



DATE: Thursday, December 21, 2023
TO: GISD Employees
FROM: Matthew Neighbors, Superintendent
RE: Early Notification Incentive

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 in good standing, employed with the District since the start of school, Chapter 21 or professional employees, who are working full-time basis and not on grant funds. The agreement stipulates they must voluntarily separate from employment effective at the end of the 2023-24 school year.

In the summer of 2024, multiple campuses are consolidating. Early notification will assist with appropriate staffing, strategic planning, and creating both effective and efficient schools for our students.

Employees have until January 31, 2024, to notify Human Resources (HR) with three documents: a) resignation letter, b) completed exit form, and c) signed early notification agreement. Only the first 50 employees who apply for this incentive will be awarded.

Eligible employees who complete the requirements will receive a single lump sum payment of \$2,000 on or before July 1, 2024. Employees are responsible for any financial and/or tax planning related to their decision.

Key Details

- All full-time, non-grant-funded employees 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 school year are eligible.
- “Full-time” includes employees under probationary, term, or continuing contracts.
- “Good standing” includes not being engaged in a growth plan from one’s supervisor.
- Chapter 21 or Professional Contracts
- Must submit 3 documents: Resignation letter, Exit Form, and Early Notification Agreement
- Only the first 50 employees who notify HR will receive the incentive.
- Incentive will be \$2,000 paid before July 1, 2024.