

## **One-Time Voluntary Termination Benefit Program for Administrators, Educational Support Personnel and Teachers, on or before June 30, 2020**

### Section A - Introduction

It shall be the policy of the Board of Education to recognize the services of its regularly employed personnel who have provided long and effective service to the youth of our community through a one-time program of voluntary termination benefits. This program shall be available to staff entering into a retirement agreement with the Board of Education no later than June 30, 2020.

### Section B - Eligibility

Administrators, educational support personnel or teachers who satisfy the following requirements may apply for termination benefits under this policy as “Eligible Former Employees”:

1. Have been full-time employees of the district for a minimum of ten consecutive years immediately preceding their voluntary termination, or for an aggregate minimum of fifteen years of which a minimum of five consecutive years are immediately preceding their voluntary termination; and
2. Will be at least 55 years of age by June 30 of the last year of employment; and
3. Is eligible to retire under IMRF or TRS (note: a TRS employee who is eligible to receive a maximum retirement pension, and will attain age 55 on or before December 31 during the calendar year of retirement, shall be deemed to attain age 55 on the preceding June 30th); and
4. Have not retired, nor are receiving retirement benefits, under any other District 225 retirement plan.
5. The staff member’s retirement will not cause the District to have to make an additional contribution or accelerated payment of any kind to TRS or IMRF.

### Section C - Health Benefits Available to Eligible Former Employees

The Eligible Former Employee retiring under TRS is eligible for the following benefits:

1. **For Eligible Former Employees younger than age 65:** The Board of Education shall provide Eligible Former Employees retiring under TRS a Board insurance grant equal to 95% of the District Single PPO/HMO premium rate for the Insurance Plan in effect and chosen by the Eligible Former Employee during the school year prior to retirement. This insurance grant will be paid each year after retirement until the Eligible Former Employee reaches age 65 or Medicare eligibility, whichever occurs first. The Eligible Former Employee receiving this grant will be subject to premium cost increases or decreases which may occur as a result of future changes in the cost of the noted premiums in the district plan used as the basis for calculating this benefit. This grant will be paid annually through a contribution to an employer-funded retiree health reimbursement arrangement account. Such payment shall be made on or before January 30th of each school year following the school year of retirement under TRS.
2. **For Eligible Former Employees age 65 or older:** The Board of Education shall provide a Board insurance grant of \$5,000. This grant will be paid annually through a contribution to an employer-funded health reimbursement arrangement account, for a period of five years after the

effective date of retirement. Such payment shall be made on or before January 30th of each school year following the school year of retirement under TRS.

The Eligible Former Employee retiring under IMRF may select one of the following benefit options:

1. **For Eligible Former Employees younger than age 65:** The Board of Education shall provide Eligible Former Employees retiring under IMRF access to medical insurance coverage under one of the district's health care plans accessible to retirees, as selected by the Eligible Former Employee until the Eligible Former Employee reaches age 65 or Medicare eligibility, whichever occurs first. The Board shall pay an amount equal to 95% of the individual premium for the type of plan selected; the Eligible Former Employee shall be responsible for the remaining individual premium as well as the full amount for any dependent coverage elected. In the event that the plan selected by the Eligible Former Employee is no longer an option, the Eligible Former Employee may select coverage under one of the remaining plans, if any, or under a plan that may be designated by the district, at its discretion.
2. **For Eligible Former Employees age 65 or older:** The Board of Education shall provide an employer-funded retiree health reimbursement arrangement contribution of \$5,000. This benefit will only be provided to those Eligible Former Employees who waive participation in Glenbrook's Medicare Part B Supplement program. This grant will be paid annually for a period of five years after the effective date of retirement. Such payment shall be made on or before January 30th of each school year following the school year of retirement under IMRF.

