5:332 Retirement Recognition Program for Non-Certified Employees

An employee who is age 60 or older and who has worked in the District as a full time non-certified employee for 10 or more years qualifies for the retirement recognition program.

Any non-certified employee who meets the eligibility requirements above shall receive an increase of 6% over the prior year's total creditable earnings, less any earnings for services not rendered. The non-certified employee may make this election for one (1), two (2), three (3) or four (4) consecutive years provided such years are immediately preceding the employee's retirement.

In order to participate in this program the employee shall:

- Notify the Business Office, in writing, up to four (4) years in advance of their expected retirement ~~date.~~ date by submitting an irrevocable letter off resignation to the Board by March 1st of the school year prior to the year in which the salary enhancement is scheduled to commence
- Submit a signed promissory note (see Administrative Procedure Manual - DP 5:332) wherein the employee promises to pay back the difference between the total salary enhancement received under this plan and the actual regular salary schedule of the District if a change in the employee's retirement date causes the District to pay a 6% excess salary contribution to IMRF.
- Agree to aid in the training of their replacement to the extent required by the nature of the job and the desires of their immediate superior.

As required by State law, all retiring non-certified personnel who are eligible for health and dental insurance coverage may retain that coverage by paying the appropriate premium, until the person is eligible for Medicare.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:150 (Personnel Records)

ADOPTED: June 24, 2024