

HUMAN RESOURCE SERVICES

P.O. Box 246870 • Sacramento, CA 95824-6870 (916) 643-9050 • FAX (916) 399-2016

Cancy McArn, Chief Human Resources Officer

SUBJECT: TEACHER RETIREMENT – EARLY NOTIFICATION INCENTIVE HR-12

TO: All School Sites

All Departments

DATE: January 9, 2020

PREPARED BY: Brandon Lillard DEPARTMENT: Human Resource Services

REVIEWED BY: Barbara Valdez APPROVED: Cancy McArn,

<u>Jake Hansen</u> 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 2020-21 school year.

Per SCTA Article 8.3.1.2, any unit member who submits his or her retirement or resignation <u>prior to</u>

<u>February 1</u>st for a retirement or resignation effective at the end of that same school year, shall be paid a onetime stipend of \$1,500 upon Board acceptance of the retirement or resignation.

**Please note that stipends will be paid in July 2020.

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

Elementary: Brandon Lillard 643-7489 or e-mail: Brandon-Lillard@scusd.edu

Secondary: Jake Hansen 643-7492 or email: Jake-Hansen@scusd.edu

Departments: Barbara Valdez 643-7495 or e-mail: Barbara-Valdez@scusd.edu