

Personnel Services

Phone: (619) 588-3047
Fax: (619) 588-3663
Email: hr@cajonvalley.net



Office Address:
750 E. Main Street, El Cajon, CA 92020

Mailing Address:
PO Box 1007, El Cajon, CA 92022-1007
www.cajonvalley.net

Date: May 31, 2024
To: Classified Employees
From: Personnel Services
Re: **Notification of Reasonable Assurance**

This letter provides notice of reasonable assurance of continued employment with Cajon Valley USD for the 2024-2025 school year after the summer recess period. You also have reasonable assurance of returning to work in your usual capacity at the close of all holiday and recess periods during the next school year.

Unless otherwise notified in writing by June 20, 2024, your services will not be needed during the 2024 Summer Recess (aka ESY). This letter is the only official and authorized notification upon which you should rely when determining your employment status for the 2024-2025 school year.

You may, nonetheless, file an Unemployment Insurance (UI) claim. **Your entitlement to benefits will be determined by the Employment Development Department (EDD) and not by the school district.** If you are not returned to the same or similar position after the recess period, you may be entitled to UI benefits retroactive to the date you filed an initial claim, if you are otherwise eligible and you filed a claim for each week, and if a claim for retroactive benefits is made within thirty (30) days of the start of the next school year/term.

If you file a UI claim, the following address should be written on your claim form:

Cajon Valley Union School District
C/O WORKFORCE SOLUTIONS
PO Box 23020
Oakland, CA 94623-2302

Thank you for your dedication and service to the students and staff of the Cajon Valley USD. We value you as an employee and are looking forward to another great year!

If you have any questions, please contact our office at (619) 588-3047.