



## **EARLY RESIGNATION NOTIFICATION INCENTIVE PROGRAM**

To allow the District an earlier opportunity to begin forecasting salary and benefits components of the 2024-2025 budget, provide opportunity for hiring decisions, and provide extra planning time for staffing, teaching assignments, and preparing course offerings for students, the Italy Independent School District is offering a one-time incentive payment in the amount of five hundred dollars (\$500.00), less all taxes and appropriate withholdings, to eligible employees who provide early notice to the District of their intent to resign effective at the end of the 2023-2024 school year.

**\*\*This incentive offer is limited to employees who submit their end-of-year resignations to the superintendent's office by 4:00 p.m. on or before April 15, 2024.**

**ELIGIBILITY: Employees who are interested in resigning effective at the end of the 2023-2024 school year are eligible to participate in this incentive program. Incentive payment is not available for employees who resign effective immediately. If you are unsure whether you are eligible to participate in this program, you may contact the superintendent.**

In order to qualify for the incentive payment, eligible and interested employees must agree and comply with the following terms:

**Limitations:** Only eligible employees who are interested in participating and who submit written resignations effective at the end of the 2023-2024 contract term to the superintendent as outlined in this document will qualify for incentive payment. All incentive payments are contingent upon the participating employee maintaining his or her employment and completing his or her assigned work schedule through the effective date of resignation at the end of the 2023-2024 school year.

**Amount:** A one-time payment in the amount of \$500.00, less all appropriate taxes and withholdings. Payments will be included with the final paycheck.

**Waiver:** Eligible employees who choose to participate in the incentive program agree to release the District, its trustees, employees, and agents from any and all claims associated with participation. The agreement shall be irrevocable and binding upon execution.

**Form of Resignation Letter:** All resignation letters must be dated and signed and must state that the resignation is effective at the end of the 2023-2024 school year.

**Deadline:** In order to qualify for the incentive payment, the signed resignation and a signed copy of this memorandum must be hand-delivered by the eligible employee to the superintendent or designee, **no later than 4:00 pm on April 15, 2024.**

**Acceptance of Resignation:** Each resignation is accepted upon receipt. Once accepted, **resignations cannot be withdrawn.** The requirements of the incentive program in no way limit any employee’s ability to resign from employment with the District, pursuant to Board Policy DFE (Local).

By voluntarily choosing to access the early resignation notification incentive, the participating employee agrees to the terms of the program described above. Please contact the superintendent with any questions regarding this incentive program.

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### **EMPLOYEE AGREEMENT & ACKNOWLEDGMENT**

I am voluntarily choosing to participate in the early resignation notification incentive for the 2023-2024 school year. I understand and agree to abide by the terms described above. I am including my signed resignation letter stating that I resign effective at the end of the 2023-2024 school year along with this agreement.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee printed name