

Administrative Procedure 450

TEACHER EARLY RESIGNATION INCENTIVE

Background

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

Procedures

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:

Option A - Standard

- 2.1 Be eligible for a pension allowance under the provisions of *The Saskatchewan Teachers' Superannuation Plan* or *The Saskatchewan Teachers Retirement Plan*.
- 2.2 Have a minimum of 15 years of contributory service with Saskatchewan Rivers Public School Division and have been on a 0.5 or greater full time equivalent contract (or an approved leave of absence) for a minimum of 15 consecutive years prior to the effective date of the resignation.
- 2.3 Have an accumulated sick leave balance of at least 140 days, effective their resignation date.
- 2.4 Submit a letter of resignation by February 1 of the year in which the resignation is effective June 30. A teacher may ask the superintendent responsible for human resources 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 to explain their circumstances.
- 2.5 The amount of the incentive will be \$7,500.

Option B – Early Declaration

- 2.6 Staff members who contribute to the Teachers' Pension Plan and are eligible to retire on or before January 31st this route is available to them.
- 2.7 In return for voluntarily agreeing to retire the teacher must provide their notice of retirement by the first Monday in January of the current school year, the Division will rehire such teachers on temporary contracts (same assignment) for the remainder of the school year.
- 2.8 Teachers qualifying for the incentive will be able to commence their superannuation February 1st of the current school year, but will also be able to continue receiving salary for being employed on a temporary contract until June 30th. The Division will know that these who qualify will not be returning the following school year to teach.

3. Payout of Option A will be made as per Federal Government regulations in a manner that is mutually agreeable to the recipient and the Division.
4. Applications for an incentive shall include the following:
 - 4.1 A letter of resignation (complete with the teacher's name and year of resignation) with the following wording:

I, _____ (teacher) _____, hereby resign my contract with the Saskatchewan Rivers School Division No. 119 effective the end of the _____ (year) school year, subject to the condition that I receive the incentive to which I am entitled.
 - 4.2 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.
 - 4.3 A Mutual Agreement to Amend Contract will be required for Option B.
5. Applications for an incentive shall be made to the superintendent responsible for human resources by February 1st for Option A and the first Monday in January for Option B.

Reference: Section 85, 87, 108, 109, 211, 212, *The Education Act, 1995*
Labour Standards Act
Collective Agreement

Revised: November 3, 2014