

**Information Sheet for
Voluntary Early Notification Incentive Program**

Early Notification Incentive Program

The purpose of this program is to better manage the workforce in the District and to provide optimum benefits to the students. To that end, this program will provide an incentive opportunity that encourages members to notify the District of their planned retirement or resignation early enough so that the District can plan effectively for succession and/or elimination of positions. It is detrimental when the District receives late notices.

Definitions: The following definitions of terms used in this program shall control unless the context otherwise requires.

1. Program means the Voluntary Early Notification Incentive Program as set forth in this policy.
2. District means Natrona County School District Number One.
3. Contract year means the period served by the employee under an annual contract or work agreement of the employee with the District.
4. Certificated employee means an employee under a regular annual employment contract (not a substitute contract) who possesses a valid teaching or administrative certificate issued by the Wyoming State Department of Education.
5. Classified employee means an employee under a regular annual work agreement (not a substitute contract) who works in a non-certified position in NCS D.
6. Incentive program benefits means the total amount to be paid under the program determined in accordance with this policy.

Eligibility

In order for an employee to qualify under this program, an employee must be currently employed by the District under an annual employment contract or work agreement and meet the following criteria:

1. Employee will sign a contract which will be a binding contract for notification to leave employment with the District.
2. Employee has worked for the District for at least ten (10) years.
3. The last five (5) years of service must have been continuous immediately prior to the effective date of early notification approval.
4. Leaves of absence are not counted in years of service, but they do not interrupt the continuous service eligibility requirement. Sabbatical leave time will be considered as regular employment for computing years of service.
5. Standard practice in this District does not recognize substitutes as standard employees; hence, any time working as a substitute for the District does not count as years of service for eligibility of this program.
6. Previous Early Retirement Incentive participants from NCS D cannot qualify.
7. Employee can only receive incentive one time.

General Provisions

1. An employee seeking benefits of the program will notify the Associate Superintendent for Human Resources in writing. The forms adopted for this written notification will be available in Human Resource Services and on the NCS D website. The Board will act upon the request and HR Services will notify the employee of its decision.
2. Only the Board is authorized to grant any early notification incentive pay and shall stand as the final authority over all early notification incentive pay requests.
3. The filing of an application by a qualified employee in no way limits, restricts, or alters the rights of the Board of Trustees to discharge an employee for cause. Employees covered by this policy will not be eligible to participate in the Voluntary Early Notification Incentive Program if employment is terminated for sufficient cause.
4. The employee's participation in the District's health insurance plan is governed by the requirements of the plan. It is the employee's responsibility to make the proper payment arrangements with the District's Compensation and Benefits office.
5. Participation in this program is entirely voluntary on the part of each qualified employee.
6. The retirement date shall be the end of the employee's annual contract (the end of the school year or the end of the fiscal year). To better meet the needs of the District and provide for smooth transitions, a 260-day contract employee and the District may agree to an alternative retirement date other than the end of the fiscal year. The retirement date will be set before the payment of the incentive.
7. No rights to an employee and no liability of the District will arise under this program until the Board of Trustees has approved a properly filed application.
8. Any employee who terminates service with the District before reaching eligibility for the Voluntary Early Notification Incentive Program cannot claim entitlement to any of the benefits of the program after reaching eligibility.
9. Once an employee has received the incentive, exceptions for reversal can only be granted in cases of disability of self or a member of immediate household or death of a member of immediate household as defined by the IRS which makes the resignation from the District an unmanageable situation. Only the Board of Trustees may grant an exception. If granted, the incentive amount shall be returned to the District.

Payment of Benefits

1. Payment will be made up front when notification agreement and application is signed and accepted. The following monetary payment will be established by the following guidelines:
 - 30 months out = \$2,000.00 [January 2012 close of business day first Friday after 1st contract day (January 6, 2012) for summer 2014]
 - 18 months out = \$1500.00 [January 2012 close of business day first Friday after 1st contract day (January 6, 2012) for summer 2013]
 - 6 months out = \$1000.00 [January 2012 close of business day first Friday after 1st contract day (January 6, 2012) for summer 2012]
 - 5 months out = \$500.00 [February 2012 close of business day first Friday after 1st contract day (February 3, 2012) for summer 2012]
2. Prorated payment will be made for less than full time: 1/2 allotment for 1/2 time (classified is full time at 7 hours at 184 days)

Program

1. Will be evaluated for approval annually by the Board of Trustees.

Early Notification Incentive Application Form

Human Resources Use Only

Approved _____ \$1,000.00 _____ \$500.00 _____ \$1,500.00 _____ \$2,000.00

Disapproved Reason _____

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

Date