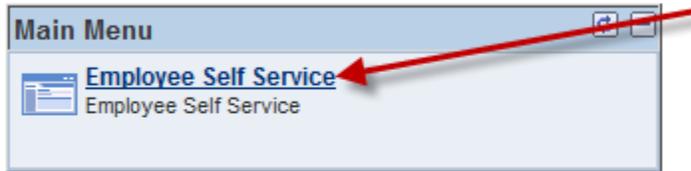


May 1, 2015

- 1.) Click on Employee Self Service



- 2.) Click on Job Assurance



Instructions for Completing the Job Assurance Letters on Employee Self Service

May 1, 2015

3.) Click on respond for the upcoming school year

 New Win

Empl ID

| School Year | Empl Record | Job Title | Job Accepted | Response Date | Resignation Date | Print |
|-------------|-------------|--------------------|-------------------------------------|---------------|------------------|--|
| 1 2014/2015 | 0 | Teaching Assistant | <input checked="" type="checkbox"/> | 05/22/2014 | | <input type="button" value="Print"/> |
| 2 2015/2016 | 0 | Teaching Assistant | <input type="checkbox"/> | | | <input type="button" value="Respond"/> |

You are required to respond to a Job Reasonable Assurance by **June 30, 2015**.

Click the Respond Button for the next school year.

Failure to respond may be considered a voluntary resignation from your position.

Instructions for Completing the Job Assurance Letters on Employee Self Service

May 1, 2015

4.) Read and respond to the Job Assurance information then click submit

Please be advised that the Syracuse City School District will continue your services as a Teaching Assistant for the 2014-2015 academic year, subject to the terms and conditions of the law and/or contract applicable to that position.

You are expected to resume your normal 10-month duties at the start of school in September (or as designated in your contract). Scheduled vacation periods will be observed in accordance with the School Calendar for 2015/2016. It is expected that you will return to work on the first day of school following each holiday or vacation recess occurring during the 2015/2016 academic year. We expect to hire you back under the same economic terms and conditions as the previous year.

PLEASE NOTE: As an employee being given reasonable assurance to return for the following academic year, you would be disqualified from eligibility to claim unemployment insurance.

Failure to respond may be considered a voluntary resignation from your position.

It is my intention to resume my normal duties in September

I hereby resign, effective

Last Four of SSN

5.) If you accept, you will receive a success message. If you resign, you will see a link to fill out the resignation form. You can also get a printable letter by clicking on print.

Instructions for Completing the Job Assurance Letters on Employee Self Service

May 1, 2015

Empl ID

| School Year | Empl Record | Job Title | Job Accepted | Response Date | Resignation Date | Print |
|-------------|-------------|--------------------|-------------------------------------|---------------|------------------|-----------------------|
| 1 2014/2015 | 0 | Teaching Assistant | <input checked="" type="checkbox"/> | 05/22/2014 | | Print |
| 2 2015/2016 | 0 | Teaching Assistant | <input checked="" type="checkbox"/> | 05/04/2015 | | Print |

Congratulations! You have successfully submitted your Job Reasonable Assurance Form. If you want to maintain a printable copy for your records, please select the print button above.

We look forward to having you return for the 2015/2016 school year as we work together to reach the goal of *"Striving to become the most improved urban school district in America."*

Empl ID

| School Year | Empl Record | Job Title | Job Accepted | Response Date | Resignation Date | Print |
|-------------|-------------|--------------------|--------------------------|---------------|------------------|-----------------------|
| 1 2015/2016 | 0 | Teaching Assistant | <input type="checkbox"/> | 05/04/2015 | 06/30/2015 | Print |

You have successfully submitted your Job Reasonable Assurance Form. If you want to maintain a printable copy for your records, please select the print button above.

You have indicated the option of resigning; therefore, please follow the link to the [Resignation form](#) to officially submit your resignation date online.

We wish you all the best in your future career endeavors.

Job Assurance Notifications for 10-Month Employees

Please be advised that the Syracuse City School District has made some changes to Job Assurance Notifications for 10-month employees. In years past you have received a paper copy to sign and return to the district. This year, the process is being made electronic on the Employee Self-Service (“ESS”) link in People Soft.

Please follow the steps below to complete the Job Assurance response on ESS.

1. Go to the District’s website from any computer. (scsd.us)
2. Go to the Talent Management Page (Located under Quick Links) and click on the Employee Self Service link on the left side of the page.
3. Login to Employee Self Service using the same login and password that you use to access email. (If you need assistance with login / password, please contact the Office of Shared Accountability at X6274.)
4. After logging on, please click the **Employee Self-Service** link located on the Main Menu.
5. Under **Personal Information**, select **Job Assurance**.
6. On the Job Assurance page, click the **respond** button and read the statement that appears and then respond at the bottom of the statement.
7. You have an option to accept the position(s) for next year or decline the position(s). If you choose to decline, a link populates in to direct you to an electronic resignation form. Please complete this form to officially resign from your position.

If you do not have access to a computer, there are four computers for public use located in the Talent Management Call Center at Central Office.

The Job Assurance Notification submission deadline is **June 30, 2015**.

Please contact the Talent Management Call Center at X4171 should you have any questions or concerns with the process.