

### **Early Notification Incentive**

Any employee who works at least a .5 FTE and provides a letter of resignation and/or letter of retirement effective as of the end of the current school year, to the Superintendent's office on or prior to February 1<sup>st</sup> that is approved by the School Board, may receive an early notification stipend of one day of per-diem pay, to be paid on the last payroll check.

Any employee who is a fulltime 12-month employee, who provides a letter of resignation and/or letter of retirement to the Superintendent's office effective at least four months prior to his/her last working day and is approved by the School Board, may receive an early notification stipend of one day of per-diem pay, to be paid on the last payroll check.

Employees will utilize this additional time to transition records, inventory, and clean and organize the classroom/workspace.