

## Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING ("MOU") IS ENTERED INTO BY AND BETWEEN THE OTHELLO EDUCATION ASSOCIATION AND THE OTHELLO SCHOOL DISTRICT.

### Resignation Notice Incentive Plan for Certificated Non-Provisional Teachers

#### Objective

To provide a tiered resignation incentive plan that encourages non-provisional teachers to notify the district of their resignation earlier in the school year, with a focus on supporting the transition and onboarding of new staff.

#### 1. Eligibility:

- The resignation incentive is available to **certificated non-provisional teachers** only.
- Staff must submit their written intent to retire/resign and complete the electronic separation notice by the specified dates below to qualify for the respective incentive.
- The 'extra days' described below will be available for use when the employee's resignation notice has been board-approved.

#### 2. Incentive Tiers:

Eligible teachers will receive **Extra Work Days at Per Diem** for supporting the transition and onboarding of new staff. The number of days decreases over time.

- **Tier 1: November Notification**  
Teachers who notify the district of their separation by **November 15th** will receive **10 Extra Work Days at Per Diem** to provide transition and onboarding support for new staff.
- **Tier 2: December Notification**  
Teachers who notify the district by **December 15th** will receive **7 Extra Work Days at Per Diem** for transition and onboarding support.
- **Tier 3: January Notification**  
Teachers who notify the district by **January 15th** will receive **5 Extra Work Days at Per Diem** for transition and onboarding support.
- **Tier 4: February 1st Notification**  
Teachers who notify the district by **February 1st** will not receive extra work days but will be eligible for the standard transition support process, \$500.

#### 3. Process:

- Interested teachers must submit their official resignation notice to the district office by the corresponding deadline to qualify for the incentive.
- The Extra Work Days must be used specifically to assist with the transition and onboarding of new staff, as directed by school leadership.

#### 4. Payment:

- **Eligible employees will receive the 'extra days' described above. Employees will be able to claim the days via:**
  - i. The Red Rover timesheeting process and paid out on the next available payroll.

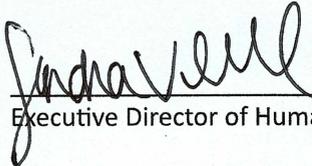
**5. Communication:**

The district and OEA President will ensure this plan is communicated clearly to all eligible staff through various channels, including email and HR notices.

**6. Duration of Agreement:**

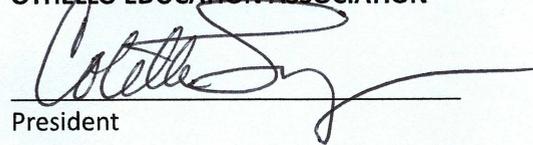
This MOU will remain in effect for the 24-25 school year only.

**OTHELLO SCHOOL DISTRICT**

  
\_\_\_\_\_  
Executive Director of Human Resources

4/21/25  
Date

**OTHELLO EDUCATION ASSOCIATION**

  
\_\_\_\_\_  
President

4/21/25  
Date

## Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING ("MOU") IS ENTERED INTO BY AND BETWEEN THE OTHELLO EDUCATION ASSOCIATION AND THE OTHELLO SCHOOL DISTRICT.

### Retirement Notice Incentive Plan for Certificated Non-Provisional Teachers

#### Objective

To provide a tiered retirement notice incentive plan that encourages non-provisional teachers to notify the district of their retirement earlier in the school year, with a focus on supporting the transition and onboarding of new staff.

#### 1. Eligibility:

- The retirement notice incentive is available to **certificated non-provisional teachers** only.
- Staff must submit their written intent to retire and complete the electronic separation notice by the specified dates below to qualify for the respective incentive.
- The 'extra days' described below will be available for use when the employee's retirement notice has been board-approved.

#### 2. Incentive Tiers:

Eligible teachers will receive **Extra Work Days at Per Diem** for supporting the transition and onboarding of new staff. The number of days decreases over time.

- **Tier 1: November Notification**  
Teachers who notify the district of their separation by **November 15th** will receive **10 Extra Work Days at Per Diem** to provide transition and onboarding support for new staff.
- **Tier 2: December Notification**  
Teachers who notify the district by **December 15th** will receive **7 Extra Work Days at Per Diem** for transition and onboarding support.
- **Tier 3: January Notification**  
Teachers who notify the district by **January 15th** will receive **5 Extra Work Days at Per Diem** for transition and onboarding support.
- **Tier 4: February 1st Notification**  
Teachers who notify the district by **February 1st** will not receive extra work days but will be eligible for the standard transition support process, \$500.

#### 3. Process:

- Interested teachers must submit their official retirement notice to the district office by the corresponding deadline to qualify for the incentive.
- The Extra Work Days must be used specifically to assist with the transition and onboarding of new staff, as directed by school leadership.

#### 4. Payment:

- Eligible employees will receive the benefit directly deposited into the employee's VEBA account in a lump sum in June 2025.

#### 5. Communication:

The district and OEA President will ensure this plan is communicated clearly to all eligible staff through various channels, including email and HR notices.

#### 6. Duration of Agreement:

This MOU will remain in effect for the 24-25 school year only.

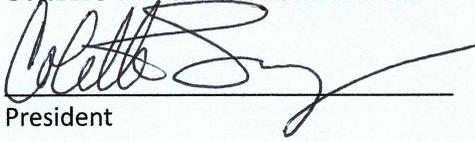
**OTHELLO SCHOOL DISTRICT**

  
\_\_\_\_\_

Executive Director of Human Resources

4/21/25  
Date

**OTHELLO EDUCATION ASSOCIATION**

  
\_\_\_\_\_

President

4/21/25  
Date