



## **4165.3: RESIGNATION NOTIFICATION INCENTIVE**

**The District may offer a financial incentive for an employee planning on resigning or retiring to give advanced notification to the District.**

**I. The primary purpose of the incentive is to encourage eligible employees who are considering separation or retirement to accelerate their decision. Objectives include, but are not limited to, the following:**

- A. To offer a financial incentive for District employees to provide advanced notification to the District.**
- B. To provide the District the opportunity to make job offers to highly qualified candidates when the candidate pool is at its best.**
- C. To provide the District additional time to develop a quality candidate pool where one does not already exist.**
- D. To increase the District's competitiveness for highly qualified candidates in critical needs areas.**

**II. All regular full-time and part-time exempt employees, as specified in Section IV of this Rule, working 50% or more are eligible for the incentive. Employees on extended leave of absence without pay are eligible. The following conditions also apply:**

**A. Acceptance of an employee's resignation notification incentive application will be considered a voluntary resignation and termination of the employee's employment and contract rights with the District at the conclusion of the school year. Any future re-employment by the District is at the sole discretion of the District.**

**B. An eligible employee must complete the school year before separation commences.**

**C. An employee receiving long-term disability benefits is not eligible.**

**D. An employee is not eligible for the incentive if his or her employment is terminated by the District.**

**E. Payment will be made on or before the employee's final payroll.**

**F. In the event the number of applications exceeds the expectations of the District, the District may deny all applications, provided, however, the applications were not first approved by the Board.**

### **III. Application Process**

**A. The District will notify employees of the availability of the incentive and the deadline for application.**

**B. Employees will be given at least 30 days from the date of District notification to submit the Resignation Notification Incentive application. The written application must be submitted to the Human Resources Office on or before the date specified by the Superintendent or his/her designee.**

**C. The request shall set forth that the employee resigns his or her position, effective at the end of the school year, provided, however, that it is subject to the acceptance and approval of the employee's request by the Superintendent and the Board.**

**D. Employees applying for both the resignation notification incentive and voluntary separation program may withdraw an approved application in the event the other application is denied.**

**IV. The District will offer an additional financial incentive of a \$500 stipend for teachers, school nurses, exempt professional/technical employees, and administrators.**

**Date of Adoption**

**November 6, 2006**

**Date of Revision**

**October 7, 2013**

**Related Policies and Rules**

**[4511: Voluntary Separation Program](#)**

**[4511.1: Voluntary Separation Program](#)**

**[4510.05: Extended Leave Without Pay](#)**