



**OFFICE OF THE SUPERINTENDENT
DR. HOWARD HEPBURN
SUPERINTENDENT OF SCHOOLS**

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March 4, 2025

TO: Principals
Department Heads

FROM: Romaneir Johnson 
Chief Financial Officer

VIA: Dr. Howard Hepburn 
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 the 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 Instructions for Applying for the Early Notification Incentive, Frequently Asked Questions (FAQ) and Employment for Resignation or Retirement Form to Separate. **Please ensure that you forward the attachments to your instructional staff via Outlook**. These documents will also be available on the Benefits Department's website at www.browardschools.com/benefits located under the Early Notification Incentive information link.

The eligible employee must submit the Separation of Employment (Resignation) and Retirement form to you by Wednesday, March 19, 2025, The incentive will be available to the first 250 eligible instructional employees whose forms are received by Friday, March 21, 2025. Please follow the instructions below:

- **IF THE EMPLOYEE IS RETIRING:**

You must initial and date stamp the form and maintain a copy for your records. Return the original form to the employee. The employee must send the original form to the Benefits Department, attention Lannie Santiago, Human Resources Administrator, no later than Friday, March 21, 2025.



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- **IF THE EMPLOYEE IS RESIGNING:**

You must initial and date-stamp the form and maintain a copy for your records. Return the original form to the employee. The HR Processor/Office Manager must create an iform and attach a copy **Separation of Employment (Resignation) and Retirement form**. **The employee must email the form to retirement@browardschools.com with *Early Notification/Employee's Name, written on the Subject Line*.**

If you have any questions or require additional information, please email **Lannie M. Santiago** at retirement@browardschools.com.

HH/RJ/DMO:ar
Attachments

c: Cabinet Members
Dr. Dildra Martin-Ogburn, Director, Benefits & Employment Services
Susan Rockelman, Executive Director, Talent Management
Debbie-Ann Scott, Director, Compensation & HR Support Services
Samantha Gordon, Manager, H.R. Support Services

EARLY NOTIFICATION INCENTIVE INSTRUCTIONS

HOW TO APPLY?

Eligible Instructional employees who are retiring or resigning with an effective date between the months of June 2025 - August 2025 must follow the instructions outlined below:

RETIRING

- Instructional Employee submits completed *Separation of Employment (Resignation & Retirement) Form* to principal/supervisor **no later than Wednesday, March 19, 2025,**
- Location **writes ADVANCE NOTICE** on the form, **initial** and **date-stamps the form** and keeps a copy,
- **Employee sends the original form to the Benefits Department, attention Lannie Santiago, Human Resources Administrator no later than Friday, March 21, 2025.**
- Employee must contact the Benefits Department to request a retirement packet **three (3) months before** the retirement month. Please inform the Retirement Staff that you are retiring, as a result of the Early Notification Retirement/Resignation Incentive.

RESIGNATION

- Instructional Employee submits completed *Separation of Employment (Resignation & Retirement) Form* to principal/supervisor **no later than Wednesday, March 19 2025,**
- Location writes ADVANCE NOTICE on the form, initial, and date-stamps the form and keeps a copy,
- Location **creates an iForm** within 48 hours & **attaches the date-stamped form.**
- **Employee emails the date-stamped form no later than Friday, March 21, 2025 to the Benefits Department at retirement@browardschools.com, and types on the SUBJECT LINE "Early Notification/Employee's Name".**
- Location must submit the Requisition 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 \$2,116**.
- 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), Substitutes or Temporary)** who are retiring or resigning between **June 2025 – August 2025**.
- 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 2025 – August 2025** must complete the ***Separation of Employment Resignation and Retirement Form*** and submit it to their Principal/Supervisor **by the Wednesday, March 19, 2025 deadline**. Please read the Early Notification Incentive Instructions.
- 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 31st.
- 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, 2025.
- 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 2025-2026 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 2025 - August 2025 must meet the **Friday, March 21, 2025** deadline.
- Q. I plan to retire in 2026. Will this program be available to me?**
- A. The program will continue to be evaluated throughout 2026.
- 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 7th month after their retirement.**

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: _____