

Memorandum of Understanding

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

Retirement/Resignation Incentive Plan for Certificated Non-Provisional Teachers

Objective

To provide a tiered retirement/resignation 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/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 retirement/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 1st 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 1st 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 1st 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 have two options to 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. **OR**
 - ii. as a 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

Sandra Villemant
Executive Director of Human Resources

10/18/24
Date

OTHELLO EDUCATION ASSOCIATION

Colette Simpson
President

10/18/24
Date