Sacramento City Unified School District

HUMAN RESOURCE SERVICES
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(916) 643-9050 • FAX (916) 399-2016
Cancy McArn, *Chief Human Resources Officer*

SUBJECT: **TEACHER RETIREMENT – EARLY NOTIFICATION INCENTIVE** **HR-##**

TO: All School Site
All Departments

DATE: January 8, 2018

PREPARED BY: Cindy Nguyen **DEPARTMENT:** Human Resource Services

REVIEWED BY: Ted Appel **APPROVED:** **Cancy McArn,**
Chief Human Resources Officer

The District is looking at ways to ensure that teacher positions are filled by the first day of instruction for the 2018-19 school year.

With the new tentative agreement with SCTA, per Article 8.3.1.2, for SCTA employees who voluntarily submits their retirement or resignation **prior to February 1st**, effective at the end of that same school year shall be paid a one-time stipend of $1,500.

****Please note that stipends will be paid in July 2018.**

Please send in any completed resignation/retirement forms to your assigned HR Analyst for processing:

Team 1: Anne Maretti	***643-7490 or email***
Team 2: Brandon Lillard	***643-7489 or e-mail***
Team 3: Barbara Valdez	***643-7495 or e-mail***
Clarissa Ramirez (Special Ed Dept or Child Dev Dept.)	***643-7473 or e-mail***