

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**OFFICE OF THE SUPERINTENDENT**  
**ROBERT W. RUNCIE**  
**SUPERINTENDENT OF SCHOOLS**

January 20, 2017

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 3, 2017.

**The eligible employee must submit the form to you by March 31, 2017.** 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: Senior Leadership Team  
Dr. Dildra Martin-Ogburn, Director, Benefits & Employment Services  
Susan Rockelman, Director, Talent Acquisition & Operations, Instructional



# 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 2017 - September 2017 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, 2017**

**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

- Employee submits completed *Separation of Employment (Resignation & Retirement) Form* to principal/supervisor
- Location date-stamps the form and gives the employee a copy
- Location must forward the original to the Benefits Department
- Employee must contact the Benefits Department to schedule an appointment. Please inform the Retirement Staff that you are retiring as a result of the **Early Notification Retirement/Resignation Incentive.**

## RESIGNATION

- Employee submits completed *Separation of Employment (Resignation & Retirement) Form* to principal/supervisor
- Location date-stamps the form and gives the employee a copy
- Location creates an I-Form within 48 hours & attaches the date-stamped form
- 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***

## 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 \$1,314.

**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 2017 – September 2017.**

**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 2017-September 2017 must complete the ***Separation of Employment Resignation and Retirement Form*** and submit it to their Principal/Supervisor **by the March 31, 2017 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, 2017.

**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 2017 - 2018 school year. This program is intended to assist in this goal.

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

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

- 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 2017 - September 2017 must meet the March 31, 2017 deadline.
- Q. I plan to retire in 2018. Will this program be available to me?**
- A. The program will continue to be evaluated throughout 2017.





# 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 \$1,314 of Benefits Coverage after retirement/resignation

## CRITERIA:

- Instructional employees **(not including Part-time Adult Education or temporary)** who are **retiring** or **resigning** between April 2017 – September 2017.



**Who's eligible to participate?**



**Great News!**

Eligible employees who are retiring or resigning between the months of **April 2017-September, 2017** must notify their Principal/Supervisor no later than:

**March 31, 2017**

*(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.

## 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.

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).

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).



**How to apply?**



**Terms & Conditions**



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