


**OFFICE OF THE SUPERINTENDENT
DR. PETER B. LICATA
SUPERINTENDENT OF SCHOOLS**

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March 26, 2024

TO: Principals/Department Heads

FROM: Judith M. Marte *Emma Motuina (Designee)*
Deputy Superintendent, Finance & Operations

VIA: Dr. Peter B. Licata 
Superintendent of Schools

SUBJECT: RETIREMENT/RESIGNATION EARLY NOTIFICATION INCENTIVE

In January 2015 the District implemented an *Early Notification Retirement/Resignation Incentive Rewards Program*. The program goal is to maintain high-quality instruction in every classroom by awarding eligible instructional employees who provide early notice to the District of their intent to retire/resign. The program award for this year is a one-time \$500 payment and two (2) months of continued employee benefits. This program will allow our teachers an opportunity to plan for their separation from the District and allow the principal to proceed with the recruitment and selection process prior to the teacher's exit date.

Attached please find a copy of the:

- Overview of Program Details
- Frequently Asked Questions (FAQ)
- Form to Separate Employment for Resignation or Retirement

Please ensure that you forward the attachments to your instructional staff via Outlook. These documents will also be available on the Benefits Department website at www.browardschools.com/benefits, then scroll down and look for the Early Notification Incentive information.

The eligible employee must submit the Separation of Employment Resignation and Retirement form to you by Friday, April 12, 2024. Once received, the form must be date-stamped and sent within three (3) days of receipt. If the employee is retiring, the original form is sent to the Benefits Department, attention Lannie M. Santiago, Human Resources Administrator. If the employee is resigning, an lform must be created and attach a date-stamped copy of the form and scan a copy to the Benefits Department at retirement@browardschools.com.

Should you have any questions or require additional information, you may email Lannie M. Santiago at retirement@browardschools.com.

PBL/JMM/EM/DMO:ar

c: Senior Leadership Team
Dr. Dildra Martin-Ogburn, Director, Benefits & Employment Services
Debbie-Ann Scott, Director, Compensation & HR Support Services
Susan Rockelman, Executive Director, Talent Management

EARLY NOTIFICATION INCENTIVE INSTRUCTIONS

EMPLOYEES

HOW TO APPLY?

Eligible Instructional employees who are retiring or resigning with an effective date between the months of June 2024 - August 2024 must follow the instructions outlined below:

- Complete the *Separation of Employment (Resignation & Retirement) Form (attached)*,
- Submit the completed form to your principal/supervisor **no later than Friday, April 12, 2024.**

NOTE: Location must date-stamp your form at the time of receipt.

- Obtain a copy of the date-stamped form for your records.

RETIRING

- Instructional Employee submits completed *Separation of Employment (Resignation & Retirement) Form* to principal/supervisor,
- Location writes on the form ADVANCE NOTICE, date-stamps the form and gives the employee a copy,
- **Location sends the original to the Benefits Department, attention Lannie Santiago, Human Resources Administrator within two (2) days of receipt,**
- Employee must contact the Benefits Department to request a retirement packet. Please inform the Retirement Staff that you are retiring, as a result of the **Early Notification Retirement/Resignation Incentive** and
- **Location must submit the Requisition and begin the selection process.**

RESIGNATION

- Instructional Employee submits completed *Separation of Employment (Resignation & Retirement) Form* to principal/supervisor,
- Location writes on the form ADVANCE NOTICE, date-stamps the form and gives the employee a copy,
- **Location creates an iForm within 48 hours & attaches the date-stamped form**
 - **Location email the form within two (2) days of receipt to the Benefits Department at retirement@browardschools.com,**
 - **In the SUBJECT LINE type *Early Notification Documents - Employee's Name.***
- **Location must submit the Requisition and begin the selection process.**

RETIREMENT/RESIGNATION EARLY NOTIFICATION INCENTIVE Frequently Asked Questions (FAQ)

Q. What is the Retirement/Resignation Early Notification Incentive Program?

A. The Retirement/Resignation Early Notification Incentive Program awards benefit-eligible **Instructional employees** (not including Part-time (PT) Adult Education and temporary) with the opportunity to earn \$500 and two (2) months of continued benefits valued at approximately \$1,772.16.

