July 1, 2019

Dear Substitute,

We are pleased to announce that Middletown Township Public Schools has approved ESS to manage our substitute program. The seasoned educational staffing firm has nearly two decades of experience providing trained and qualified substitute personnel to school districts and we are excited to work with them.

**What does this partnership mean for our current substitutes?**

We cannot thank our dedicated substitutes enough for stepping in at a moment’s notice to ensure our students experience continuity in academic and support services. The new partnership with ESS will further enhance the district’s ability to meet staff absence needs in order to provide consistent implementation of our curriculum and IEP/504 services.

Effective July 1, 2019, ESS officially began managing our substitute program. It is our sincere hope that you will continue to substitute for our district – but to do so, you will need to become an employee of ESS. At our request, ESS will contact you within the next few days to offer you a position with their organization. They will provide you with details for upcoming orientation meetings where you’ll have the opportunity to meet with their staff, ask questions, and complete the transition. It is our understanding that the transfer is a quick and simple process, which the district will be coordinating with ESS. You are under no obligation to join ESS, however, you won’t be able to continue as a substitute in our district until you do so.

Our current substitutes will be staffed by ESS as **priority substitutes** for our district. In addition, ESS provides a plethora of added benefits such as the ability to work a 5-day work week, accrual of paid sick time, bonus and incentive opportunities, health benefits and 401(k) options. All substitutes assigned to vacancies in Middletown Township by ESS will continue to be paid at our current daily and hourly substitute rates.

Again, we truly appreciate your commitment to the children of our community and hope you will continue your valuable service. We will be working very closely with ESS to ensure a smooth transition for everyone involved.

Best Regards,

The Office of Human Resources