



**BLUE RIDGE ISD**  
**Early Resignation Notice Incentive Pay Plan**  
**2021-2022**

**Purpose:**

Provide a monetary incentive payment to professional and auxiliary staff who voluntarily resign and/or retire at the end of the 2021-2022 school year. In order to allow the District additional time to plan staffing for the 2022-2023 school year, the District is offering an incentive to eligible employees for the early notice of resignation.

**Eligibility: Only employees who meet the criteria listed below are eligible for the incentive.**

**Professional & Auxiliary Staff:**

1. Professional and Auxiliary staff who have been continuously employed with the district since the beginning of the 2021-2022 school year (prior to September 1, 2021).
2. Professional and Auxiliary staff who were already planning to voluntarily resign or retire at the end of the 2021-2022 school year.
3. Professional and Auxiliary staff **will not** be eligible for incentive pay if resigning due to disciplinary action or under investigation for professional misconduct.

**Procedure:**

- The employee must **personally** submit a letter to the HR Department addressed to the Superintendent on or before 4:30 p.m., **Wednesday, March 30, 2022**. The employee’s resignation must be voluntary, unconditional, and effective on the employee’s last duty day of the 2021-2022 school year, unless the employee and Superintendent agree to an alternate date.
- The resignation letter must be accompanied by this form and signed by the employee. Eligible employees who have previously submitted notice of resignation are eligible to apply for the incentive if their resignation is effective at the end of the 2021-2022 school year and they sign **and** submit this form on or before 4:30 p.m., **Wednesday, March 30, 2022**.
- Upon acceptance of the resignation letter, the Superintendent shall approve the resignation and notify the employee. The resignation may not be rescinded after acceptance of the resignation by the Superintendent.

**Incentive Payment:**

- Professional staff eligible and accepted for the incentive pay shall receive up to \$2,000 on their final 2021-2022 paycheck. (½ of the incentive shall be paid to part-time employees.)
- Auxiliary staff eligible and accepted for the incentive pay shall receive up to \$1,000 on their final 2021-2022 paycheck. (½ of the incentive shall be paid to part-time employees.)
- There is a total limit of \$15,000 district wide. No incentive payments will be accepted after the threshold has been met.

I have read and agree to abide by the terms set out above for the early resignation notice incentive pay.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**HR Use Only**

**Date/time received:** \_\_\_\_\_

\_\_\_\_\_  
Superintendent Approval (Signature)

\_\_\_\_\_  
Date

\*Part-time employees shall be defined as working 20 or less hours per week.

## Early Notice Incentive

<b>Certified Staff:</b>	
Years in District:	Incentive Pay:
0 – 9 Years	\$500
10 – 14 Years	\$750
15 – 19 Years	\$1,000
20 + Years	\$2,000
<b>Support Staff:</b>	
Years in District:	Incentive Pay:
0 – 9 Years	\$250
10 – 14 Years	\$375
15 – 19 Years	\$500
20 + Years	\$1,000