

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
OFFICE OF THE SUPERINTENDENT**

**Robert W. Runcie  
Superintendent of Schools**

January 19, 2016

TO: Principals/Department Heads

FROM: Craig J. Nichols, Chief Human Resources & Equity Officer 

VIA: Robert W. Runcie, 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 retirement and/or separation from the District. Further, this program is intended to support our students with continued high quality instruction in every classroom.

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 staff via Outlook/CAB.** These documents will also be available on the Benefits Department and the Talent Acquisition & Operations (Instructional) websites. For your convenience, you will receive 10 – 11 x 17 copies of the Program Overview Flyer to be posted throughout your school, no later than February 1, 2016.

**The eligible employee must submit the form to you by March 31, 2016.** Once received, the form must be date stamped and scanned to the Benefits Department at [benefits@browardschools.com](mailto:benefits@browardschools.com) within five (5) days of receipt and the original must be sent to the Benefits Department, attention Lannie Santiago, Human Resources Administrator.

Should you have any questions or require additional information, please contact Dr. Dildra Martin-Ogburn, Director, Benefits & Employment Services at 754-321-3111 or [dildra.ogburn@browardschools.com](mailto:dildra.ogburn@browardschools.com).

c: Superintendent's Cabinet  
Dr. Dildra Martin-Ogburn, Director, Benefits & Employment Services  
Susan Rockelman, Director, Talent Acquisition & Operations, Instructional

## 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 \$1,277.

**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) and temporary) who are retiring or resigning between April 2016 – September 2016.**

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

A. No. You would not be eligible to receive the incentives.

**Q. How do I apply for the program award?**

A. Eligible employees who are retiring or resigning between the months of April 2016-September 2016 must complete the **Separation of Employment Resignation and Retirement Form** and submit it to their Principal/Supervisor **by the March 31, 2016 deadline.**

**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 31<sup>st</sup>.

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

A. No. In accordance 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, 2016.

**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 2016 - 2017 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.

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

A. After retirement paperwork has been processed by the Benefits Department, 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 April 2016 - September 2016 must meet the March 31, 2016 deadline.

**Q. I plan to retire in 2017. Will this program be available to me?**

A. The program will continue to be evaluated throughout 2016.

dmo 1/12/16



# EARLY NOTIFICATION INCENTIVE NOTIFY EARLY - EARN REWARDS

## PROGRAM PURPOSE:

Maintaining High Quality Instruction in our classrooms

## PROGRAM HIGHLIGHTS:

- Cash Reward: Earn \$500 Early Notification Incentive
- Paid Benefits: Earn \$1,277 of Benefits Coverage after retirement/resignation

## CRITERIA:

- Instructional employees **(not including Part-time Adult Education or temporary)** who are **retiring or resigning** between April 2016 – September 2016.



Who's eligible to participate?



Great News!

Eligible employees who are retiring or resigning between the months of **April 2016-September, 2016** must notify their Principal/Supervisor no later than:

**March 31, 2016**

*(Notification must be received and date stamped by the location, by the date listed above.)*

Your Benefits will be extended for two (2) months after the month in which you retire/resign.

In order to apply, you must complete and submit the **Separation of Employment (Resignation and Retirement) Form in accordance with the timeline listed on the left.** The form can be found on the Benefits Department's website at

[www.browardschools.com/benefits](http://www.browardschools.com/benefits)

or on the Talent Acquisition & Operations - Instructional Staffing website at

[www.broward.k12.fl.us/teacher](http://www.broward.k12.fl.us/teacher).



How to apply?



Terms & Conditions

## FOR EXAMPLE:

If you retire/resign in the month of May, your Benefits will be paid through the end of July. If you retire in June, your Benefits will be paid through the end of August.

For additional information regarding the Early Notification Incentive program, please contact the Benefits Department at 754-321-3100 or via email at [benefits@browardschools.com](mailto:benefits@browardschools.com).



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The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. [browardschools.com](http://browardschools.com)

**SEPARATION OF EMPLOYMENT RESIGNATION AND RETIREMENT FORM**

**CHOOSE ONE:  RESIGNATION  RETIREMENT**

**COMPLETE IF RESIGNING OR RETIRING FROM BROWARD COUNTY PUBLIC SCHOOLS**

**THIS ACTION TERMINATES THE EMPLOYEE FROM THE DISTRICT.**

- If the employee is **resigning** from Broward County Public Schools, attach this form to the Separation of Employment iForm.
- If the employee is **retiring**, the employee **must** meet with the Benefits Department. The Benefits Department will forward this form to the location and HRIS. No action is required by the location.

