SAMPLE BUS MONITOR ASSIGNMENT LETTER

TO: Employee Name and ID

CC: Nancy Guinn, Sp Ed Labor Supervisor

FROM: Principal

DATE: (CurrentDate)

RE: Notification to Start/End Bus Monitor Assignment

Based on item 4(c)(i) of a Sideletter Agreement to the Paraeducators Bargaining Unit contract dated March 7, 2017, this memo acts as your five (5) work day written notification of your bus monitor assignment supporting student(s), **(Student Names)**, effective **(SrvcStart)\*** approved as follows:

Morning Route (AM Bus Rte #) starting at (AM Bus Mon Start Time) a.m. and ending (AM Bus Mon End Time) a.m.,

Afternoon Route (PM Bus Rte #) starting (PM Bus Mon Start Time) p.m. and ending (PM Bus Mon End Time) p.m.,

Early out route (EO Bus Rte #) starting (EO Bus Mon Start Time) p.m. and ending (EO Bus Mon End Time) p.m.

An additional ten minutes will be added to the morning route to allow for the required ten minutes reporting time prior to the start of the route and ten minutes in the afternoon to allow for assisting student on/off bus as well as any possible traffic delays unless it causes overtime. Site staff has been directed to submit an Add Concurrent Job PAR to add this assignment to your current assignment.

Per item 4(c)(ii) of this same Sideletter Agreement, written notification of the end date of the assignment shall be provided no less than five (5) work days prior to the end of the additional assignment. This memo also acts as your five (5) work day notification that your bus monitor assignment will end the last day of student attendance for the regular 2019-20 school year. If there should be a change to your bus monitoring assignment prior to that time, you will receive a separate notification.

Please sign and date below and return to my attention. If you should have any questions, please don’t hesitate to contact me. Thank you.

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*Employee’s Signature Date*

*\_\_\_\_\_ \*I choose* ***to waive*** *my five work day notification requirement and start on (Service Start Date)*

*\_\_\_\_\_ \*I choose* ***not to waive*** *my five day notification requirement and will start on (Date for 5-day notification).*