

### **Early Retirement**

As an incentive to attract employees and to reward long service to the District, the Dubuque Community Schools will offer an early retirement plan. The District will provide a suitable plan to include all Central Office executives, those on the administrative salary schedule, managers, assistant managers, and administrative coordinators, supervisors and specialists.

Adopted: March 11, 1985  
Revised: November 8, 2010  
Revised: December 14, 2015

## DUBUQUE COMMUNITY SCHOOL DISTRICT

### ADMINISTRATORS/SUPERVISORS VOLUNTARY EARLY RETIREMENT PLAN

#### PURPOSE

An administrative early retirement plan is intended to promote the public good by enabling the administration and the Board of Education to (1) facilitate administrative reductions, (2) enable aspiring educational leaders an opportunity for leadership, (3) facilitate the health and welfare of administrators, and (4) effect a cost savings to the district.

#### ELIGIBILITY AND PROCEDURE

1. The administrator must be 55 years of age or older by June 30 and have provided no less than 10 years of service to the district, of which the last five shall be consecutive full-time years of administrative service to the District prior to retirement.
2. Written application for early retirement must be submitted to the Superintendent of Schools by January 30 of the current school year.
3. The administrator's early retirement shall be voluntary on the part of the administrator. Termination of the administrator's continuing contract will be effective on the last day of the current contract.
4. The Board approval of the application and retirement benefits will serve as the agreement between the retiring administrator and the Board of Education.
5. Administrators eligible for these benefits are: Central Office executives, those on the administrator salary schedule, managers, assistant managers, and administrative coordinators, supervisors, and specialists.

6. Administrators on disability leave are not eligible for the early retirement incentive.

#### INCENTIVE

An administrator, upon early retirement, shall receive two benefits:

- a) a (one time) cash incentive, and
- b) health insurance.

1) Cash Incentive

- a. Employees retiring prior to age 60 and who do not qualify for full retirement benefits under the Iowa Public Employees' Retirement System (IPERS) and who meet the service requirements for the Dubuque Community School District's early retirement policy will receive the (one time) incentive based on the age and salary of the administrator at the time of early retirement and shall be computed as follows:

<u>Age on June 30</u>	<u>% of Base Contract Salary in Last Year of Employment</u>
60+	50%
59	45%
58	40%
57	35%
56	30%
55	25%

- b. Employees retiring prior to age 60 and who qualify for full retirement benefits under the Iowa Public Employees' Retirement System (IPERS) and who meet the service requirements for the Dubuque Community School District's early retirement policy will receive the maximum (one time) cash incentive of 50% of the administrator's base contract salary.

2. Method of Payment

- a. Approval by the Board will authorize the administration to implement and contribute to a plan that utilizes IRS Code Section 403(b) to save both the district and employees, payroll taxes on payments to employees at retirement. Payments to the plan will be made on or before July 31 of the year of retirement.

3. Insurance Incentive

- a. Upon early retirement, the district will provide and pay for, from age 55 to age 65, health insurance benefits equal to those provided to administrators actively employed; the employer's contribution shall cease when the employee receives other employment covered by a health insurance program, reaches the age of 65 or dies.
- b. If the employee chooses to participate in the Health Insurance Program, the employee must notify the Business Office in writing on or before June 1. Upon reaching the age of 55, the employee becomes eligible for insurance

benefits as identified in 3.a above. Payment of premiums shall be deducted from the retiree's bank account on the last business day of the month of coverage the following month. Failure to pay the advance premium by the due date shall cancel the insurance coverage and no re-admittance to the program will be allowed. It shall also be the responsibility of the retiree to provide any and all information necessary for participation in the program.

- c. An employee who is approved for retirement and chooses not to remain in the district insurance plan forfeits rights to further insurance benefits.