



# UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

**TOPIC:** Resolution of Early Notification of Employee Separation from Employment Incentive  
to Full Time District Employees for the 2025-2026 School Year

**SUBMITTED BY:** David R Canales, Associate Superintendent **OF:** Human Resources Department

**APPROVED FOR TRANSMITTAL TO SCHOOL BOARD:** \_\_\_\_\_

**DATE ASSIGNED FOR BOARD CONSIDERATION:** December 17, 2025

## RECOMMENDATION:

Administration is recommending that the Board of Trustees consider an early incentive for all full time UISD employees wishing to resign or retire from employment at the end of their contract term / work calendar.

## RATIONALE:

Early resignation / retirement notices will assist the district during planning and staffing for the upcoming school year.

## BUDGETARY INFORMATION:

None

## BOARD POLICY REFERENCE AND COMPLIANCE:

DC (Legal/Local)

DFE (Legal/Local)



# UNITED INDEPENDENT SCHOOL DISTRICT

Regular Board Meeting  
December 17, 2025

## RESOLUTION ADOPTING EARLY NOTIFICATION OF EMPLOYEE SEPARATION FROM EMPLOYMENT INCENTIVE TO FULL-TIME DISTRICT EMPLOYEES DURING THE 2025-2026 SCHOOL YEAR

WHEREAS, the United Independent School District (“District”) will be implementing an Incentive Program for the early notification of resignations or retirements at the end of the **2025-2026** school year for full-time employees that were employed for the entire **2025-2026** school year;

WHEREAS, eligible employees must submit their Separation from Employment form and the Incentive Agreement for Contracted Employees or Paraprofessional/Auxiliary Employees to the District no later than **February 20, 2026** at 5:00 p.m.;

WHEREAS, the District wishes to extend this incentive to its highly valued employees who have remained loyal to the District;

WHEREAS, the District’s implementation of a Separation from Employment Incentive Program will allow accurate staffing projections for the **2026-2027** school/work year;

WHEREAS, the District will provide its current full-time employees with a one-time Separation from Employment Incentive Payment this school year, which will be provided as follows:

**\$ 1,000.00 for Contracted Employees; and**  
**\$ 500.00 for Paraprofessional/Auxiliary Employees**

to be paid to eligible employees in accordance with established District Guidelines, which mandate minimum eligibility requirements and appropriate deadline regarding notification of separation from the District.

WHEREAS, the District’s Incentive Agreement will prohibit the provision of an incentive payment to any District employee who has previously received an incentive payment for early notice of resignation from the District during prior employment.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the United Independent School District that the District issue a one-time Separation from Employment Incentive Payment, as stated herein.

**SO ORDERED** this \_\_\_\_ day of **December, 2025**.

**BOARD OF TRUSTEES:**

**WITNESSETH:**

\_\_\_\_\_  
*Board President, Javier Montemayor, Jr*

\_\_\_\_\_  
*Board Secretary, Michelle Molina*