

DORCHESTER COUNTY PUBLIC SCHOOLS
700 Glasgow Street
Cambridge, Maryland 21613

December 1, 2009

TO: All Employees

FROM: Jim Orr, Human Resources Supervisor

RE: Early Notice of Retirement Incentive Program

With each year the pool of qualified teacher candidates becomes smaller and smaller. School districts throughout the State, as well as nationally, are faced with the challenge of staffing schools with quality teachers. The longer it takes to match qualified candidates with position vacancies, the more likely it is that a qualified teacher may not be hired. Likewise, support staff provides an important service both at the schools and for the benefit of students. It is equally important to know of impending support staff vacancies to assure that services are provided without interruption. In an effort to identify vacancies early, and to facilitate the hiring of qualified candidates, the Dorchester County Public Schools system is offering an incentive for early notification of retirement.

You will find the description of the program attached to this memo. Health insurance is an important factor, and employees who are considering retirement should be absolutely certain that they understand their health insurance status. In order to take advantage of the program, you must meet Maryland State Retirement and Pension Systems eligibility requirements and agree to retire effective July 1, 2010.

Employees wishing to take advantage of the incentive program must complete the attached form and forward it to me. Forms must be received in the Human Resources Department by February 1, 2010. Employees who submit letters of retirement after February 1 will not be eligible for the incentive program. The Board will take action on the letters at its February 2010 regular meeting. Mr. Gary McCabe, Assistant Superintendent for Administration or I will be available to answer any questions you may have about the incentive program.

Attachments

**DORCHESTER COUNTY PUBLIC SCHOOLS
EARLY NOTICE OF RETIREMENT
INCENTIVE PROGRAM
FY'10**

A. **EMPLOYEE ELIGIBILITY:** To be eligible to participate in the plan, an employee must either be eligible for full-service retirement or must, at a minimum, meet present early service retirement requirements established by the Maryland State Retirement or Pension System as of July 1, 2009. The requirements are:

1. *Retirement System*

Full Service: Age 60 regardless of creditable service or upon 30 years of creditable service, regardless of age, as determined by the Maryland State Retirement Agency.

Early Service: 25 years of creditable service as determined by the Maryland State Retirement Agency.

OR

Pension System

Full Service: Age 62 with 5 years creditable service or upon 30 years creditable service as determined by the Maryland State Retirement Agency, regardless of age. Also, age 63 with 4 years of service, age 64 with 3 years of service, and 65 or older with 2 years of service.

Early Service: Age 55 with at least 15 years of creditable service as determined by the Maryland State Retirement Agency.

2. A minimum of three years work experience in Dorchester County Public Schools system.

B. **INCENTIVE**

1. Employees will receive 2.5% of their 2009-10 salary

2. Employees will be paid \$5 per day for any unused accumulated sick leave in excess of 100 days.

C. HEALTH INSURANCE BENEFITS

This program will not affect current rules regarding participation in health insurance upon retirement. The applicable rules are:

1. Employees retiring may participate in the Board's health care plan, provided they make the appropriate notification to the Board within thirty (30) days of retirement.
2. Employees are eligible to receive a contribution towards health care premiums, made by the Board, provided all the following conditions are met:
 - a. they have qualified for a regular service retirement or disability retirement under the Maryland State Retirement System immediately upon separation from the Dorchester County Public Schools system;
 - b. they have completed a minimum of 15 years of service in the Dorchester County Public Schools system immediately preceding retirement.

**THE DORCHESTER COUNTY PUBLIC SCHOOLS SYSTEM
EARLY NOTICE OF RETIREMENT INCENTIVE PROGRAM
Application Form**

(PLEASE TYPE OR PRINT)

The applicant should submit a copy of their *MSRA-9 Application for an Estimate of Service Retirement Allowances* which has been completed by the Maryland State Retirement Agency, or a copy of the *2009 Personal Statement of Benefits* with the application.* State, federal and social security taxes only may be withheld from your incentive payment.

Name of Employee: _____
Last *First* *Middle*

Date of Birth: _____ SS#: _____
Month *Day* *Year*

School/Office: _____ Home Telephone: _____

Effective Date of Retirement: 07/01/2010

Type of Retirement: Maryland State Retirement System (Employees' or Teachers')
 (check one) Maryland State Pension System (Employees' or Teachers')

I voluntarily elect to participate in the Early Notice of Retirement Incentive Program as approved by the Dorchester County Board of Education.

Signature of Employee *Date*

FORWARD THIS APPLICATION TO JIM ORR, HUMAN RESOURCES SUPERVISOR

DO NOT WRITE BELOW THIS SPACE

Review and Disposition by: _____
Name *Date*

Applicant is: accepted not accepted Reason: _____

_____ x .025 = _____
Annual Salary

_____ x \$5 = _____
Total Accumulated Sick Leave Days (in excess of 100 days)

TOTAL PAYMENT = _____

*It is necessary to send only the pages which show total years (months) of creditable service.