

## Educational Support Personnel

### **5:292 Classified Resignation and Retirement Incentive**

#### Resignation

An employee is requested to provide two weeks' notice of a resignation. A resignation notice cannot be revoked once given.

#### Retirement Incentive

An employee planning to retire should notify his or her supervisor at least 2 months before the retirement date.

An employee is eligible if they have at least 15 years of service in Skokie School District 73½ immediately preceding retirement, and who is eligible to receive a pension from IMRF.

The eligible employee shall provide written notice to the Superintendent of his/her intention to retire and participate in the program one year, two years, or three years as the case may be, between January 1<sup>st</sup> and April 15<sup>th</sup> of the school year prior to the school year the benefits are to begin.

The eligible employee's notice to the Superintendent and the Board's subsequent action on the request shall constitute an irrevocable commitment by the parties to the terms stated in the notice.

An eligible employee who submits a timely irrevocable letter of resignation will be paid a salary increase in his/her last one, two, or three years of service in the amount of 6% over the previous year for each year of the option selected.

Upon retirement, and only after IMRF pension payments to the employee have begun, the District will contribute up to \$1,000 per year toward the cost of medical and dental insurance coverage for an eligible employee provided the employee elects to participate in a non-District insurance program for a period of three (3) years after the effective date of his/her retirement. In the alternative, the eligible employee shall have the option of accepting a lump sum post-retirement payment of \$3,000 less appropriate withholdings to be paid thirty (30) days after the employee's last workday or receipt of his/her final paycheck, whichever date is later. This post-retirement lump sum payment is not due or payable until after pension payments from IMRF to the employee have begun.

If, after receiving any benefits under this policy an employee resumes employment in any IMRF covered position, the employee will owe to the District within 30 days of resuming such employment the amount of any end of career salary enhancements, any post-employment insurance benefits and any post-employment lump sum payments paid by the district under this policy. This policy may be changed or discontinued by the Board of Education at any time and no employee may rely on the continuation of this policy.

#### LEGAL REF.:

5 ILCS 430 et seq.

105 ILCS 5/10-22.34c and 5/10-23.5.

820 ILCS 105/4a.

CROSS REF.: 5:240 (Professional Personnel - Suspension), 5:270 (Educational Support Personnel - Employment At-Will, Compensation, and Assignment)

ADOPTED: November 4, 2014

UPDATED: December 12, 2017

**Skokie SD 73.5**

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