

Chapter 4: PERSONNEL
Section 4: SALARIES AND BENEFITS

Early Retirement

As an incentive to attract employees and reward long service to the District, the Dubuque Community Schools will offer an early retirement plan. The District will provide suitable plans to include its employees. This does not include employees eligible under Policy 3604 and its administrative guidelines.

Adopted: March 11, 1985
Revised: April 13, 2009
Revised: October 11, 2010

Teachers/Nurses 4308 A1-A3
Classified Employees 4308 B1-B3

The Board extends an offer of early retirement benefits to licensed employees who will be fifty-five (55) by June 30 of the current contract year. Licensed employees are defined as teachers and nurses.

The early retirement plan will be computed based upon the licensed employee's current contract base salary less TSS (Teacher Salary Supplement) as listed on Schedule C and D (not to include extended contract, longevity and supplemental pay)*.

The District shall make health insurance available to the retiree at his/her own expense until the retiree is Medicare eligible, provided the retiree was eligible for and participated in the District's Health Insurance Program prior to approval of the retirement application. If the employee chooses to continue participation in the District's Health Insurance Program, the employee must notify the Payroll/Benefits office in writing on or before June 1 of the contract year in which the employee intends to retire. The opportunity to purchase health insurance shall continue if permitted by the insurer until the retiree is Medicare eligible. Payment of premiums shall be deducted from the retiree's bank account on the last business day of the month for coverage the following month. Failure to pay the advance premium by the due date shall cancel the insurance coverage and no re-admittance to the program will be allowed. It shall also be the sole responsibility of the retiree to provide any and all information necessary for participation in the program.

An early retirement plan for licensed employees is a discretionary offer by the Board. The Board may discontinue the District's early retirement plan at any time.

A licensed employee is eligible for the benefits of an early retirement plan when the licensed employee:

- Is fifty-five (55) on or before June 30 of the contract year in which the licensed employee wishes to retire (and is at least 55 years of age on the effective date of retirement);
- Completes a minimum of:
 - (A) twenty (20) years of service as an employee of the school district, of which the last five years are consecutive and full-time; or
 - (B) thirty (30) years of service as an employee of the school district, of which the last one (1) year shall be consecutive full-time employment;
- Submits an application to the Superintendent or designee on or before January 15 of the current contract year in which the licensed employee wishes to retire for participation in the plan. Applications submitted after January 15 may be considered at the discretion of the Board depending on the circumstances of the late application;
- Understands that the employee application for the early retirement plan and request for approval of resignation will be acted upon simultaneously by the Board.

Approval by the Board of the licensed employee's early retirement application shall constitute a voluntary resignation. Approval by the Board will authorize the administration to implement and contribute to a plan that utilizes IRS Code Section 403(b) to save both the district and employees payroll taxes on payments to employees at retirement. Payments to the plan will be made on or before July 31 of the year of retirement.

An employee's application for early retirement benefits is not a resignation of a contract with the District. However, approval by the Board of an employee's application for early retirement will be considered a voluntary resignation and termination of his/her continuing contract. Should the Board not approve the application, the employee's contract will remain in effect and he/she will remain as a licensed employee of the District unless he/she otherwise resigns.

Application materials may be obtained from the Human Resource Services office or the Payroll and Benefits office and are to be addressed to the Superintendent of Schools.

Eligible employees may make application for early retirement providing they have been employed in the District for a minimum period of (A) twenty (20) years, of which the last five (5) years shall be consecutive full-time employment with the District or (B) thirty (30) years of service as an employee of the school district, of which the last one (1) year shall be consecutive full-time employment. In addition, licensed employees currently receiving long-term disability benefits are not eligible for the early retirement plan. Each application will be reviewed and will be subject to Board approval. If the Board approves this application, the employee will receive the following cash benefit:

60+ on or before June 30 of the current contract year = 30%

59 on or before June 30 of the current contract year = 25%

58 on or before June 30 of the current contract year = 20%

57 on or before June 30 of the current contract year = 15%

56 on or before June 30 of the current contract year = 10%

55 on or before June 30 of the current contract year = 5%

Cash benefits are computed as a percentage of the employee's base salary (less TSS amount) at the time of retirement.

