



## Superintendent's Circular

School Year 2010 – 2011

NUMBER:  
HRS-PP8

DATE:  
November 17, 2010

### INCENTIVE FOR EARLY NOTIFICATION OF TERMINATION FOR BOSTON TEACHERS UNION - TEACHERS UNIT

In order to assist our efforts to move teacher hiring earlier in the spring for the 2011 - 2012 school year, the Boston Public Schools is offering a one-time incentive of \$1,500 for early notification of termination to members of the BTU Teachers' Unit.

1. An individual must have a minimum of ten (10) years of continuous service in the Boston Public Schools.
2. An individual must meet the minimum age requirement of fifty-five (55) years.
3. Eligible employees (meeting #1 and #2 above) presently on paid or unpaid leave of absence can apply.
4. The application, once accepted by the Office of Human Resources by execution of the Separation Agreement, **is binding on both parties and irrevocable.**
5. Applicants understand that the **termination must be effective between June 30, 2011 and August 31, 2011.**
6. Applicants further understand that:
  - a.) they will not be eligible for unemployment compensation and,
  - b.) acceptance of this incentive shall not affect any rights of a member under the Teacher Retirement Law.
7. **Application deadline: Application form must be filed with the Office of Human Resources by the close of business on Wednesday, January 5, 2011.**
8. **Payment:** If accepted, **a one time payment of \$1,500.** (one thousand-five hundred dollars) will be made by February 4, 2011.
9. Individuals planning to retire must also file an "Intent to Retire" form with the City of Boston Retirement Board. The incentive application does not replace this process. Please note that pursuant to Retirement Board policy, an individual cannot file an "Intent to Retire" more than forty-five (45) days before the retirement date.

**BTU/TEACHERS UNIT EMPLOYEES WISHING TO APPLY FOR THIS INCENTIVE FOR EARLY NOTIFICATION OF TERMINATION MUST SUBMIT THE ATTACHED APPLICATION FORM TO THE OFFICE OF HUMAN RESOURCES BY THE CLOSE OF BUSINESS ON WEDNESDAY, JANUARY 5, 2011.**

Summary of significant dates and deadlines:

| <b>Application Deadline</b> | <b>Payment</b>      |
|-----------------------------|---------------------|
| January 5, 2011             | By February 4, 2011 |

For more information about this circular, contact:

|                         |  |
|-------------------------|--|
| <b>Name:</b>            | Wanda Manzo  |
| <b>Department:</b>      | Human Resources  |
| <b>Mailing Address:</b> | 26 Court Street, Boston, MA 02108                                    |
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Carol R. Johnson, Superintendent

**APPLICATION FOR INCENTIVE FOR EARLY NOTIFICATION OF  
 TERMINATION  
 BOSTON TEACHERS UNION - TEACHERS' UNIT**

|       |                           |                             |
|-------|---------------------------|-----------------------------|
| Name: | Employee ID (six digits): | Dept./School:<br>RC Number: |
|-------|---------------------------|-----------------------------|

|   |  |
|---|--|
| <b>ACTION</b>   |  |
| <b>Incentive for Early Notification of Termination - BTU - Teachers' Unit</b> | <p>I, _____, pursuant to Superintendent's Circular HRS-PP8 Incentive for Early Notification of Termination - Boston Teachers Union - Teachers' Unit, hereby submit my resignation effective the close of business _____, 2011 in consideration for the payment to me of a one-time incentive in the amount of \$1,500.</p> <p>I understand that, once accepted by the Office of Human Resources, this Separation Agreement <b><u>is binding on both parties and is irrevocable.</u></b></p> <p>I understand further that this one-time payment is in addition to any severance entitlement I may have under the collective bargaining agreement between the Boston School Committee and the Boston Teachers Union.</p> |

|                       |       |
|-----------------------|-------|
| Employee's Signature: | Date: |
|-----------------------|-------|

|  |       |
|--|-------|
| Headmaster/Principal or<br>Responsibility Center<br>Manager's Signature: | Date: |
|--|-------|

|                         |  |               |       |
|-------------------------|--|---------------|-------|
| <i>For HR Use Only:</i> | <input type="checkbox"/> Offer Accepted by HR<br><br><input type="checkbox"/> Not Approved | HR Signature: | Date: |
|-------------------------|--|---------------|-------|