

**SUPPORT STAFF EMPLOYEE EARLY RETIREMENT**

**I. Eligibility for Early Retirement Plan**

The school district offers an Early Retirement Plan for full-time support staff employees. Full-time support staff employees are support staff employees who are eligible for full insurance coverage under the requirements of the insurer and who are currently performing their assigned duties within the school district. A support staff employee is eligible to participate in the Early Retirement Plan under the following terms:

- A. The number of applications for the Early Retirement Plan will be limited to no more than five (5) for a given fiscal year, unless the Board chooses to allow more than five (5).
- B. The Early Retirement Plan will be available to a support staff employee who is fifty-five (55) years of age by the start of the next school year.
- C. The Early Retirement Plan will be available to those who have completed their most recent ten (10) consecutive years of service in the Red Oak Community School District.
- D. The employee shall submit an application for the plan on or before January 16 of the current school year, at the Board's discretion.
- E. The employee shall submit a written resignation resigning from the existing contract. The resignation may be contingent upon approval by the board of participation in the voluntary early retirement program.
- F. All applications for the Early Retirement Plan will be considered not later than the second regular board meeting in January, and if more than the designated number allowed in Section A are received, the highest priority will be given to the employees with the longest continuous years of service in the District.
- G. An employee who meets the criteria in item "B", but who has not completed a minimum of ten (10) consecutive years of service to the school district may apply for a prorated early retirement amount. Approval of such application by the board will be based on the best interests of the school district, and if a prorated amount is approved, the amount will be based on completed consecutive years of service at the time of the application for the Early Retirement Plan.
- H. The application for the Early Retirement Plan and the resignation must be approved by the board, which will authorize disbursement of the early retirement amount.
- I. Approval by the board of the support staff employee's early retirement application shall constitute a voluntary resignation. Approval by the board of the support staff employee's early retirement application will also make the support staff employee eligible for disbursement of the early retirement amount on January 10 of the school year following the support staff employee's approval for early retirement. Failure of the board to approve the support staff employee's early retirement application will make the support staff employee's current contract with the board continue in full force and effect.

Approved

Reviewed November 28, 2016

Revised November 28, 2016

## SUPPORT STAFF EMPLOYEE EARLY RETIREMENT

### II. Voluntary Early Retirement Amount and Terms:

A. A support staff employee who meets one of the eligibility requirements as stated in the policy will be eligible for the early retirement amount of approximately 45% of the beginning base pay for their job classification plus an amount equal to 25% of the employee's accumulated sick leave times the current daily substitute pay rate for that position. An employee whose contractual full-time equivalency (FTE) is less than 1.00 will be eligible for a prorated early retirement amount by multiplying the employee's FTE by the applicable amount above.

B. An employee agrees to participate in the "Special Pay Plan". This plan allows payment of the early retirement amount to be paid to a Tax Shelter Annuity of the employee's choice. This Tax Shelter Annuity must be with a company that participates in the State of Iowa Plan. If the employee is currently contributing to a Tax Shelter Annuity the payment will be made to the same company. The employee agrees not to close out this account before the January payment is made.

C. Upon retirement, the support staff employee is eligible to continue participation in the school district's group insurance plan at the support staff employee's expense by meeting the requirements of the insurer. The employee/retiree must pay the monthly premium amount in full to the board secretary prior to the due date of the school district's premium payment to the insurance carrier.

This insurance coverage will cease when the support staff employee/retiree qualifies for Medicare coverage, secures other employment in which the employer provides insurance coverage, or dies. If dependent insurance coverage is carried, that coverage may continue at the dependent's expense beyond the employee's/retiree's qualification for Medicare coverage under COBRA provisions.

In the event of the death of the employee/retiree, the dependent of the employee/retiree may continue coverage in the school district's group health insurance program at his/her own expense under COBRA provisions, if the dependent was covered through the school district's group health insurance program prior to the death of the employee/retiree.

D. An employee who elects to participate in this program will become a retired employee and will be entitled to all rights and privileges of such a retiree under applicable laws and policies of the school district.

E. Beneficiary. In the event of the death of the employee prior to the early retirement amount being paid, payment will be as follows:

1. Lump sum payment will be made to a designated beneficiary for the early retirement amount due to the employee on January 10 of the school year following the support staff employee's approval for early retirement.
2. In the event no beneficiary is named, payment shall be made to the estate of the employee on January 10 following the support staff employee's approval for early retirement.