The licensed employee who accepts early retirement under this policy will be entitled to all rights and privileges as a retired licensed employee under applicable laws, policies and provisions of the District.

EMPLOYEE'S RETIREMENT PLAN

Voluntary Early Retirement

The Board extends an offer of early retirement benefits to classified employees who will be fifty-five (55) by June 30 of the current contract year. Classified employees are defined as those members of the following employee groups who work five (5) days per week: Food Service, Maintenance, Service, Transportation, Bus Drivers/Bus Attendants, Mechanics/Truck Drivers, Educational Associates, Educational Secretaries, Administrative Assistants, Executive Administrative Assistants, and other classified employees.

To be eligible for early retirement benefits, applicants shall have worked five (5) days per week and shall have been employed in the District for twenty (20) years, of which the last five (5) years shall be consecutive. Employees who are currently receiving long-term disability benefits are not eligible for the early retirement plan.

The classified employee who accepts early retirement under this policy will be entitled to all rights and privileges as a retired classified employee under applicable laws, policies and provisions of the District.

An early retirement plan for classified employees is a discretionary offer by the Board. The Board may discontinue the District's early retirement plan at any time.

All eligible classified employees may make application for early retirement benefits to the Superintendent or designee. Applications for early retirement must be received prior to April 1 of the current contract year and ninety (90) days prior to the effective date of retirement. Applications submitted after March 31 may be considered at the discretion of the Board depending on the circumstances of the late application.

A classified employee who accepts early retirement will receive a cash benefit as follows:

- 60+ on or before June 30 of the current contract year = 30%
- 59 on or before June 30 of the current contract year = 25%
- 58 on or before June 30 of the current contract year = 20%
- 57 on or before June 30 of the current contract year = 15%
- 56 on or before June 30 of the current contract year = 10%
- 55 on or before June 30 of the current contract year = 5%

All payments will be based on an employee's averaged past three year's (base) contract salary.

Further Information:

- A) Approval by the Board of the classified employee's early retirement application shall constitute a voluntary resignation. Approval by the Board will authorize the administration to implement and contribute to a plan that utilizes IRS Code Section 403(b) to save both the district and employees payroll taxes on payments to employees at retirement. Payments to the plan will be made on or before July 31 of the year of retirement.
- B) The District shall make health insurance available (until the retiree is Medicare eligible) to the retiree at his/her own expense provided the retiree was eligible for and participated in the District's Health Insurance Program prior to approving the retirement application. If the employee chooses to participate in the Health Insurance Program, the employee must notify the Payroll and Benefits Office, in writing, on or before June 1 of the contract year in which the employee intends to retire. The opportunity to purchase health insurance shall continue if permitted by the insurer until the retiree is Medicare eligible. Payment of premiums shall be the responsibility of the retiree and must be received in the District's Payroll and Benefits Office prior to the tenth (10th) day of each month for coverage to be effective for the ensuing month. Failure to pay the advance premium by the due date shall cancel the insurance coverage and no re-admittance to the program will be allowed. It shall also be the responsibility of the retiree to provide any and all information necessary for participation in the program. The method of premium payment shall be determined by the District.
- C) An employee's application for early retirement benefits is not a resignation from employment with the District. However, acceptance by the Board of an employee's application for early retirement will be considered as a voluntary resignation and termination of his/her employment. Should the Board not approve the application, the employee's contract will remain in effect and he/she will remain as a classified employee of the District unless he/she otherwise resigns.
- D) Application materials may be obtained from the Human Resource Services office or the Payroll and Benefits office and are to be addressed to the Superintendent of Schools.