

**Voluntary Separation Program Policy**

The Board will review the Voluntary Separation policy at the regular February meeting of the Board of Education to determine if Voluntary Separation will be enacted for the following school year. If the program is open to the certified staff, the Board or its' designee will notify the certified staff of the availability of the program for that year.

Any payments made under the Voluntary Separation Program will be subject the following stipulations to be in compliance with LB 512: 1) Any and all payments shall not exceed \$35,000; and 2) The payment must be made within five (5) years of the date of termination.

Any certified employee may participate in the Voluntary Separation Program.

1. Eligibility. To qualify for the Voluntary Separation Program, a certified employee must have completed fifteen (15) years of full-time equivalent services as a certified employee of the school district prior to the effective date of separation and be at least 50 years old.

A certified employee who has received disability insurance benefits cannot count the time on disability as credited service. An employee receiving long-term disability benefits is not eligible to participate in this program.

2. Application. A certified employee who wishes to voluntarily separate employment with the school district must submit a letter of resignation to the Superintendent of Schools no later than March 1 of the employee's last intended year of employment. The employee's employment will terminate effective on August 31 of the year for which it is approved.

3. Approval of Application. The Superintendent shall review each applicant's record to determine eligibility.

4. Benefits.

a. A qualified certified employee who meets the requirements for voluntary separation from employment will receive \$100 for every unused sick leave and personal leave day.

b. The benefit shall be paid as an employer contribution on September 15 to a qualified 403(b) designated by the employee.

c. Any separating employee who wishes to later seek future employment with the district shall be eligible to reapply for any position he or she is qualified to teach, the same as any new applicant. Such employee shall be given no guaranteed or favored status when reapplying with the district for any particular position. The application is to be treated and handled the same as if the district had never employed such employee previously. Such applicant shall be placed on the salary schedule the same as any new applicant.

d. Separating employees shall be permitted to continue their health insurance benefits pursuant to the provisions of the Comprehensive Omnibus Budget Reconciliation Act.

5. Beneficiary Designation. A beneficiary must be designated for the application to be considered complete. In the event of a death of the recipient, before all benefits have been paid, the beneficiary shall continue to receive benefits on the basis selected by the recipient until all benefits have been paid.

6. Administration of the Program. The District shall pay the entire cost of the program.

Date of Adoption: 12/10/2018

Policy Reviewed: 01/13.2020; 02/08/2021, 07/08/2026