



OFFICE OF HUMAN RESOURCES
 5775 Osceola Trail
 Naples, Florida 34109-0919
 (239) 377-0366
 (239) 377-0394 FAX

Employment Period: August 2012 – June 2013

April 1, 2012

Dear Guest Teacher/Non-Instructional substitute:

This letter shall serve as notice assuring you of continued employment as a Guest Teacher/Non-Instructional substitute with the Collier County School District for the 2012/2013 school year. Please return a signed copy of this letter to the Office of Human Resources indicating your intention. Please do so **no later than June 1, 2012. Your failure to respond to this notification will be considered as a declination of continued employment for the 2012/2013 school year.**

Your period of employment in this position is indicated at the top of this letter. During this period you will be expected to be available for work. Any Guest Teacher/Non-Instructional Substitute who has not met all the below requirements by June 30, 2012 will not be activated for the 2012/2013 school year. The requirements are:

- 1) Complete three (3) online SafeSchool courses: Bloodborne Pathogen, Hazard Materials Communication and Disruptive Student Behavior.

Notifications of these requirements were sent on the following dates:

- 1) U.S Mail - September 12, 2011
- 2) Aesop Website (beginning in August and continuous throughout the 2011-2012 school year)
- 3) Welcome Back Breakfast on October 24, 2011.

You can access AESOP on line at www.aesoponline.com , or call 1-800-94AESOP. Please be sure that we have your most current mailing address and telephone number. If there are any changes in the information, please indicate below and make adjustments under your personal settings in AESOP.

Please complete the following and return to the address above:

I DO I DO NOT intend to continue employment in 2012/2013.

I have read the above letter and understand its contents.

Signed	Date
Print Name _____	
Aesop PIN # _____	
Address _____	
City/State/Zip Code _____	
Telephone # _____ Emergency # _____	

Please check here if you are reporting a new address and phone number.