

Sent: March 23, 2022

Subject: Action Required - Written Reasonable Assurance of Re-employment for Academic Year Employees

ATTN: All University Officers, Deans, Directors, Chairpersons, Supervisors and Managers (please forward as needed)

Any University employee who is not scheduled to work between academic years or terms (i.e., any staff or temporary faculty member with less than a fiscal year appointment) is not eligible for unemployment benefits if the person has timely written reasonable assurance from the University of returning to the same (or a similar) job. The Unemployment Insurance Agency requires that this "written reasonable assurance" be issued to each affected employee.

Every University department has a responsibility to determine if it has any affected employees and to issue such a letter to those employees by **Friday, April 22**. The following action steps should be taken:

1. Determine if you have any employees who should receive a Letter of Reasonable Assurance of Re-employment:

- Service, administrative, and support staff with less than fiscal year appointments, including temporary and regular academic year and ten-month hourly paid staff.
- Temporary and non-tenure track faculty with less than fiscal year appointments, whom you intend to reappoint in the Summer and/or Fall. This includes part-time instructors, instructors who are limited to five consecutive one-year terminal appointments and those appointed as temporary replacements for regular, tenure track faculty.

EXCEPTION: If you do not intend to reappoint a specific temporary or non-tenure track faculty member, the reasonable assurance notification should not be issued. While the notification serves to reduce unemployment costs, the employee might view it as a guarantee of employment.

2. Issue a Letter of Reasonable Assurance of Re-employment to each affected employee. A sample is available in Word format, with fields ready for completion, on the Human Resources Web site at <http://www.wmich.edu/hr/forms/business>. To ensure you are using the correct version, please use the letter on the HR forms Webpage as noted above.

- The "written reasonable assurance" should be given to the employee no later than **Friday, April 22** to ensure WMU does not incur unemployment charges. A timely notice to the employees is essential for the denial of unemployment benefits.
- Please send a copy of each written reasonable assurance letter to Human Resources.

Contact your HR Representative at (269) 387-3620, with any questions you may have.