

NATRONA
COUNTY SCHOOLS
970 N. Glenn Rd.
Casper, WY

<input type="checkbox"/>	Rec'd VERIP Agreement
<input type="checkbox"/>	Rec'd VERIP Application
<input type="checkbox"/>	Rec'd Resignation Letter
<input type="checkbox"/>	Rec'd Notice of Separation
<input type="checkbox"/>	Entered in tracking database
<input type="checkbox"/>	Entered in LINKS

VOLUNTARY EARLY NOTIFICATION INCENTIVE AGREEMENT

This Agreement made and entered into this ____ day of _____, 20____, by and between Natrona County School District No. 1, hereinafter called "District" and _____ hereinafter called "Employee".

1. Employee has notified the District of Employee's planned retirement or resignation from employment with the District and has submitted a *Voluntary Early Notification Incentive Application Form* pursuant to the District's Voluntary Early Notification Incentive Program.
2. Employee has been provided a copy of the District's *Information Sheet for Voluntary Early Notification Incentive Program*.
3. Employee understands and acknowledges the purposes of the District's Early Notification Incentive Program as outlined in the *Information Sheet for Voluntary Early Notification Incentive Program*.
4. Employee affirms that this Agreement is a voluntary act. It constitutes Employee's notification to the District of their intent to resign. Employee understands and acknowledges that upon execution of this Agreement, Employee's resignation shall be irrevocable and that Employee must resign. Employee's resignation shall be effective on the date indicated on the *Voluntary Early Notification Incentive Application Form*. In the event that Employee resigns prior to the date indicated herein, the District shall have the right to withhold from the final paycheck, a prorated amount of the consideration set forth in the *Voluntary Early Notification Incentive Application Form*.
5. Employee understands and acknowledges that Employee's *Voluntary Early Notification Incentive Application Form* serves as early notification of Employee's intention to voluntarily resign their employment with the District.
6. By Employee's signature below, Employee acknowledges and understands that the District may act to its detriment based upon this election to resign and the early notification of that election. Therefore, this resignation is irrevocable.

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NATRONA

COUNTY SCHOOLS

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as their free and voluntary act on the date first mentioned above.

Date

Employee (Print Name)

Date

Employee (Signature)

STATE OF WYOMING)
) SS.
COUNTY OF NATRONA)

The foregoing instrument was acknowledged before me by _____ this
_____ day of _____ 20_____. Witness my hand and official seal.

Notary Public

My Commission Expires: _____

NATRONA COUNTY SCHOOL DISTRICT # 1

Crystal A. Mueller, DM, SPHR
Associate Superintendent for Human Resource Services

Date

Adopted December 8, 2003
Adopted March 8, 2004
Issued 9/22/09
Revised 05/24/10