Q. Why has the District created this program?

A. The program objective is to assist employees/schools and work locations in their transition and to identify instructional vacancies as early as possible. The program's goal is to maintain high-quality instruction in every classroom.

Q. Who is eligible to participate in this program?

A. All **Instructional, benefit-eligible employees** (not including **Part-time (PT), Substitutes or Temporary**) who are **retiring** or **resigning** between **June 2024 – August 2024**.

Q. I am currently in DROP. Will I receive the incentives if I exit in the month that I was originally scheduled to exit DROP?

A. No. You would not be eligible to receive the incentives; however, if you were extended and exit early, you would be eligible to receive the award.

Q. How do I apply for the program award?

A. Eligible employees who are retiring or resigning between the months of June 2024 – and August 2024 must complete the ***Separation of Employment Resignation and Retirement Form*** and submit it to their Principal/Supervisor **by the Friday, April 12, 2024 deadline**. Please read the Early Notification Incentive Instructions.

Q. When will I receive my program award?

A. You will receive your cash award the month ***following*** your retirement/resignation from the District. For example, if you retire/resign in the month of August, you will receive your award by the end of September and your Benefits will continue through October 31st.

Q. Is the \$500 cash award FRS credible?

A. No. In accordance with Chapter 2 of the Florida Retirement System (FRS) Employer Handbook, the \$500 cash award is non-FRS credible.

Q. When do my continued Benefits begin?

A. Your two (2) months of continued benefits will begin the month ***following*** your retirement/resignation from the District. For example, if you retire/resign in August, your District paid Benefits will continue throughout September and October and end October 31, 2024.

Q. I work in a Non-Instructional position, is there a program for me?

A. No. At this time, the District's goal is to maintain instruction at schools/locations with qualified teachers for the 2024-2025 school year. This program is intended to assist in this goal.

RETIREMENT/RESIGNATION EARLY NOTIFICATION INCENTIVE

Frequently Asked Questions (FAQ)

Q. I have dependents on my health care coverage. Is my family coverage or dependent(s) included in the extension?

A. Yes. Instructional employees meeting the above-noted criteria and who have dependents enrolled at the time of their retirement/resignation will be *included* for dependent coverage during the continued two (2) month period of time; however, you will be responsible for paying your dependent(s) coverage premium cost prior to the additional two (2) months of continued dependent(s) coverage. The Benefits Department will send you an Early Incentive Benefits Continuation Worksheet which will include the payroll schedule in which the dependent(s) premiums will be deducted.

Q. What if I submit my retirement and then change my mind?

A. After retirement paperwork has been processed by the Benefits Department and approved by the Board, employees cannot rescind the decision.

Q. Will I receive written verification of my health insurance continuation?

A. Yes, you will receive a document via email confirming the two-month continuation of your District paid health care benefits. If you are currently paying for insurance for yourself, for example enhanced coverage(s) and/or your dependents at the time of separation from the District, your records will be adjusted to take the necessary premiums for the covered months.

Q. My family's plans are up in the air. What if I am only able to give a short notice of my plan to resign/retire? Will I receive any benefits continuation or cash award?

A. No. Eligible employees who are retiring/resigning between the months of June 2024 - August 2024 must meet the **Friday, April 12, 2024** deadline.

Q. I plan to retire in 2024. Will this program be available to me?

A. The program will continue to be evaluated throughout 2024.

Q. If I resign or retire under the Retirement/Resignation Early Notification Incentive Program, am I able to be rehired?

A. If you resign, you are eligible to be rehired; however, if you are rehired within six (6) months of your resignation, you will be required to pay back the \$500 incentive.

- **If you retire, you must follow FRS Reemployment After Retirement Guidelines**, which allows a retiree to return to work in the 7th month after their retirement (suspending Pension payments until the 13th month after retirement or a retiree may return to work in the 13th month after they retire (Pension payments would NOT be suspended).