

**MANAGEMENT, SUPERVISORY AND CONFIDENTIAL PERSONNEL**

**A. Purpose and Scope**

To provide guidance and direction for District personnel regarding early retirement benefits for Tracy School Management Association (TSMA) members and dependent(s), when applicable, who retire after attaining age fifty-five (55) and prior to age sixty-five (65) and who have ten (10) or more full years of consecutive service in the district or the equivalent of ten (10) or more full years.

**B. General**

To be eligible for this program, the TSMA member must:

1. have completed ten (10) consecutive years of full-time service in the District or the equivalent of (10) or more years of consecutive service in the District immediately prior to retirement.
2. have reached the age of fifty-five (55), but not passed the age of sixty-four (64) on the effective date of retirement as requested by the TSMA member.

**C. Forms Used and Additional References**

Personnel Memo

**D. Procedure**

1. For the purpose of this plan only, any leave approved by the School Board should not be considered a break in full-time service.
2. The TSMA member will be eligible for the District paid health benefits during early retirement only between the ages of fifty-five (55) and his/her sixty-fifth (65<sup>th</sup>) birthday. Benefits provided by the District will terminate at death or at the end of the month in which the retiree becomes sixty-five (65), whichever occurs first.
3. Health benefits provided in this plan will include all health benefit coverage, such as medical care, prescription drug benefits, dental insurance, and vision insurance, as provided by the District for TSMA active members during the period that these early retirement benefits are provided. Coverage specifically prohibited by the insurance carrier will not be provided. Premiums for these health benefits will be paid by the District in accordance with policy relating to active TSMA members.

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4. Eligible currently enrolled dependents of a deceased retired TSMA member, who were participating in the District Early Retirement Program at the time of death, are eligible upon application to receive the District Medical Care benefits under the same conditions and for the same duration as the deceased early retiree, as long as the premium costs are paid by the survivor. Application to continue to receive Medical Care benefits must be made to the health plan Administrator within thirty-one (31) days after the death of the retiree. Quarterly payments shall be made, by the survivor, to the health plan Administrator.
5. TSMA members participating in the early retirement program or TSMA members retiring at age 65, but not later than age 69 may, for one year, continue health benefit coverage not specifically prohibited by the carrier in accordance with District policy relating to active TSMA members. Premium cost will be borne by the TSMA member with payment made to the payroll Department each month in advance.
6. **TSMA members who have completed ten (10) consecutive years of full-time service in the District or the equivalent of ten (10) or more years of consecutive service in the District immediately prior to retirement; AND have reached the age of fifty-five (55), but not passed the age of sixty-four (64) on the effective date of retirement as requested by the TSMA member; AND retire prior to July 1, 2008; the District will pay 100% of the cost of all health insurance benefit premiums for the same plans as are offered active TSMA members.**
7. **TSMA members who retire after the 2007-2008 school year (July 1, 2008) shall be eligible to receive the same coverage as is provided to active TSMA members. The District shall contribute the same amount to the insurance provider as it contributes for active TSMA members. Such retirees shall make arrangements for payment to the insurance provider for any additional cost beyond the District benefit CAP for active TSMA members.**

**E. Health Benefits Buy-out Option**

**The District will offer a one-time health benefits buyout for current TSMA members who retire on or before June 30, 2008, and current TSMA retirees who are receiving District-paid early retirement benefits. The buyout will be based on the following formula:**

**\$300 multiplied by the number of months remaining for the retiree to reach the age of sixty-five (65)**

**To qualify for the buyout, the TSMA member or TSMA retiree must permanently decline the early retirement benefits and notify the District by midnight, June 30, 2008. This lump sum buyout will be paid within sixty (60) days of the date the signed buyout document is received in the Human Resources Department.**

**F. Reports Required**

None

**G. Record Retention**

Employee request and District response for any leaves will be maintained in the employee's personnel file.

**I. Responsible Administrative Unit**

Human Resources  
Business Services

**J. Approved By**

Assistant Superintendent for Human Resources

Regulation Approved:  
TUSD: 8/24/99  
TUSD Revised: