

Early Notification of Retirement

- 1.0 Purpose: The Barbour County Board of Education wishes to provide an incentive for professional and service employees to notify the Board of his/her plans to retire at the end of the school year. This early notification by December 1 allows the Board of Education to plan for its personnel needs for the upcoming school year.
- 2.0 Early Notification of Retirement of Professional Personnel:
 - 2.1 Any classroom teacher who gives written notice to the County Board on or before the first day of December of the school year of their retirement from employment with the Board at the conclusion of the school year shall be paid \$500.00 from the "Early Notification of Retirement" line item established for the Department of Education for this purpose, subject to appropriation by the legislature.
 - 2.1.1 If the appropriations to the Department of Education for this purpose are insufficient to compensate all applicable teachers, the Department of Education shall request a supplemental appropriation in an amount sufficient to compensate all such teachers. Additionally, if funds are still insufficient to compensate all applicable teachers, the priority of payment is for teachers who give written notice the earliest. This payment shall not be counted as part of the final average salary for the purpose of calculating retirement.
 - 2.1.2 The position of a classroom teacher providing written notice of retirement pursuant to this policy may be considered vacant and the County Board may immediately post the position as an opening to be filled at the conclusion of the school year.
 - 2.1.3 If a teacher has been hired to fill the position of a retiring classroom teacher prior to the start of the next school year, the retiring classroom teacher is disqualified from continuing his/her employment in that position. However, the retiring classroom teacher may be permitted to continue his/her employment in that position and forfeit the early retirement notification payment if, after giving notice of retirement in accordance with this policy, s/he becomes subject to a significant unforeseen financial hardship, including a hardship caused by the death or illness of an immediate family member or loss of employment of a spouse. Other significant unforeseen financial hardships shall be determined by the Superintendent on a case-by-case basis.
 - 2.1.4 This policy does not prohibit a County School Board from eliminating the position of a retiring classroom teacher.
 - 2.2 Barbour County Board of Education is authorized to pay entirely from local funds, five hundred dollars (\$500.00) to any professional who is not a classroom

teacher, who gives on or before the first day of December of the school year of his/her retirement from employment with the board at the conclusion of the school year.

3.0 Early Notification of Retirement of Service Personnel: Any service personnel who give written notice to the County Board on or before the first day of December of the school year of their retirement from employment with the Board at the conclusion of the school year shall be paid \$250.00 from local funds.

3.1 If a service employee has been hired to fill the position of the retiring service employee prior to the start of the next school year, the retired service employee is disqualified from continuing in the that position in the next school year. However, the retiring service employee may be permitted to continue his/her employment in that position and forfeit the early retirement notification payment if, after giving notice of retirement in accordance with this policy, s/he becomes subject to a significant unforeseen financial hardship, including a hardship caused by the death or illness of an immediate family member or loss of employment of a spouse. Other significant unforeseen financial hardships shall be determined by the Superintendent on a case-by-case basis.

3.2 This policy does not prohibit Barbour County Schools Board from eliminating the position of a service employee.

Source: WV Code 18A-2-2, 18A-2-5a

Adopted: 11/29/2010