

All Staff - Voluntary Retirement Incentive Program

SECTION A: Program for 2023-2024 School Year

In implementing the Staff Voluntary Retirement Incentive Program, eligible employees will be informed of the program by the Business Services Department after the Board of Directors approves said program. The Human Resources Department will inform employees within a reasonable time prior to the established deadline for staff to make application to retire per the program. Employees will be required to request to be included in the Voluntary Retirement Incentive Program by completing an Intent to Retire form. Failure to fully and in good faith complete said application prior to the application deadline will constitute a failure to make application and will make the employee ineligible for the program. When an employee is declared ineligible for the program by either not completing the application or by being otherwise declared ineligible by the District, he/she will not be allowed to become eligible for that year's program at any time in the future. The application will clearly define the parameters and benefits of the program and will require the employee to sign a statement indicating his/her awareness of the said parameters and benefits. Completed Intent to Retire forms to be considered for eligibility in the Voluntary Retirement Incentive Program shall be submitted to the District's Human Resources office at the Educational Leadership and Support Center, 2500 Edgewood Road NW, Cedar Rapids, Iowa on or before 4:00 p.m. on February 1, 2024. In order to be eligible for 2023-24 Voluntary Retirement Incentive Program benefits, an employee must be regularly and actively employed (not on extended unpaid leave of absence or on another form of extended unpaid leave*) for the entire 2023-24 school year.

*Teachers, Nurses, Administrators and Engagement Specialists who are age fifty-four (54) and who will turn age fifty-five (55) after June 30, 2024 and on or before December 31, 2024 may request an unpaid, extended leave of absence for the portion of the 2024-25 school year prior to their birth date and remain eligible for full Voluntary Retirement Incentive Program benefits for 2024-25. However, in this case, the 2023-24 year's salary will be applied in calculating Voluntary Retirement lump-sum payment benefits.

SECTION B: Program for 2024-2025 School Year

In implementing the Staff Voluntary Retirement Incentive Program, eligible employees will be informed of the program by the Business Services Department after the Board of Directors approves said program. The Human Resources Department will inform employees within a reasonable time prior to the established deadline for staff to make application to retire per the program. Employees will be required to request to be included in the Voluntary Retirement Incentive Program by completing an Intent to Retire form. Failure to fully and in good faith complete said application prior to the application deadline will constitute a failure to make application and will make the employee ineligible for the program. When an employee is declared ineligible for the program by either not completing the application or by being otherwise declared ineligible by the District, he/she will not be allowed to become eligible for that year's program at any time in the future. The application will clearly define the parameters and benefits of the program and will require the employee to sign a statement indicating his/her awareness of the said parameters and benefits. Completed Intent to Retire forms to be considered for eligibility in the Voluntary Retirement Incentive Program shall be submitted to the District's Human Resources office at the Educational Leadership and Support Center, 2500 Edgewood Road NW, Cedar Rapids, Iowa on or before 4:00 p.m. on February 1, 2025. In order to be eligible for 2024-25 Voluntary Retirement Incentive Program benefits, an employee must be regularly and actively employed (not on extended unpaid leave of absence or on another form of extended unpaid leave*) for the entire 2024-25 school year.

*Teachers, Nurses, Administrators and Engagement Specialists who are age fifty-four (54) and who will turn age fifty-five (55) after June 30, 2025 and on or before December 31, 2025 may request an unpaid, extended leave of absence for the portion of the 2025-26 school year prior to their birth date and remain eligible for full Voluntary Retirement Incentive Program benefits for 2025-26. However, in this case, the 2024-25 year's salary will be applied in calculating Voluntary Retirement lump-sum payment benefits.

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