



**EARLY NOTIFICATION AGREEMENT**

On Wednesday, December 20, 2023, the Galveston ISD Board of Trustees adopted a voluntary Early Notification Incentive program. The program is intended to provide a one-time monetary incentive to eligible employees who were already planning to resign or retire at the end of the 2023-24 school year, are in good standing, employed with the District since the start of the 2023-24 school year, and who are working full-time and not on grant funds. This agreement applies to Chapter 21 and professional contracts only. The agreement stipulates they must voluntarily separate from employment effective at the end of the 2023-24 school year.

Eligible employees must sign and submit this voluntary waiver and release agreement. Eligible employees are subject to all rules, regulations, policies and procedures during the remaining period of their employment with GISD. At the conclusion of the school year, employees must return all GISD property and pay any debts or expenses owed to GISD.

This program is not offered as a financial incentive for any GISD employees to retire as defined and provided for in TEC § 821.001 and TEC § 22.007.

Key Details

- All full-time, Chapter 21 or professional employees, non-grant-funded and in good standing who were employed on or before August 21, 2023 and who were already planning to resign or retire at the end of the 2023-24 school year are eligible.
- "Full-time" includes employees who are employed under probationary, term, or continuing contracts.
- "Good standing" includes not being engaged in a growth plan from acting supervisor.
- Must submit 3 documents to HR (Dyann Polzin) by January 31, 2024:
  - o Resignation letter
  - o Exit Form
  - o Early Notification Agreement
- Only the first 50 eligible employees who notify HR will receive the incentive.
- Incentive will be \$2,000 paid before July 1, 2024.

Employee Name: \_\_\_\_\_

SSN (Last 4): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

*I have read and agree to the terms set out in Galveston ISD's Early Notification Agreement.*

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
District Signature Date