



EHEA
59 Burnside Avenue
East Hartford, CT 06108
Phone: (860) 289- 9234
Annie K. Irvine, President
ehea.annie@gmail.com

Dear _____,

In the matter of the subject of this notice, please be advised as follows:

- A. Under the terms of the collective bargaining contract between the Association and the Board, a teacher shall not be assigned more than five teaching periods per day. (Section 4.6c)
- B. You have tentatively been scheduled to teach a sixth class (in lieu of _____)
- C. Please indicate below whether you accept or reject the assignment of the extra class in lieu of _____. **It is within your absolute discretion to reject assignments with more than five teaching periods per day.**

Please complete this form before _____ and return it to the EHEA office.

I AM /AM NOT willing to teach _____ periods for the _____ school year.

Date

Teacher's Signature

Date

EHEA President