TO: ALL Teachers, Site and Central Office Administrators

FROM: Paul Oropallo, Acting Assistant Superintendent

SUBJECT: Incentive Payment for Early Notification of Retirement or Resignation

DATE: December 19, 2014

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 6, 2015.

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 6, 2015)

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 2014-15 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 2015. 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 by 4 p.m. on Friday, February 6, 2015.

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 or Check)

________________________________________ _________________
Employee Signature Date

Submit this notification to Sandra Sanders, Human Resources
Must be received by 4 p.m. on February 6, 2015

-----------------------------------------------
For District Office Use Only

Employee’s Start Date _____________________ Years of Service ________________

Budget Code: ____________________________ Amount: $1,000 $500

Approved by: ____________________________

Original: Personnel File
Copies to Payroll, Benefits, Budget