

Lancaster School District
Human Resources
44711 N. Cedar Avenue
Lancaster, CA 93534
(661) 948-4661 x151



Memo

To: All Lancaster School District Employees
From: Lexy Conte, Deputy Superintendent, Human Resources
Date: December 2, 2015
Re: Early Retirement NOTIFICATION

For the 2015-2016 school year, the Lancaster School District is offering \$1,000 for Early Retirement Notification. This will provide a financial incentive for staff to submit early notification to the District of their intent to retire at the end of this school year. This early notification will provide the District with an opportunity to plan staffing needs, recruit, and hire the best-qualified candidates at the beginning of the recruitment season.

If you are planning on retiring from District service at the end of this school year, you may be eligible for the Early Retirement Notification. In order to be eligible, you must:

- Be a permanent certificated, classified, confidential, or management employee who is eligible for District retirement, and retire from the District effective June 9, 2016 through June 30, 2016.
- Retire under STRS/PERS at the end of the 2015-2016 school year.
- Submit your non-revocable, signed District Formal Resignation Form and Early Retirement Notification Memorandum to Human Resources Services between **December 2, 2015 and January 22, 2016**. (Faxes and emails will not be accepted.)

Upon receipt and acceptance of your non-revocable retirement, \$1,000 will be issued on your final pay warrant with the Lancaster School District. Human Resources will make all attempts to keep your decision to retire confidential, if that is your request. However, due to the nature of recruitment efforts, anonymity cannot be guaranteed.

In addition to submitting the District's Formal Resignation form, the attached memorandum indicating your non-revocable retirement must be submitted. Both forms must be submitted to Human Resources **no earlier than 7:30 a.m. on December 2, 2015, and no later than 4:00 p.m. on Friday, January 22, 2016**.

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Memo

To: Lexy Conte, Deputy Superintendent, Human Resources

From:

Date:

Re: Early Retirement NOTIFICATION

I am submitting my non-revocable retirement on the attached Formal Resignation Form. I understand that my resignation must be received in Human Resources between **December 2, 2015 and January 22, 2016**, in order to be eligible for the \$1,000 Early Retirement Notification, and that my effective date of retirement is between June 9, 2016 through June 30, 2016.

I understand that information regarding my retirement may be made public as the district processes the paperwork for my retirement and there is no expectation that this information will be kept confidential.

Employee's Signature

Date

(For District Use Only Below this Line)

Received by _____ Date _____ Time _____

Accepted by _____ Date _____