

# CVUSD

## Board Policy

AR 4117.13

### Personnel

#### Early Retirement Incentive Program for Management, Supervisory and Confidential Employees

1. Application for Early Retirement

A management, supervisory or confidential employee who is designated as such and a member of the management, supervisory or confidential unit and not of a unit represented by an exclusive representative under provisions of Section 3540 et al. Government Code (Rodda Act) and who desires to participate in the Early Retirement Incentive Program shall, except for the year 1980, not later than sixty (60) days prior to the intended date of retirement or by March first in the school year of intended retirement, whichever date is earlier, submit a letter requesting the same to the Assistant Superintendent of Personnel Services (if certificated) or the Director of Classified Personnel (if classified).

Letters of Request for early retirement shall state the name, age and length of service in the District or one of its component districts and the type of early retirement incentive sought and for how long it is requested that such incentive continue.

2. Maximum Provisions for Benefits under Policies 538.2(a) and 652.1.4(a)

No employee requesting retirement under 1. above shall be granted benefits under Policy 538.2(a) or 652.1.4(a) to run longer than the last day of the calendar month in which such employee becomes eligible for the first time for similar benefits from a new employer or the last day of the month in which such employee becomes eligible for Medicare, whichever is later.

3. Employee Paid Benefits

A Letter of Request may contain a provision that the employee after retirement may continue at his or her own expense any benefits received at the time of retirement which the carrier will allow to be continued.

4. Processing of Letters of Request

a. Upon receipt of a Letter of Request, the Personnel Office receiving the same shall, after attaching necessary documentation or verification, forward the same to the committee provided for by Policy 538.2/652.1.4 who shall upon convocation by the Assistant Superintendent of Business Services consider the same and make a recommendation.

- b. If the recommendation is favorable, the same shall be forwarded to the Superintendent with the Letter of Request and supporting documentation for his endorsement or rejection.
- c. If the Superintendent endorses the recommendation, he shall place the item before the Board of Education for approval or rejection.
- d. If the Board of Education approves the recommendation, the effect of the same shall be communicated by the appropriate Personnel Office to the individuals concerned.

CVUSD Global Adoption: August 19, 2008

Reference CVUSD regulation 358.2