

Early Retirement/Resignation Notification Stipends
Announcement for 2012

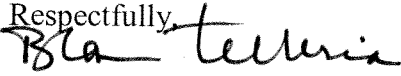
If you are considering separating from the District at the end of the school year, the following may be of interest to you.

To: Boise School District Staff
Re: Early Retirement Notification Stipends
Fr: Blas Telleria

Early Retirement Notification Guidelines and Forms for classified and certified employees who plan to retire or resign from the District at the end of their work year are now available (see attachments) or visit <http://www.boiseschools.org/benefits/index.html>

If you have already submitted a resignation, the Human Resources Department will send you the Early Notification Stipend form and guidelines.

Please note there is a March 2, 2012 deadline to apply for the stipend. Some restrictions apply.

Respectfully,

Blas Telleria
Director of Human resources



The Independent School District of Boise City

8169 West Victory Road
Boise, ID 83709

(208) 854-4000
FAX (208) 854-4003

Classified Early Resignation/Retirement Form For Stipend January 15, 2012

Classified employees who are regularly scheduled to work twenty (20) hours per week or more who plan to resign or retire from the District at the close of his or her 2011/2012 work year and who voluntarily complete and submit a resignation form (effective at the end of his/her work year) on or before 4:00 PM Friday March 2, 2012, to Employment and Benefits Department will receive a \$250 (two hundred and fifty dollars) early notification stipend in their June check.

Dear _____:
(Area Director/Supervisor)

I am eligible (qualify) for the \$250 voluntary early resignation or retirement stipend because:

1. I am a classified employee who voluntarily plans to separate from the District by way of resignation or retirement;
2. I intend to be in an active status through the end of the 2011/2012 work year;
3. For PERSI eligible retirees who plan to retire - I have contacted PERSI and/or know the amount of the monthly benefits (including but not limited to income and health benefits) I will receive upon retirement;
4. I am submitting this signed resignation/retirement form to Employment and Benefits Department on or before 4:00 PM March 2, 2012;
5. **I understand that I am waiving my right to apply for any job, full-time or part-time, in the District, except substituting, for 2012/2013.**

I hereby resign my (assignment) _____ position at (location) _____ school, effective at the end of the 2011/2012 school year with the understanding that my monthly pay will continue through August 2012 or my last scheduled pay date.

I have read and understand the Notification Stipend Guidelines.

Signature: _____ Print Name: _____
 Employee ID#: _____
 Date: _____

Internal Use: Date Letter Received: _____



The Independent School District of Boise City

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Boise, ID 83709

(208) 854-4000
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To: **Classified Employees** resigning or retiring from the District at the end of the work year

Re: Early Voluntary Resignation/Retirement Notification Stipend for 2012

Fr: Blas Telleria, Director of Human Resources

Date: January 15, 2012

Notification Stipend Guidelines

Classified employees who are regularly scheduled to work twenty (20) hours per week or more and who plan to resign or retire from the District at the close of the 2011/2012 work year and who voluntarily complete and submit a resignation form on or before 4:00 P.M. Friday, March 2, 2012 to Employment and Benefits will receive a \$250 early notification stipend in their June check (see requirements and exceptions below).

Requirements:

- Employment and Benefits Department must be in receipt of your voluntary signed resignation on or before 4:00 PM Friday March 2, 2012.
- Use the approved retirement/resignation form. It can be found on the web at www.Boiseschools.org/benefits.
- You are regularly scheduled to work twenty (20) hours per week or more;
- You intend to work to the end of your 2011/2012 work year (possible exception granted to employees on District approved LOA);
- You acknowledge that by submitting your Early Resignation/Retirement Form on or before March 2, 2012, you will not be eligible for re-employment by the District for the 2012/2013 school year except as a substitute.

You understand and acknowledge:

1. Your early resignation submitted on or before March 2, 2012, is of your own choosing. This is voluntary.
2. Your intent to not return to the District will be public knowledge in April 2012.
3. Upon approval by the Board of Trustees at the Board's regular April 2012 meeting, your election to retire or resign at the end of the 2011/2012 work year will be final and non-revocable except for special circumstances* as determined by the appropriate Area Director or Supervisor. Should you successfully appeal this provision on or before May 15, 2012, there is no guarantee you will return to your prior position and pay. If your prior position is not available, the District will place you in a position in the District, if available, for which you are qualified with the relative pay rate and work hours assigned to the position.

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4. For classified employees who are eligible for PERSI retirement; you understand and have contacted PERSI about PERSI retirement and know the amount of the monthly benefits (including but not limited to income and health insurance benefits) you will receive upon retirement. Please contact PERSI in regard to your exact retirement benefits. To determine the value of your sick leave, divide the number of your accrued sick leave days by 2, then multiply that number by your daily rate of pay excluding any stipends (your accrued sick leave days can be found in Subfinder).
5. With very few exceptions, your pay will continue through August 2012.

If you have questions please e-mail Benefits@Boiseschools.org or contact Brent Nye at (854-4071).

Respectfully,

Blas Telleria,
Director of Human Resources

* "Special Circumstance" means a situation which could not have been prepared for in advance and which requires immediate attention.