Code No.  407.6

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VOLUNTARY EARLY RETIREMENT - LICENSED EMPLOYEES

The school district may offer an early retirement plan for full-time (1.0 F.T.E.) licensed employees, which also includes licensed administrators. The following guidelines will be used should the board offer an early retirement plan.

**1. EMPLOYEE ELIGIBILITY**

A licensed employee is eligible under the early retirement plan when the licensed employee:

 Reaches age 55 or will reach age 55 on or before June 30 of the year in which the licensed employee wishes to retire;

 Has completed at least 15 years of full-time service (1.0 F.T.E.) to the district including the last year of employment;

 Submits a written resignation which may be contingent upon board approval of early retirement application;

 Submits an application to the superintendent for participation in the plan before March 1 of the year in which the licensed employee wishes to retire. Applications submitted after the deadline may be considered at the discretion of the board depending on the circumstances for the late application.

 Each application will be reviewed on an individual basis and will be subject to approval by the Board of Education. An employee’s application for early retirement benefits is, itself, not a resignation of a contract with an employer. However, acceptance by the Employer of an employee’s application for early retirement will be considered a voluntary resignation and termination of the employee’s continuing contract.

 Additionally, early retirement shall not be granted to any licensed employee who

1. is scheduled for layoff and/or staff reduction,
2. has received an official notice of layoff/termination, or
3. is subject to termination pursuant to Iowa Code 279.27.

A recipient of this policy may elect to continue coverage under the district’s medical insurance plan at the district’s group rate by paying the monthly premium in full to the Board Secretary prior to the date the district’s premium payment is made to the insurance carrier.

Unless otherwise required by law, all insurance coverage shall cease when the licensed employee reaches age sixty-five (65); secures other employment in which employer provided insurance coverage is available; dies; or becomes ineligible pursuant to rules or regulations of the insurance carrier. Dependent’s insurance will cease at the same time as the licensed employee’s coverage.

Approved 12/9/02 Reviewed   10/14/13                 Revised 2/20/19

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VOLUNTARY EARLY RETIREMENT - LICENSED EMPLOYEES

1. **BENEFIT COMPUTATION**

An eligible employee meeting the requirements of Section 1 (prior page) shall receive as an early retirement benefit a one-time amount of money based upon a percentage as determined by the school board of the employee’s contracted base salary in the last year of employment less the employer’s share of FICA. The employee’s contracted base salary from the salary schedule shall not include extended contracts or supplemental contracts for extra-curricular activities.

1. **BENEFIT PAYMENT**

Upon application for early retirement, the employee shall designate method for payment of the benefit. The available options are to receive the benefit in one payment in September of the year of retirement or January of the year following retirement. The only other option is to receive half the benefit in September of the year of retirement and half in January of the year following retirement. Payments will be issued on the same day as regular district payroll in each case.

1. **PLAN DURATION AND WAIVER**

The board has complete discretion to offer or not to offer an early retirement plan for licensed employees.

The Stanton Board of Education reserves the right to modify or rescind this policy at any time. No vested rights are created by this policy except for licensed employees who have had applications accepted by the Board.

PP 10/28/98

Legal Reference: 29 U.S.C. §§ 621 *et seq.* (2004).

 Senate File 2366, 77th General Assembly, 2nd Reg. Sess. (1998).

 Iowa Code §§ 97B; 216; 279.46; 509A.13 (2007

 581 I.A.C. 21.

 1978 Op. Att'y Gen. 247.

 1974 Op. Att'y Gen. 11, 322.

Cross Reference: 401.14 Recognition for Service of Employees

 407.3 Licensed Employee Retirement

PP 10/28/98 Code No.  407.6E1

LICENSED EMPLOYEE EARLY RETIREMENT ACKNOWLEDGEMENT OF RECEIPT

The undersigned licensed employee acknowledges receipt of the early retirement plan documents stated below, for the licensed employee's consideration:

 early retirement policy (plan description);

 early retirement insurance options; and

 early retirement application.

The undersigned licensed employee acknowledges that the application and participation in the early retirement plan is entirely voluntary.

The undersigned licensed employee acknowledges that the school district recommends the licensed employee contact legal counsel and the employee’s personal accountant regarding participation in the early retirement plan.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Licensed Employee |  | Date |

PP 10/28/98 Code No.  407.6E2

LICENSED EMPLOYEE EARLY RETIREMENT APPLICATION

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, born on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby submit my resignation to the Board of Directors of Stanton Community School District and respectfully request the early retirement benefits available to licensed employees. This resignation is subject to the acceptance of my application for early retirement benefits.

I commenced continuous service in the Stanton Community School District on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please attach a letter of resignation to this application.

I elect the payment option marked below:

\_\_\_\_\_\_\_\_ A. Total payment in September

\_\_\_\_\_\_\_\_ B. Total payment in January.

\_\_\_\_\_\_\_\_ C. Half payment in September and half payment in January.

 Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SSN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BENEFIT COMPUTATION**

Position on salary schedule during the last year of employment:

LANE \_\_\_\_\_\_\_\_\_\_ STEP \_\_\_\_\_\_\_\_\_\_ SALARY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHASE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SALARY plus PHASE MONEY A. $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

25% of SALARY B. $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_ divided by 1.0765 = \_\_\_\_\_\_\_\_\_\_\_

Subtract employer’s share of FICA C. $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EQUALS BENEFIT PAID TO EMPLOYEE D. $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: The employee is reminded that he/she is responsible for employee’s share of FICA and all applicable state and federal taxes on the benefits paid.

Should the licensed employee die prior to full payment of an early retirement benefit, the licensed employee designates either the following individual as beneficiary or the licensed employee’s estate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| \_\_\_\_ Beneficiary  |  |  | \_\_\_\_\_ Estate |  |
|  |  |  |  |  |
| Beneficiary |  |  |  |  |
|  |  |  |  |  |
| Beneficiary Address |  |  |  |  |
|  |  |  |  |  |
| Licensed Employee |  | Date |
|  |  |  |  |  |
| Witness |  | Date |

Code No.  407.6E3

LICENSED EMPLOYEE EARLY RETIREMENT INSURANCE OPTIONS

Licensed Employee Early Retirement allows the employee to continue to participate in the school district's group health insurance plan until age 65 at the expense of the employee and by meeting the requirements of the insurer.

The undersigned licensed employee                        (does, does not) wish to continue to participate in the school district's group health insurance plan.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Licensed Employee |  | Date |