

Quincy Public Schools

Kevin W. Mulvey, Interim Superintendent of Schools
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MEMO

To: All Substitute/Intermittent Employees and Substitute/Intermittent Applicants
From: Kevin W. Mulvey, Interim Superintendent of Schools
Re: Employment Status as *Substitute/Intermittent Employees
Date: June 15, 2020

Please be advised that as a substitute/intermittent employee in the Quincy Public Schools, you are being employed on an as needed or intermittent basis and there should be no expectation of consistent or permanent employment. Your employment as a substitute/intermittent employee is based solely on the need of Quincy Public Schools to temporarily fill a vacant teaching position because of an employee's illness or excused absence, or a temporary need for your services (ie: tutor).

As a substitute/intermittent employee, you will be on a list of available substitute/intermittent employees, along with hundreds of others. Please be aware that it is impossible to predict the school system's need regarding the use of substitute/intermittent employees and there is a possibility that you will not be needed to work as a substitute/intermittent employee during the school year.

If you have any questions regarding your status as a substitute/intermittent employee, please do not hesitate to contact me.

Thank you for your dedicated service to the Quincy Public Schools.

*A substitute/intermittent employee is categorized as, but not limited to, the following: substitute teacher, substitute paraprofessional, substitute secretary, substitute food service worker, substitute/temporary custodian, tutor.

ACKNOWLEDGEMENT

I have read the memo and understand that my employment as a substitute/intermittent employee in the Quincy Public Schools is on an as needed, intermittent or temporary basis and that I have no expectation of consistent or permanent employment in the Quincy Public Schools.

Print Name

Signature

Date