

S&S Consolidated ISD
Early Resignation Notice Incentive for the 2010-11 School Year

The Texas Education code allows educators employed under a term contract to provide notice of resignation, without penalty, at any time up until 45 days before the first day of instruction of the following school year. In order to allow the District additional time to plan staffing for the 2011-12 school year, the District is offering an incentive to identified employees for their early notice of resignation. Only the first 10 employees who timely submit this form and other required documentation are eligible for the incentive.

Eligibility: Only employees who meet both of the following requirements are eligible for the incentive:

- Employees who are employed under term contracts and hold the proper certifications and credentials for their position.
- Employees who were already planning to resign or retire at the end of the school year.

Amount: The employee will receive an incentive payment in the amount as follows based upon their total year's experience:

0-10 years	\$2000.00
11-15 years	\$3000.00
16-20 years	\$4000.00
21+ years	\$4000.00 + \$500 each additional year over 21 (e.g. 25 year teacher would receive \$6500.00)

Procedure:

- The employee must **personally** submit to the human resource office a letter of resignation addressed to the Superintendent on or before 3:30 p.m., Thursday, March 10, 2011. The employee's resignation must be voluntary, unconditional, and effective on the employee's last duty day of the 2010-11 school year, unless the employee and Superintendent agree to an alternate date.
- The resignation letter must be accompanied by this form, signed by the employee. Eligible employees who have previously submitted notice of resignation are eligible to apply for the incentive if they sign and submit this form by 3:30 p.m., March 10, 2011.
- The employee will receive compensation on their last paycheck for the school year.

Employee printed name: _____

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

Employee Signature: _____

Date: _____

Received by: _____

Date: _____

