

Saskatchewan Rivers School Division No. 119 Policy Manual

Policy Name: Teacher Early Resignation Incentive
Policy Type: Employees
Number: 3020
Date Approved: December 12, 2005; December 17, 2007; January 12, 2009
Legal Reference:

The Board believes teacher staffing is facilitated by acquiring retiring teacher resignations by February 1 of each year. The Board reserves the right to approve an incentive when individual circumstances are different from those listed below.

Guidelines:

1. Funding for incentives shall be reviewed annually during the budget process and adjusted, if necessary, to take into account the current financial situation of the Board.
2. To qualify for an incentive, teachers must meet the following criteria:
 - a) Be eligible for a pension allowance under the provisions of *The Saskatchewan Teachers' Superannuation Plan* or *The Saskatchewan Teachers Retirement Plan*.
 - b) Have a minimum of 15 years of contributory service with Saskatchewan Rivers School Division No. 119 and have been on a 0.5 or greater full time equivalent contract (or a Board approved leave of absence) for a minimum of 15 consecutive years prior to the effective date of the resignation.
 - c) Have an accumulated sick leave balance of at least 140 days, effective their resignation date. (Teachers with fewer than 140 days of accumulated sick leave may contact the Director of Education or designate to explain their circumstances.)
 - d) Submit a letter of resignation by February 1 of the year in which the resignation is effective June 30. A teacher may ask the Board to consider rescinding a resignation when the teacher's circumstances change between February 1 and June 30. Teachers wishing to resign at a time other than the end of the school year may contact the Director of Education or designate to explain their circumstances.
3. The amount of the incentive will be \$7,500.00.
4. Payout of an incentive will be made as per Federal Government regulations in a manner that is mutually agreeable to the recipient and the Board.

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ADMINISTRATIVE PROCEDURES

1. Applications for an incentive shall include the following:
 - a) A letter of resignation (complete with the teacher's name and year of resignation) with the following wording:

I, _____, hereby resign my contract with the
(teacher)
Saskatchewan Rivers School Division No. 119 effective the end of the
_____ school year, subject to the condition that I receive the
(year)
incentive to which I am entitled as per Board Policy: 3020.

NOTE: The resignation date will be adjusted for those teachers resigning as per Administrative Procedure No. 3.
 - b) Confirmation of the teacher's eligibility for a pension allowance by providing:
 - i) a copy of the teacher's most recent Annual Statement from *The Saskatchewan Teachers' Superannuation Commission* or *The Saskatchewan Teachers Retirement Plan*.

or
 - ii) a copy of the teacher's Estimate of Pension Allowance from *The Saskatchewan Teachers' Superannuation Commission* or *The Saskatchewan Teachers Retirement Plan*.

or
 - iii) a letter from *The Saskatchewan Teachers' Superannuation Commission* or *The Saskatchewan Teachers Retirement Plan* confirming the teacher's eligibility for a pension allowance.
 - c) A Mutual Agreement to Amend Contract, for those teachers resigning in September through January as per Administrative Procedure No. 3.
2. Applications for an incentive shall be made to the Director of Education or designate by February 1st preceding the 12-month period in which the teacher will resign.

3. Teachers wishing to resign in September through January of the next school year may reduce their contracts to one day per month, to allow them to acquire more eligibility service for pension purposes.
4. Applications for an incentive shall be presented to the Board no later than the last Regular Board meeting in March.
5. Teachers shall receive written acknowledgement of:
 - a) their completed applications.
 - b) the Board's decision regarding their requests for an incentive.