

## **Early Resignation Notice Incentive for Professional Staff Currently Employed for the 2015-2016 School Year**

The Texas Education Code allows educators employed under a probationary, term, or continuing contract to provide notice of resignation without penalty, at any time up until 45 days before the first day of instruction of the following school year. In order to allow the District additional time and a more accurate depiction of vacancies to plan staffing projections for the 2016-2017 school year, the District is offering a one - time incentive to eligible professional employees for their early notice of resignation. By voluntarily choosing to access the early resignation notice incentive, the eligible employee agrees to the terms outlined below:

**Eligibility:** Employees who meet the following requirements are eligible for an incentive:

- Eligible resignations received by Friday, March 11, 2016 by 4:00 p.m. will receive a one time (FIVE HUNDRED DOLLARS) \$500 incentive included in his/her final paycheck for 2015-2016. The incentive payment will be subject to all legally required deductions.
- Professional staff currently on the Teacher or Administrative / Professional pay scale and who have been employed with the district since the beginning of the 2015-2016 school year.
- The incentive is **NOT** available to professional staff who have already resigned and left the district or who resigned effective immediately or who do not work until the last duty day of the 2015-2016 school year. The employee shall be ineligible for rehire for the school year following the resignation date.

Resignation letter, completed form and related information as detailed below, must be submitted in person on or before the deadline to the Human Resources office located at 706 Runneburg Rd. Crosby, TX 77532. Resignation letters and Incentive Forms will not be received by email, U.S. Mail or fax. Late forms will not be eligible for the incentive.

**Contingency:**

• Eligibility for an incentive payment is contingent upon the employee maintaining his or her employment and completing his or her assigned work schedule through the effective date of the resignation at the end of the 2015-2016 school year.

• If the employee uses more than four days of discretionary leave during the remainder of the school year beginning on the day following the March 11, 2016 deadline, the monetary incentive will be invalid.

**Procedure:**

1. The employee must personally hand-deliver to the Human Resources office, on or before the deadline (March 11th) a dated and signed letter of resignation addressed to the Superintendent. The employee's resignation must be voluntary, unconditional, in a form acceptable to the Superintendent of Schools, and must state that it is effective on the employee's last duty day of the 2015-2016 school year.
2. In addition, the employee must complete and sign the Early Resignation Notice Incentive Form and submit the completed form with his or her written resignation letter. The Early Resignation Notice Incentive Form is available on the District website and from the Human Resources office. Any questions about the incentive application process should be submitted to Karen Grey by e-mail ([kgrey@crosbyisd.org](mailto:kgrey@crosbyisd.org)) or by phone (281-328-9200 Ext:1230). Both steps 1 and 2 in the procedure above must be submitted together in person to the Human Resources office. Failure to satisfactorily complete steps 1 and 2 will be cause for not considering the resignation as eligible for the incentive program.
3. Each completed resignation and incentive application will be reviewed for eligibility in the order received. Once approved, resignations cannot be withdrawn. **The decision of the Superintendent as to eligibility and compliance with the plan is final.**

## Early Resignation Notice Incentive Pay Plan 2015-2016

### Purpose:

To provide a monetary incentive payment to full-time, eligible, professional employees who intend to voluntarily resign and/or retire at the end of the 2015-2016 school year. In order to allow the District adequate time to plan staffing for the 2016-2017 school year, the District is offering an incentive to eligible employees for the early notice of resignation.

### Eligibility:

Only employees who meet the criteria listed below are eligible for the incentive. The decision of the Superintendent as to eligibility and compliance with this plan is final.

### Professional Staff:

- Professional staff who have been employed with the district since the beginning of the 2015-2016 school year
- Professional staff already planning to voluntarily resign or retire at the end of the 2015-2016 school year
- Eligible resignations received by Friday, March 11, 2016 by 4:00 p.m. will receive a one time (FIVE HUNDRED DOLLARS) \$500 incentive included in his/her final paycheck for 2015-2016. The incentive payment will be subject to all legally required deductions.
- The employee shall be ineligible for rehire for the school year following the resignation date.

### Procedure:

1. The employee must personally hand-deliver to the Human Resources office on or before the deadline, a dated and signed letter of resignation addressed to the Superintendent. The employee's resignation must be voluntary, unconditional, in a form acceptable to the Superintendent of Schools, and must state that it is effective on the employee's last duty day of the 2015-2016 school year.
2. In addition, the employee must complete and sign the Early Resignation Notice Incentive Form and submit the completed form with his or her written resignation letter. The Early Resignation Notice Incentive Form is available on the District website and from the Human Resources office. Any questions about the incentive application process should be submitted to Karen Grey by e-mail ([kgrey@crosbyisd.org](mailto:kgrey@crosbyisd.org)) or by phone (281-328-9200 EXT:1230). Both steps 1 and 2 in this procedure above must be submitted together in person to the Human Resources office. Failure to satisfactorily complete steps 1 and 2 will be cause for not considering the resignation as eligible for the incentive program.
3. Each completed resignation and incentive application will be reviewed for eligibility in the order received. Once approved, resignations cannot be withdrawn. **The decision of the Superintendent as to eligibility and compliance with the plan is final.**

I have read and agree to abide by the terms set out above for the early resignation notice incentive pay.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**HR USE ONLY**

**Date / time received:** \_\_\_\_\_

\_\_\_\_\_  
Assistant Superintendent of Administration-Approval (Signature)

\_\_\_\_\_  
Date