

**BOARD TRANSMITTAL FORM
DENAIR UNIFIED SCHOOL DISTRICT**

BOARD MEETING DATE: February 19, 2015

EXHIBIT NO. 86

TO: Board of Education
PREPARED BY: Linda Covello, Chief Business Officer
PRESENTED BY: Linda Covello, Chief Business Officer

AGENDA TITLE: APPROVE CERTIFICATED EARLY NOTIFICATION INCENTIVE

AGENDA SECTION:

- | | |
|--|---|
| <input type="checkbox"/> Closed Session | <input type="checkbox"/> Discussion |
| <input type="checkbox"/> Study Session | <input checked="" type="checkbox"/> Discussion/Public Comment/Action* |
| <input type="checkbox"/> Public Comment | <input type="checkbox"/> Bids/Public Comment /Action* |
| <input type="checkbox"/> Scheduled Communication | <input type="checkbox"/> Consent Action* |
| <input type="checkbox"/> Superintendent/Board Report | <input type="checkbox"/> Administrative Panel |
| <input type="checkbox"/> Staff Report | Recommendations* |
| <input type="checkbox"/> Minutes* | <input type="checkbox"/> Roll Call |
| <input type="checkbox"/> Public Hearing | |

**Scheduled for Action*

PROGRAM DESCRIPTION / DETAILS:

Due to Denair Unified School District expecting to have a reduction in Particular Kinds of Services (PKS) for the 2015-16 school year, the District desires to minimize the number of personnel receiving preliminary and/or final layoff notifications. Offering an early notification incentive would improve the efficiency of the school staffing process, and help with employee morale.

The level of the retirement/resignation notice incentive will be dependent on when the teacher provides an irrevocable notice of resignation or retirement. The specific tiers are as follows:

- An employee submitting a notice of resignation/retirement to the District by February 26, 2015 at 4:30 P.M. shall receive an employer contribution of \$2,000 as a cash payout.
- An employee submitting a notice of resignation/retirement to the District on or between February 27, 2015 at 8:00 A.M. and March 5, 2015 at 4:30 P.M. shall receive an employer contribution of \$1,000 as a cash payout.
- An employee submitting a notice of resignation/retirement to the District on or between March 6, 2015 at 8:00 A.M. and March 12, 2015 at 4:30 P.M. shall receive an employer contribution of \$500 as a cash payout.

The level of resignations / retirements may exceed the level of PKS reductions. However, knowing earlier than later whether a specific teacher will leave will significantly help with transition into next school year, which will help both operations and instructional program. The Early Notification Incentive has been reviewed and approved by the Denair Unified Teachers' Association.

RECOMMENDED ACTION:

Superintendent recommends approval

FINANCIAL IMPACT:

Assuming the District has half as many employees leaving this year as prior year (seven teachers), the District would spend approximately \$16,000 associated with the incentive.

DENAIR UNIFIED SCHOOL DISTRICT
EARLY NOTIFICATION INCENTIVE

I. RECITALS

WHEREAS, the Denair Unified School District (District) expects to have a reduction in Particular Kinds of Services (PKSs); and,

WHEREAS, the District desires to minimize the number of personnel receiving a layoff notification due to a reduction in PKSs;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Denair Unified School District authorize an Early Resignation/Retirement Notice Incentive according to the terms illustrated below.

II. TERMS

A. The preceding recitals are incorporated as though fully set forth herein.

B. Eligible Employees

To be eligible for this resignation/retirement incentive, the employee must be a permanent certificated employee of the District.

C. Early Notice of Resignation/Retirement Benefit

1. An employee submitting a notice of resignation/retirement (Attachment A) to the District by February 26, 2015 at 4:30 P.M. shall receive an employer contribution of two thousand dollars (\$2,000) as a cash payout.
2. An employee submitting a notice of resignation/retirement (Attachment A) to the District on or between February 27, 2015 at 8:00 A.M. and March 5, 2015 at 4:30 P.M. shall receive an employer contribution of one thousand dollars (\$1,000) as a cash payout.
3. An employee submitting a notice of resignation/retirement (Attachment A) to the District on or between March 6, 2015 at 8:00 A.M. and March 12, 2015 at 4:30 P.M. shall receive an employer contribution of five hundred dollars (\$500) as a cash payout.

D. Effective Date of Resignation/Retirement

The effective date of resignation/retirement shall be no earlier than May 28, 2015 and no later than August 3, 2015.

E. Window Period

- a. Employee Notice of Resignations/Retirements (ENRs) will be accepted at the District Office beginning at 8:00 a.m. on February 20, 2015.
- b. Eligible employees who have already notified the District of their intent to resign/retire may resubmit a Notice of Resignation or Retirement (ENR) under the terms of the Early Notification Incentive (ENI). Notification must have been made after the start of the 2014-2015 school year, and the effective date of resignation/retirement complies with item II D above.
- c. Employees who have already notified the District of their intent to resign/retire and who do NOT choose to participate in the ENI are NOT subject to the irrevocability clause (3C) of the ENR.
- d. ENRs must be submitted to the District Office no later than 4:30 p.m. on March 12, 2015.

F. Expiration

This incentive is valid only until the close of business March 12, 2015. Except for the District's continuing obligation to fund the payment(s) listed above, it shall be null and void and of no effect after that date.

Date: _____

Date: _____

For Denair Unified School District

For Denair Unified Teachers' Association

**EMPLOYEE NOTICE OF RESIGNATION/RETIREMENT
(District Certificated Resignation/Retirement Notification Incentive)**

1. ACKNOWLEDGEMENT:

I acknowledge that I have received a copy of the Early Notification of Resignation/Retirement Incentive.

2. OPPORTUNITY TO CONSULT:

Before signing this acknowledgement, and submitting my election to resign/retire, I had the opportunity to review the Early Notice Incentive and consult with a representative of my choice.

3. FORMAL NOTICE:

This is Formal Notice of:

A. My resignation/retirement from the Denair Unified School District (District)

B. My last day of employment as an active employee will be _____, 2015
(not earlier than May 28, 2015 or later than August 3, 2015).

C. I understand that my decision to resign/retire is **IRREVOCABLE** once this Formal Notice is submitted to the District.

4. ACCEPTANCE OF TERMS:

A. The District’s cash payout shall be made no later than July 10, 2015.

Dated: _____

Print Name: _____

Signature: _____