**EMPLOYEE INFORMATION**

**TYPE OF EMPLOYEE:**     **INSTRUCTIONAL**                       **NONINSTRUCTIONAL**

LAST NAME \_\_\_\_\_ FIRST NAME MI \_\_\_\_\_ SAP PERSONNEL NUMBER \_\_\_\_\_

LOCATION # \_\_\_\_\_ LOCATION NAME \_\_\_\_\_ POSITION TITLE \_\_\_\_\_

**EFFECTIVE DATE OF SEPARATION/RETIREMENT FROM BROWARD COUNTY PUBLIC SCHOOLS**  
(THIS IS THE FIRST DAY YOU ARE NO LONGER EMPLOYED BY SBBC): \_\_\_\_\_

**ACCESS ESS TO VERIFY/UPDATE YOUR PERMANENT ADDRESS. YOUR LAST PAYCHECK WILL BE MAILED TO YOUR PERMANENT ADDRESS.**

**Indicate the PRIMARY reason for your voluntary separation (choose one):**

- |  |  |
|--|--|
| <input type="checkbox"/> Accepted a job not in another School District (51/C/M)                | <input type="checkbox"/> Military (70/E/M)   |
| <input type="checkbox"/> Accepted a job in another Florida School District (49/B/M)            | <input type="checkbox"/> Personal (44/E/F)   |
| <input type="checkbox"/> Accepted a job in another School District outside of Florida (50/L/M) | <input type="checkbox"/> Relocation (46/E/H)   |
| <input type="checkbox"/> Dissatisfied with Pay (43/D/A)  | <input type="checkbox"/> Retirement (30/A/I) _____   |
| <input type="checkbox"/> Dissatisfied with Working Conditions (48/D/D)                         | <input type="checkbox"/> Retirement/Resignation Advance Notification (30/A/I)                |
| <input type="checkbox"/> Family Obligation (42/E/F)  | <input type="checkbox"/> Retirement/Disability (31/A/I) _____                                |
| <input type="checkbox"/> Inadequate Benefits (52/E/K)  | <input type="checkbox"/> Returned to School (47/E/G)   |
| <input type="checkbox"/> Lack of Opportunity for Advancement (X/E/B)                           | <input type="checkbox"/> Resigned in Lieu of Termination During Probationary Period (07/N/E) |
| <input type="checkbox"/> Non-job connected due to medical reasons (61/E/M)                     |  |

**Please rate your level of satisfaction in the following areas (1 = least satisfied, 5 = most satisfied)**

Salary \_\_\_\_\_ Benefits \_\_\_\_\_ Work Environment \_\_\_\_\_ Training/Orientation \_\_\_\_\_  
Administrative Support \_\_\_\_\_ District Support \_\_\_\_\_

**Additional Information to be Completed by Instructional Employees:**

**Accepted another teaching position:**

- At a non-public school within the District (A) \_\_\_\_\_
- Within another district in Florida (B) \_\_\_\_\_
- Outside the State of Florida (C) \_\_\_\_\_

**Accepted another position in the field of education:**

- Within another district in Florida (E) \_\_\_\_\_
- Outside the state of Florida (F) \_\_\_\_\_

**Accepted a position other than teaching or the field of education:**

- Within another District in Florida (H)
- Outside the State of Florida (I)

**Not Applicable**

- Declines to disclose future plans (Y)
- Has not accepted employment elsewhere (Z)

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HR Division Use Only:**

\$ \_\_\_\_\_ Retirement/Resignation Incentive Amount      Funding \_\_\_\_\_      Wage Type \_\_\_\_\_

Benefits end date \_\_\_\_\_ Processor Name & Date \_\_\_\_\_ Reference # \_\_\_\_\_

# EARLY NOTIFICATION INCENTIVE INSTRUCTIONS

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## **EMPLOYEES**

### **HOW TO APPLY?**

Eligible Instructional employees who are retiring or resigning between the months of April 2016 - September 2016 must follow the instructions outlined below:

1. Complete the *Separation of Employment (Resignation & Retirement) Form (attached)*
2. Submit the completed form to your principal/supervisor **no later than March 31, 2016.**

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

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

- **RETIRING**

**For those employees who are retiring, in addition to completing the *Separation of Employment (Resignation & Retirement) Form*, you must contact the Benefits Department to schedule a Retirement Appointment.**

- When scheduling your appointment, please inform the Retirement Staff that you are retiring as a result of the **Early Notification Retirement/Resignation Incentive.**

## **LOCATIONS**

- **RESIGNATIONS**

1. Employee submits completed *Separation of Employment (Resignation & Retirement) Form* to principal/supervisor
2. Location date-stamps the form and gives the employee a copy
3. Location creates an I-Form within 48 hours & attaches the date-stamped form
4. Location scans and emails form within five (5) days of receipt to the Benefits Department at [benefits@browardschools.com](mailto:benefits@browardschools.com).
  - In the **SUBJECT LINE** type ***Early Notification Documents-Employee's Name***