#### Section D - Additional Health and Insurance Benefits for Eligible Former Employees

1. **Employer-Funded Health Reimbursement Arrangement Account:** In addition to the benefits provided in Section C, the Board of Education shall contribute \$2,500, annually, to an employer-funded health reimbursement arrangement account, on behalf of the Eligible Former Employee, for a period of five years after the effective date of retirement.
2. **Term Life Insurance:** The Board of Education shall provide Eligible Former Employees with \$10,000 of term life insurance until the Eligible Former Employee reaches age 65 or the age of Medicare eligibility, whichever shall occur first. The term life insurance shall be provided by the Board at no cost to the Eligible Former Employee.
3. **Additional Sick or Vacation Leave:** An Eligible Former Employee who submits the resignation and retirement notice as outlined in Section G of this policy will be credited with additional sick or vacation leave as follows:
  - a. Eligible Former Employees retiring under TRS will be credited with up to an additional 170 days of sick leave, based on the number of days necessary to achieve one full additional year of TRS service credit, as long as, at the time of the credit, the provisions of 40 ILCS 5/16-128(d-10) and 80 Ill. Admin Code 1650.351(c) permits a grant of sick leave days in excess of the normal allotment five years prior to retirement without triggering any employer contributions. The sick leave will be credited upon acceptance of the Eligible Former Employee's notice to retire and will be made available for use pursuant to TRS rules and regulations.

- b. Eligible Former Employees retiring under IMRF will be credited with up to an additional 221 days of vacation leave, based on the number of days necessary to achieve one full year of IMRF service credit as long as, at the time of the credit, the provisions of IMRF permit a grant of vacation days prior to retirement without triggering any employer contributions. The allocation of vacation leave will be credited upon acceptance of the Eligible Former Employee's notice to retire. Any unused vacation leave will be converted to sick leave at the conclusion of employment, with exception of the option provided for within Section F of this policy, and will be made available for use pursuant to IMRF rules and regulations. The district reserves the right to deny the use of vacation time as provided for within existing policies and procedures.
4. **Access to Term Life Insurance:** The Eligible Former Employees shall be allowed to convert any term life insurance, bought or provided for by the district, and carried on their last date of employment, to any alternative policy if approved by the insurance carrier and allowable under the group policy terms. After such conversion, Eligible Former Employees shall be responsible for full payment of any premium.
5. **Access to the Employee Assistance Program:** Eligible Former Employees shall be allowed to continue to participate, at no cost, in the Employee Assistance Program provided by the Board for regularly employed personnel.

#### Section E - Salary Benefits Available to Eligible Former Employees

In addition to the benefits outlined in this policy, Eligible Former Employees will have access to the salary benefits outlined in Section E of their respective retirement policy (e.g., Board Policy 6100, 6110, or 6432).

#### Section F - Unused Vacation Benefits

In addition to those benefits contained in Section C, D, and E, Eligible Former Employees who were employed by the district on a full-time, and receive vacation days, may choose to have the Board of Education directly contribute to an employer-funded health reimbursement arrangement account, the value of up to ten (10) days of unused vacation days, at their then-current annual base salary per diem rate for the first year of retirement. This provision does not apply to Eligible Former Employees participating in IMRF that are credited with additional vacation days defined within Section D of this policy. For Eligible Former Employees participating in IMRF, any other vacation days accrued and earned, must be used or they will convert to sick leave on the employee's last day of work.

#### Section G - Required Procedures for Participation and Receipt of Benefits

1. All requests for participation in this plan must be submitted in writing to the Assistant Superintendent for Human Resources prior to June 30, 2020. The request shall include a copy of the Eligible Former Employee's latest statement from the IMRF or TRS retirement system indicating the Eligible Former Employee's credit information, including accumulated sick leave credit information.
  - a. Retirement shall be effective at the end of a school year for a TRS participant, at the earliest of June 30, 2024 for a TRS participant

- b. Retirement shall be effective at the end of a calendar or fiscal year for an IMRF participant, at the earliest of June 30, 2022 for an IMRF participant.
2. Participation in the benefits of this plan is dependent on the Retiree's unconditional and irrevocable resignation from employment, and acceptance by the Board of Education, for retirement effective no later than June 30, 2025. Any Eligible Former Employee who does not fulfill his/her contract through this time, for whatever reason, shall be ineligible for any of the benefits contained in this, or other retirement policies.

Section H - Miscellaneous Provisions

1. For purposes of this Policy, the school year shall begin on July 1 and end on June 30.
2. If an employee, who has been approved for participation in one of the plans in this Policy, dies prior to their declared retirement date, the employee's prorated salary shall be calculated utilizing the 106% salary rates, in lieu of any benefits otherwise provided under this policy.
3. If changes occur in the operation of a retirement system or for any other reason the Board determines appropriate the Board may revise this Policy.
4. This policy shall be effective from the date of adoption through June 30, 2020.

Approved: February 14, 2011  
Revised: May 18, 2020  
Revised: July 10, 2023