



HUMAN RESOURCES & POLICE SERVICES

Sent via email

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Re: Notification of Reasonable Assurance

HADI NATOUR
CHC Student Trustee

Dear [REDACTED]

NELVA RUIZ-MARTINEZ
SBVC Student Trustee

The San Bernardino Community College District hereby notifies you that you have reasonable assurance of returning to work in the 2024-2025 school year in your usual capacity, after the **Winter** 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 year. Your return after the recess periods is not contingent on enrollment, funding or program changes. **During the recess periods there will be no need for your services unless you are notified in writing prior to the last day of school.**

CHANCELLOR

DR. DIANA Z. RODRIGUEZ

We are required by the Unemployment Insurance (UI) Code to inform you that you may file a UI claim. If you choose to file a claim, your entitlement to benefits will be determined by the Employment Development Department (EDD) and not by this school district.

PRESIDENTS

DR. KEVIN HORAN
Crafton Hills College

The official mailing address provided below should be given to the EDD when filing a claim for UI benefits:

DR. GILBERT CONTRERAS
San Bernardino Valley College

San Bernardino Community College District
550 E. Hospitality Lane #200
San Bernardino, CA 92408

550 E. Hospitality Ln., Ste 200

San Bernardino, CA 92408

Tel 909.388.6902

www.sbccd.edu

This letter is the only official and authorized notification of which you should rely on when determining your employment status for the next academic year/term.

Sincerely,

Human Resources
San Bernardino Community College District
Phone: 909.388.6950 / Fax: 909.387.1103
hureinfo@sbccd.edu



Reasonable Assurance FAQ's

1. What is a letter of reasonable assurance (LRA)?

An LRA is a formal document provided by an employer to seasonal or temporary employees, assuring them of potential rehire for the upcoming work season or term. It typically outlines the conditions under which reemployment may occur.

2. What does receiving an LRA mean for me?

Receiving an LRA means that your employer intends to offer you a position for the upcoming season or term, provided certain conditions are met, such as business needs and your availability.

3. Do I need to respond to the LRA?

It's advisable to acknowledge receipt of the LRA, even if a response isn't explicitly required.

4. Can the employer revoke the assurance provided in the LRA?

While LRAs generally indicate a commitment to rehire, they are often contingent upon various factors, such as business demand, funding, or your continued eligibility. Thus, there's a possibility of revocation, although it's typically uncommon unless circumstances significantly change.

5. What should I do if I have questions about the LRA?

If you have any uncertainties or require clarification regarding the contents of the LRA, don't hesitate to reach out to the HR department for guidance.

6. Can I seek alternative employment while holding an LRA?

Since LRAs typically signify a potential for reemployment rather than a binding contract, you're generally allowed to explore other job opportunities. However, it's essential to consider the terms of your LRA and any agreements you've made with your employer regarding availability.

8. How does an LRA differ from a contract or permanent employment offer?

LRAs typically differ from contracts or permanent employment offers in that they often provide conditional assurance for seasonal or temporary work, whereas contracts and permanent offers imply more enduring employment relationships with defined terms and conditions.