



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

March 11, 2019

TO: Principals/Department Heads  
FROM: Judith M. Marte, Chief Financial 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 separation from the District and allow the principal to proceed with the recruitment and selection process prior to the teacher's exit date.

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 your instructional staff via Outlook.** These documents will also be available on the Benefits Department website at [www.browardschools.com/benefits](http://www.browardschools.com/benefits), then scroll down and look for the Early Notification Incentive information.

**The eligible employee must submit the form to you by April 30, 2019.** Once received, **the form must be date-stamped and sent within five (5) days of receipt. If the employee is retiring, the original is sent to the Benefits Department, Attention Lannie M. Santiago, Human Resource Administrator. If the employee is resigning, you will create an iForm and attach a date-stamped copy of the form, scan a copy to the Benefits Department at [benefits@browardschools.com](mailto:benefits@browardschools.com) and send the original to Human Resources Support.**

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  
Rose Hall, Director, Compensation  
Dr. Dildra Martin-Ogburn, Director, Benefits & Employment Services  
Susan Rockelman, Director, Talent Acquisition & Operations, Instructional

# EARLY NOTIFICATION INCENTIVE INSTRUCTIONS

## EMPLOYEES

### HOW TO APPLY?

Eligible Instructional employees who are retiring or resigning between the months of June 2019 - September 2019 must follow the instructions outlined below:

- Complete the *Separation of Employment (Resignation & Retirement) Form (attached)*
- Submit the completed form to your principal/supervisor **no later than April 30, 2019.**

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

- 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 writes on the form ADVANCE NOTICE, date-stamps the form and gives the employee a copy,
- **Location sends the original to the Benefits Department, attention Lannie Santiago, Human Resources Administrator within five (5) days of receipt,**
- 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 and**
- **Location must submit the Requisition in Applitrack and begin the selection process.**

## RESIGNATION

- Employee submits completed *Separation of Employment (Resignation & Retirement) Form* to principal/supervisor,
- Location writes on the form ADVANCE NOTICE, date-stamps the form and gives the employee a copy,
- **Location creates an iForm 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 and the original is sent to Human Resources Support Services (formerly Personnel Records)**
  - In the **SUBJECT LINE** type ***Early Notification Documents - Employee's Name***  
**Location must submit the Requisition in Applitrack and begin the selection process.**

## 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 \$1,426.04.
- 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 **June 2019 – September 2019**.
- Q. I am currently in DROP. Will I receive the incentives if I exit in the month that I was originally scheduled to exit DROP?**  
A. No. You would not be eligible to receive the incentives; however, if you were extended and exit early, you would be eligible to receive the award.
- Q. How do I apply for the program award?**  
A. Eligible employees who are retiring or resigning between the months of June 2019 - September 2019 must complete the ***Separation of Employment Resignation and Retirement Form*** and submit it to their Principal/Supervisor **by the April 30, 2019 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 with 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, 2018.
- 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 2019-2020 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 prior to the additional two (2) months of continued dependent(s) coverage. The Benefits Department will send you an Early Incentive Benefits Continuation Worksheet which will include the payroll schedule in which the dependent(s) premiums will be deducted.
- Q. What if I submit my retirement and then change my mind?**
- A. After retirement paperwork has been processed by the Benefits Department and approved by the Board, 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 June 2019 - September 2019 must meet the April 30, 2019 deadline.
- Q. I plan to retire in 2020. Will this program be available to me?**
- A. The program will continue to be evaluated throughout 2019.
- Q. If I resign or retire under the Retirement/Resignation Early Notification Incentive Program, am I able to be rehired?**
- A. If you resign, you are eligible to be rehired; however, if you are rehired within six (6) months of your resignation, you will be required to pay back the \$500 incentive.
- **If you retire, you must follow FRS Reemployment After Retirement Guidelines**, which allows a retiree to return to work in the 7<sup>th</sup> month after their retirement (suspending Pension payments until the 13<sup>th</sup> month after retirement or a retiree may return to work in the 13<sup>th</sup> month after they retire (Pension payments would NOT suspended).

/lms  
03/2019

REFERENCE NUMBER: \_\_\_\_\_

**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 Personnel Records. 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"/> Non-job connected due to medical reasons (61/E/M)                   |
| <input type="checkbox"/> Accepted a job in another Florida School District (49/B/M)            | <input type="checkbox"/> Military (70/E/M)   |
| <input type="checkbox"/> Accepted a job in another School District outside of Florida (50/L/M) | <input type="checkbox"/> Personal (44/E/F)   |
| <input type="checkbox"/> Dissatisfied with Pay (43/D/A)  | <input type="checkbox"/> Relocation (46/E/H)   |
| <input type="checkbox"/> Dissatisfied with Working Conditions (48/D/D)                         | <input type="checkbox"/> Retirement (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) |

**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: \_\_\_\_\_