



## **EARLY NOTIFICATION INCENTIVE PROGRAM FREQUENTLY ASKED QUESTIONS**

### **1. When does it go into effect?**

The program began as soon as the Board of Trustees approved the program. The board voted and approved the extension of two more years on the program at the March 8, 2004 Board meeting. The program has subsequently been approved for application submittal through deadline dates in 2012.

### **2. How many times can a person receive the early notification incentive?**

An employee can receive the early notification incentive one time.

### **3. Can persons receive an early notification again if they come back in a different job capacity?**

No, an employee can only receive the early incentive once.

### **4. Why is early notification so important?**

It is an attempt to avoid reduction-in-force (RIF). An early notification program allows the District to use the information to staff for the following year. We must reduce the work force to be aligned with the drop in enrollment. It is our hope that we can do this through attrition management, which is reducing the positions as people leave our employment rather than automatically letting go the last employees hired.

### **5. Is this an early retirement plan?**

No, this is not an early retirement program. We believe that employees know when they plan to leave the District ahead of time. This program is an incentive to notify the District of their plans at a time when the organization can use the information for the following year's staffing. Staffing begins mid-February for the following year.

### **6. What are the deadlines?**

- 30 months out = \$2,000.00 (January 2012 close of business day first Friday after 1<sup>st</sup> contract day **(January 6, 2012) for summer 2014**)
- 18 months out = \$1500.00 (January 2012 close of business day first Friday after 1<sup>st</sup> contract day **(January 6, 2012) for summer 2013**)
- 6 months out = \$1000.00 (January 2012 close of business day first Friday after 1<sup>st</sup> contract day **(January 6, 2012) for summer 2012**)
- 5 months out = \$500.00 (February 2012 close of business day first Friday after 1<sup>st</sup> contract day **(February 3, 2012) for summer 2012**)

All forms must be filled out, signed, notarized and delivered to Human Resource Services Compensation and Benefits office (CSF Room 114) by the deadline.

**Note:** Notaries are available in HR Services, if needed.



**7. When will I receive the incentive pay?**

The incentive will be paid in a regular monthly paycheck in February or March following the Board's approval of the notification request and signed application and agreement.

**8. Where do I get the forms? When will they be available?**

The forms can be downloaded from the NCS D website (go to [www.natronaschools.org](http://www.natronaschools.org) => Employees => Compensation => Media); and are also available at CSF in the Human Resource Services Employee Compensation and Benefits office (Room 114), in your school office, or from your employee association leaders. Forms will be available beginning April 15<sup>th</sup>.

**9. Can I change my mind after I have signed the contract and have received the incentive pay?**

Generally, an employee cannot change his/her mind after this point. In an extreme adverse circumstance, such as the death/disability of a spouse or dependent as defined by the Internal Revenue Service, an employee can request an exception of the Board of Trustees. If approved, the incentive pay must be reimbursed.

**10. What do I do if I want to let you know I am going to leave the District?**

**First**, write a letter notifying your supervisor that you plan to leave the District. Include the last day you plan to work on your letter (this is an employee's last contracted day of the respective year).

**Second**, complete and sign a Notice of Separation form with your supervisor and include the last day you plan to work (this date should match the last day worked on your resignation letter).

**Third**, if you are applying for the early notification incentive, fill out the Voluntary Early Notification Incentive Agreement and Voluntary Early Notification Incentive Program Application forms and **attach copies of your resignation letter and completed Notice of Separation form**. Remember to have your signature notarized on both early notification forms. (There are many notaries of public in Human Resource Services available to notarize paperwork.)

**Lastly**, turn in completed paperwork and attachments to the Human Resource Services Compensation and Benefits Office (CSF/Room 114) by deadline date.

**11. Who qualifies?**

An employee who has worked in the District for at least ten (ten) years and has not previously earned an early retirement incentive may apply for the early notification.

**If you need further clarification or have additional questions, please do not hesitate to contact Human Resource Services Compensation and Benefits Office at (307) 253-5229.**