



## College Station ISD

### One-Time Early Resignation Notice Incentive for Eligible Professional Staff Currently Under Contract for the 2022-23 School Year

The Texas Education Code allows educators employed under a probationary or term contract to provide notice of resignation without penalty, at any time until 45 days before the first day of instruction for the following school year. College Station ISD will offer a one-time incentive to eligible professional employees for their early notice of resignation to allow the District additional time to plan for staffing and recruit high quality teachers and staff for the upcoming school year.

#### ELIGIBILITY

- Specific professional (exempt) staff who are currently under contract and in good standing:
  - Professional staff who are eligible for this incentive include exempt employees whose primary responsibility is to provide and/or directly support students' instructional needs. These staff include teachers, counselors, nurses, librarians, instructional coaches, campus administrators, special services professional staff (i.e. assessment, ARD facilitators, therapists); and
  - At-will, temporary, or part-time employees are not eligible, and
  - To be in good standing, an employee may not be on administrative leave in connection with misconduct (alleged or substantiated) or have been recommended for termination or non-renewal of the employment contract, and
  - Final determinations regarding eligibility will be made by the Superintendent.
- Employees must work through the end of their contract for the 2022-23 school year. The incentive is not available for professional staff who have already resigned, resign effective immediately, or do not work through their last duty day.
- Resignation, completed Agreement for Early Resignation Incentive form, and related information detailed below **must be submitted in person no later than Monday, March 20, 2023 by 4:30 p.m. to the Human Resources office** located in the College Station ISD Administration building at 1812 Welsh Ave. Resignation and incentive forms will not be received by email, U.S. Mail, or fax. Employees who make late submissions outside of this timeframe will not be eligible for the incentive.

#### INCENTIVE AMOUNT

- An employee whose resignation meets all requirements set by the District will receive a \$500.00 (FIVE HUNDRED AND NO/100 DOLLARS) incentive included in their final paycheck for 2022-2023. The incentive payment will be subject to all legally required deductions.



## CONTINGENCY

- Eligibility for an incentive payment is contingent upon the employee maintaining his or her employment in good standing and completing his or her assigned contract work schedule through the effective date of the resignation at the end of the 2022-2023 contract year.

## PROCEDURE

1. The employee must personally submit to the CSISD Human Resources office on or before the **Monday, March 20, 2023 by 4:30 p.m.** the following documents:
  1. Agreement for Early Resignation Notice Incentive Pay, signed by the employee; and
  2. A signed and dated letter of resignation. The resignation must be voluntary, unconditional, in a form acceptable to the Superintendent and effective on the employee's last duty day of the 2022-23 school year.

*Both documents must be submitted together in person to the Human Resources office by the deadline. An employee who does not satisfactorily complete the steps outlined in this notice may not participate in the incentive program.*

2. Each completed resignation and agreement will be reviewed for eligibility in the order received. Once approved and finalized, resignations cannot be withdrawn. The decision of the Superintendent as to eligibility and compliance with the plan is final.
3. The District will provide written notice to employees of whether they are approved to participate in the program. If approved, the Agreement for Early Resignation Notice Incentive Pay will be signed by the Superintendent, and a copy will be returned to the employee. Approved employees will be deemed ineligible for rehire for the next school year, unless the district is reimbursed for the incentive received.

Questions about the incentive application process should be submitted to Josh Symank, Director of human resources, at [jsymank@csisd.org](mailto:jsymank@csisd.org) or 979-764-5411.