

Early Resignation Notice Incentive for the 2017-2018 School Year

In order to allow the District adequate time to employ qualified replacements for positions for the 2018-2019 school year, a one-time "early resignation incentive" in the amount up to \$500 will be paid to the employee, subject to the conditions on the *Early Resignation Notice Incentive Pay for the 2017-2018 School Year Form*:

1. The employee shall **personally** submit to the Human Resource Office a signed Letter of Resignation addressed to the Superintendent, Matt Underwood, on or before 12 p.m. Friday, March 9, 2018 or before 4 p.m. Friday, April 13, 2018. The resignation may not be rescinded after acceptance of the resignation by the Superintendent.
2. The employee agrees not to use more than five (5) days of State Personal leave during the remainder of the school year beginning on March 9, 2018.
3. The application period for the early resignation incentive will be retroactive to January 8, 2018, to cover any employee who submitted an end of year resignation earlier.
4. Resignations due to retirement are also eligible.
5. The incentive pay is available to all professional staff who hold a degree and/or certification for their position.
6. The employee shall be eligible to receive the early resignation incentive from the District only once.
7. The employee shall complete the current year and will not be eligible for rehire for the subsequent school year following the resignation date without repayment of the incentive. The employee's resignation must be voluntary, unconditional, and effective on the employee's last duty day of the 2017-2018 school year. (The employee is allowed to work in the 2017-2018 Summer School if so desired.)
8. The employee shall receive \$500 if the letter is received by the superintendent on or before Friday, March 9, 2018 at 12 p.m.
9. The employee shall receive \$250 if the letter is received by the superintendent on or before Friday, April 13, 2018 at 4 p.m.
10. The incentive pay will be included in the June 2018 SISD pay check. TRS will not be withheld from the incentive pay.

Employee printed name: _____

Campus: _____

Assignment: _____

I have read and agree to abide by the terms set out in the administrative guidelines for the early resignation notice incentive.

Employee Signature: _____ Date _____