

PAMPA ISD
**One-Time Early Resignation Notice Incentive for Professional Staff Currently Under Contract
for the 2016-2017 School Year**

The Texas Education Code allows educators employed under a probationary, term, or continuing contract to provide notice of resignation without penalty, at any time up until 45 days before the first day of instruction of the following school year. In order to allow the District additional time to plan staffing for the 2017-2018 school year, the District is offering a one-time incentive to eligible professional employees for their early notice of resignation. By voluntarily choosing to access the early resignation notice incentive, the eligible employee agrees to the terms outlined below:

Eligibility:

- The first twenty (20) employees who meet the following requirements are eligible for the incentive:
- All professional staff currently under contract. Professional staff means employees currently on a Chapter 21 written employment contract as a classroom teacher, diagnostician, nurse, counselor or librarian. School administrators are not eligible to participate.
- The incentive is not available to professional staff members who have resigned on or before February 28, 2017, or who resign with an effective date prior to the last duty day of the 2016-2017 school year.
- Resignation, completed form, and related information as detailed below must be submitted in person no later than **April 1, 2017 by 4:30 p.m.** to the Human Resource Services office located at 1233 N. Hobart Pampa, TX. Resignation and incentive forms **will not** be received by email, U.S. Mail, or fax. Employees who make late submissions will not be eligible for the incentive.

Amount:

- A full-time professional employee whose resignation is found to meet the requirements noted above will receive a \$1,000 (ONE THOUSAND AND NO/100 DOLLARS) incentive included in his/her final paycheck for the 2016-2017 school year. The incentive payment will be subject to all legally required deductions and withholdings.

Contingency:

- Eligibility for an incentive payment is contingent upon the employee maintaining his or her employment and completing his or her assigned contract work schedule through the effective date of the resignation at the end of the 2016-2017 school year.

Procedure:

1. The employee must personally hand-deliver to the Human Resources office on or before **April 1, 2017 by 4:30 p.m.**, a dated and signed letter of resignation addressed to the Superintendent. The employee's resignation must be voluntary, unconditional, irrevocable and in a form acceptable to the Superintendent of Schools, and must state that it is effective on the employee's last duty day of the 2016-2017 school year.
2. In addition, the employee must complete and sign the Early Resignation Notice Incentive Form and submit the completed Form with his or her written resignation letter. The Early Resignation Notice Incentive Form is available on the District website or from the Human Resource Services office. Any questions about the incentive application process should be submitted to Nathan Maxwell (Nathan.maxwell@pampaisd.net or at 806-669-4700 extension 1420). **Both steps 1 and 2 above must be submitted together in person to the Human Resource Services office. Failure to satisfactorily complete steps 1 and 2 may cause the employee to be ineligible for the incentive program.**
3. Each completed resignation and Early Resignation Incentive Form will be reviewed for eligibility in the order received. **Once approved, resignations cannot be withdrawn. The decision of the Superintendent as to eligibility and compliance with the plan is final.**

PAMPA ISD
Early Resignation Notice Incentive Form
2016-17

Purpose:

Provide a monetary incentive payment to professional staff members under contract who intend to voluntarily resign at the end of the 2016-2017 school year. In order to allow the school district additional time to plan staffing for the 2017-2018 school year, the Pampa ISD 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. The decision of the Superintendent as to eligibility and compliance with this plan is final.

Professional Staff:

1. Only the first twenty (20) employees meeting the eligibility requirements will receive the incentive.
2. Professional staff who have been employed under a Chapter 21 written contract with the district as a classroom teacher, diagnostician, nurse, counselor or librarian since the beginning of the 2016-2017 school year (prior to September 1, 2016).
3. Professional staff already planning to voluntarily resign or retire at the end of the 2016-2017 school year.
4. Professional staff who have not already resigned as of February 28, 2017, or who resign with an effective date prior to the last duty day for the 2016-17 school year.

Procedure:

- The employee must **personally** submit to the Human Resource Services office a letter of resignation addressed to the Superintendent on or before 4:30 p.m., **April 1, 2017**. The resignation must be voluntary, unconditional, in a form acceptable to the Superintendent and effective on the employee's last duty day of the 2016-2017 school year. Once a resignation is submitted by an eligible employee, it is irrevocable.
- The resignation letter must be accompanied by this Form, signed by the employee.

Incentive Payment:

- Professional full-time eligible employees accepted for the incentive pay shall receive \$1,000 (ONE THOUSAND AND NO/100) on their final 2016-2017 paycheck, subject to applicable withholdings and deductions.

I have read and agree to abide by the terms set out above in the 2016-2017 Early Resignation Notice Incentive Form

Employee Signature

Date

HR Use Only	
Date/time received: _____	
_____ Superintendent Approval (Signature)	_____ Date