The board has complete discretion to offer or not to offer an Early Retirement Plan for support staff employees and will review this policy annually. The board may discontinue the school district's Early Retirement Plan at any time.

SUPPORT STAFF EMPLOYEE EARLY RETIREMENT ACKNOWLEDGEMENT OF RECEIPT

The undersigned support staff employee acknowledges receipt of the Early Retirement Plan documents stated below, for the support staff employee's consideration:

- early retirement policy (plan description);
- early retirement application.

The undersigned support staff employee acknowledges that the application and participation in the Early Retirement Plan is entirely voluntary.

The undersigned support staff employee acknowledges that the school district recommends the support staff employee contact legal counsel and the employee's personal accountant regarding participation in the Early Retirement Plan.

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Support Staff Employee

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Date

Legal Reference: 29 U.S.C. §§ 621 *et seq.* (1988).  
Senate File 2366, 77<sup>th</sup> General Assembly, 2<sup>nd</sup> Reg. Sess. (1998).  
Iowa Code §§ 97B; 216; 279.46; 509A.13 (2003).  
581 I.A.C. 21.  
1978 Op. Att'y Gen. 247.  
1974 Op. Att'y Gen. 11, 322.

Cross Reference: 401.14 Recognition for Service of Employees  
407.3 Licensed Employee Retirement  
413.3 Classified Employee Early Retirement

**Red Oak Community School District**

SUPPORT STAFF EMPLOYEE EARLY RETIREMENT INSURANCE OPTIONS

Board policy 413.6, Support Staff Employee Early Retirement, allows the employee to continue to participate in the school district's group health insurance plan until age 65 by meeting the requirements of the insurer.

The support staff employee is responsible for the cost of the health insurance premium. The support staff employee must pay the employee's share of the premium by paying the monthly premium amount in full to the board secretary prior to the due date of the school district's premium payment to the insurance carrier.

\_\_\_\_\_ I would like to remain on the school's health insurance policy. I will submit a check to the Central Office the first of each month. Failure to submit this check will result in loss of insurance coverage. Plan selected: \_\_\_\_\_

\_\_\_\_\_ I wish NOT to remain on the school's health insurance policy when I am no longer an ACTIVE employee. (after all pay is received) COBRA option has been explained to me.

\_\_\_\_\_ I would like to remain on the school's dental insurance policy. I will submit a check to the Central Office the first of each month. Failure to submit this check will result in loss of dental insurance coverage. Plan selected: \_\_\_\_\_

\_\_\_\_\_ I wish NOT to remain on the school's dental insurance policy when I am no longer an ACTIVE employee. (after all pay is received) COBRA option has been explained to me.

\_\_\_\_\_ I wish to receive all remaining pay for the \_\_\_\_\_ school year on June 10, 20\_\_\_. (Recommend you contact IPERS to discuss, if it is better for you to take all payment in June or to continue to receive checks during July and August. This varies from person to person). If the employee participates in the TaxSaver Plan, the July and August monthly amounts will be deducted from the June 10, 20\_\_\_ paycheck.

\_\_\_\_\_  
Support Staff Employee

\_\_\_\_\_  
Date



Red Oak Community School District  
Staff Selection Recommendation

RECEIVED  
NOV 28 2016

BY: \_\_\_\_\_

Date: 11-28-16

Building: Admin    HS    MS    WIS    IPS    ECC    Trans  
(Please Circle All That Apply)

Position: MS WR Coach.

Name: Bob DETER.

Certified:

Lane: -

Step: -

Salary: -

7.5% of \$30,775  
= \$2,308.13

Classified:

Hourly Rate: -

Hours Per Day: -

  
Principal/Director

Please send form to Superintendent for Board Approval

**Deb Drey**

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**From:** Carlos Guerra  
**Sent:** Monday, November 21, 2016 1:56 PM  
**To:** Tom Messinger  
**Cc:** Deb Drey; Karla Wood  
**Subject:** Sub Driver

I would like to recommend to hire Douglas Moore as a Substitute bus driver. Doug comes to us from the Griswold District where he has been driving activity trips.

CARLOS GUERRA III  
RED OAK COMMUNITY SCHOOL DIST.  
DIRECTOR OF TRANSPORTATION  
2011 N 8<sup>TH</sup> RED OAK, IA 51566  
GUERRAC@ROSCHOOLS.ORG  
O 712-623-6606  
C 712-370-6606

Background Check Received 11/21/16  
DD