MEMO
Human Resources

Paul Oropallo, Assistant Superintendent of Human Resources / 971-7171
Peggy Purvis, Director of Human Resources / 971-7251
Deann Carlson, Director of Human Resources / 971-7193

TO: ALL Teachers, Site and Central Office Administrators
FROM: Paul Oropallo, Assistant Superintendent
SUBJECT: Incentive Payment for Early Notification of Retirement or Resignation
DATE: December 14, 2015

The District has an agreement with SJTA, SJPEC & SJAA to offer teachers and administrators a financial incentive for early notification of their retirement or resignation at the end of this school year.

The requirements for this incentive are:

1. Teachers and administrators must provide written binding notification (by submitting the attached form) to Human Resources by 4:00 p.m., Friday, February 5, 2016.

2. Those who do so will be paid an incentive as follows:
   a. Teachers and administrators with 19 years or less of district service will receive $500.
   b. Teachers and administrators with 20 or more years of district service will receive $1000.

If you have any questions, please call Sandra Sanders at (916) 971-7193. If you are interested in retiring, we encourage you to contact STRS at (800) 228-5453 to schedule an appointment. For those of you that are members of CalPers, they can be reached at (888) 225-7377.

c: Cabinet Members

attachments
Voluntary Resignation Form
Certificated Employees

Incentive Payment Application for Early Notification of Retirement or Resignation
(Please submit to Human Resources by Friday, February 5, 2016)

This form is to be used for early notification of retirement or resignation of certificated and administrative employees of the San Juan Unified School District.

Terms of the agreement:
1. Submission of this form is a binding written notification of retirement/resignation from the San Juan Unified School District, effective at the end of the 2015-16 school year.
2. Employees do NOT need to submit the standard resignation form.
3. The Incentive will be paid as follows:
   a. Those with less than 19 years of district service will receive $500
   b. Those with 20 or more years of district service will receive $1000
4. The Incentive will be paid in June 2016. If you have an existing TSA account, you can have this payment made to your TSA by completing the appropriate information below.
5. In order to qualify for the incentive money, this form must be received in Human Resources on Friday, February 5, 2016 by 4:00 PM

Name: _______________________________________ SS#: __________________
(Please Print)

Position/Classification: __________________________ School/Site: __________________________

Mailing Address: ________________________________________________________________

City/State: __________________________ Zip: __________________________

Last day in Paid Status: ________________ Retire: _____ Resign: _____

☐ Elect Payment made to the following TSA Company (optional): __________________________
☐ Elect Payroll disbursement - Direct Deposit / Check __________________________

__________________________________________ Date __________________________________________________________________________

Employee Signature

Submit this notification to Sandra Sanders, Human Resources
Must be received by 4 p.m. on February 5, 2016

For District Office Use Only

Employee’s Start Date: ________________ Birthdate: ________________ Years of Service: ________________

Budget Code: __________________________ Amount: $1,000 $500
(Circle amount)

Approved by: __________________________

Original: Personnel File
Copies to Payroll, Benefits & Budget