwise bring any claim against the District, its board of Trustees, its Superintendent, or any other employee or agent of the District for any loss or reduction in the value of substitute’s Retirement Benefits or for reporting to the Teacher Retirement System that he/she did substitute teach for the District.

*In order for our substitute placement system to work efficiently and effectively, we must have substitutes that will be available to accept assignments on a regular basis. Please keep in mind that we need individuals that are willing to accept last minute assignments and can quickly report to a campus.*

Last Name	First Name	Middle Name
Employee ID#		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Sign and return entire document by May 22, 2020**

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