

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** April 12, 2021

**To:** Principals, Division and Department Heads

**Subject:** **REASONABLE ASSURANCE NOTIFICATION**

**Department and/or**

**Persons Concerned:** Ten- and Eleven-Month Employees, and Hourly Employees

**Due Date:** May 4, 2021

**References:** Unemployment Insurance Code 1253.3 and 1142(b)

**Action Requested:** Reasonable Assurance notices mailed to employees by May 4, 2021. Return reasonable assurance notice by June 4, 2021.

**Brief Explanation:**

Section 1142(b) of the California Unemployment Insurance Code, provides for a **monetary “false statement” penalty** if the district makes a false statement or fails to report a material fact concerning reasonable assurance of employees – **PLEASE READ THE FOLLOWING INFORMATION THOROUGHLY AND CAREFULLY!**

Section 1253.3 of the California Unemployment Insurance Code requires the district to notify school employees who have reasonable assurance of reemployment in the upcoming school year if the district is to be exempt from paying unemployment insurance benefits during vacation, holidays, and any other periods of recess.

*All ten and eleven month classified employees, as well as classified hourly employees and clerical substitutes, will receive a reasonable assurance notification via U.S. Mail through the Risk Management Department. Certificated employees will be notified by Human Resources.*

**Important:** Site administrators and department heads are cautioned not to risk invalidating the reasonable assurance notice with verbal or written speculation about potential budget problems and other uncertainties that an individual employee could construe to indicate the possible elimination of his or her position. If an employee is given a locally prepared notice that he/she is being released from that site because of funding or program changes, and a new site has not been secured, that employee does not have reasonable assurance. *The state will issue false statement penalties to districts that falsely provide reasonable assurance notices to employees who were released. Monetary penalties will be charged to the site’s budget.*

All employees are asked to return their notices and completed responses no later than June 4, 2021. The Reasonable Assurance notice instructs the employee to send the completed notice to Risk Management Department, Revere Center, 6735 Gifford Way, Room 7 San Diego, CA 92111.

If you have any questions about this process, or unemployment insurance issues, please call Risk Management, at (858) 627-7439.

Dennis Monahan  
Executive Director  
Risk Services & Captive Insurance

APPROVED:



Andra M. Greene  
General Counsel

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Attachment: Attachment 1 – RA Notice - Generic\_ Att 1 2021-2022  
Attachment 2 – No Reasonable Assurance Notice\_ Att 2 2021-2022