

RETIREMENT INCENTIVE PLAN POLICY

The purpose of the Early Retirement Incentive Plan is to encourage eligible employees to volunteer to retire from School District employment earlier than planned. The Early Retirement Incentive Plan will facilitate the early separation of certain eligible employees and at the same time result in a possible savings to the District. Under the plan, the District would purchase retirement service credit for an employee to assist in their retirement planning.

Policy #GDE
Adopted 10/12/10

RETIREMENT INCENTIVE PLAN POLICY – ADMINISTRATIVE REGULATIONS

The Lyon County Board of School Trustees reserves the right to limit the number of people who will be accepted and funded in this plan in any one school year.

1. The employee must have been employed in the Lyon County School District a minimum of five (5) years at the time of retirement.
2. The plan is voluntary. The Lyon County Board of School Trustees will periodically review the plan and reserves the right to cancel the policy if it is determined not to be in the best interest of the District.
3. The District will transfer funds for the purchase of retirement credit directly to the Public Employees Retirement System. No payment will be made directly to or through the employee.
4. The cost for the purchase of retirement service credit will be calculated in accordance with the policies and regulations of Public Employees Retirement System in effect at the time of purchase.
5. The employee must be eligible to retire from the Nevada public Employees Retirement System with either 30 years of service or 10 years of service and be at least 60 years of age. Service credit will be determined in accordance with regulations adopted by the Nevada Public Employees Retirement System. The District will not participate in any purchase of retirement credit that exceeds thirty (30) years of retirement credit.
6. Upon application, the District will purchase retirement years of credit under the following formulas. In order for the District to participate less than 100% towards the purchase of any year's service, the employee must personally purchase the remaining year's service.
 - a. Teaching Staff
 - i. The District will participate 100% for the first year of retirement, and 50% for the second and third years of retirement purchase if the teacher has a minimum of ten (10) years of service in the District and has a minimum of a BA + 16 salary placement.
 - ii. The District will participate 100% for the first and second years of retirement, and 50% for the third year of retirement purchase if the teacher has a minimum of ten (10) years of service in the District and has a minimum of a BA + 32 salary placement
 - iii. The District will participate 100% for three years of retirement purchase if the teacher has a minimum of twelve (12) years of service in the District and has a minimum of a BA + 48/MA salary placement.
 - iv. The District will participate in retirement purchase where the teacher meets both minimum requirements of District experience and education level.

- b. Administrative Staff – The District will participate 100% for the first year of retirement, and 50% for the second and third years of retirement purchase if the administrator has ten (10) years of service in the District.
 - c. Classified Staff – The District will participate 100% for the first year of retirement, and 50% for the second and third years of retirement purchase if the classified employee has ten (10) years of service in the District.
 - d. All Staff – The District will participate 50% for the first year of retirement purchase if the employee have five (5) years of service in the District.
7. The applicant must notify the District at least six (6) months prior to his/her intent to retire or separate from the District at the end of his/her current contract year. All applications for the current year are due by December 31st. Any application that deviates from this timeline must have accompanying documentation explaining the unique circumstances for consideration by the District.
8. The District will review all applicants, and the Board will take official action at their first Board meeting in February or at a meeting that is appropriate for those applicants who will be funded for the current contract year.
9. In acting upon the Early Retirement Incentive Plan application, the Board of School Trustees may consider financial savings to the District which may accrue from an employee's exercise of an early separation, but such savings will not be a requirement for District participation.
10. If, due to unforeseen circumstances, an employee wishes to withdraw his or her application from the Early Retirement Incentive Plan, such a request shall be considered by the Superintendent or his designee upon written request from the applicant if such request is received prior to:
 - a. The employee actually retiring from service; and/or
 - b. The District actually making a contribution to the Public Employees Retirement System on behalf of the applicant.
11. If the District's cost of purchasing service for all applications received in any given year exceeds the amount appropriated for that fiscal year, applications will be approved based on the years of service the applicant has with Lyon County School District. If two or more applicants have the same service time and all cannot be funded, these applicants will be approved in the order of savings to be realized by the District from the purchase of service.