

SUNRAY INDEPENDENT SCHOOL DISTRICT

MEMO

DATE: _____, 20____
TO: All teachers with a term or probationary contract and who hold an active Standard or Lifetime Certificate
FROM: Brian Thompson, Superintendent
RE: Voluntary Early Resignation Notice Incentive Plan

On December 8, 2014, the Sunray ISD Board of Trustees approved an Early Resignation Notice Incentive Plan (the "Plan") for all Sunray ISD teachers with a term or probationary contract and who hold an active Standard or Lifetime Certificate who already intend to resign or who are thinking of resigning their employment with the District at the end of the 2014-2015 school year. The basic terms of the Plan are contained in the Resolution of the Sunray ISD Board of Trustees attached to this Memo.

I want to stress that the Plan is **STRICTLY VOLUNTARY**. No adverse employment action will result for not accepting the Plan. **An employee does not have to retire with the Teacher Retirement System in order to participate in the Plan nor is an employee encouraged to do so.**

After you have reviewed the terms of the Plan, please complete the enclosed form for Interested Eligible Participants and return it to me no later than **4:00 p.m. on _____, 2015**. Please return this form regardless of your eligibility or interest. It is the responsibility of the employee to ensure the Superintendent's Office has received the notice of interest. Failure to return the enclosed form by the deadline may cause you to be ineligible to participate in the Plan.

If you are interested and think you meet the criteria for the Plan, please request a Plan Agreement on the form enclosed. Returning the enclosed form and indicating interest in the Plan will **NOT** obligate you to participate in the Plan or execute the Plan Agreement. Employees who desire to participate in the Plan must submit a signed Plan Agreement and resignation letter on or before _____, **2015**. This deadline will be strictly enforced. There will be no grace period for individuals who miss the deadline.

All eligible employees who are thinking about participating in the Plan are encouraged to consult with an attorney of their choice to discuss the Plan and to review the proposed Plan Agreement.

Please call the Superintendent's Office with any questions you may have regarding the Plan.

Attachments:
Board Resolution
Eligibility/Interest Form