Selah School District

316 W Naches Ave, Selah, Washington 98942-1117
Phone: (509) 698-8000 ♦ FAX: (509) 698-8099

TO: Selah Educational Support Personnel (SESP) Members

FROM: Chad Quigley, Executive Director for Human Resources

DATE: October 13, 2020

RE: Retirement notification

EARLY DECLARATION OF RETIREMENT

CONDITIONS OF OFFER

I understand that I must **sign and submit this form, along with a letter** declaring my decision to retire, if not previously submitted, to the Human Resources Department, Selah School District, no later than the close of business on February 28, 2021 to qualify for $500.

I understand that the additional compensation will be paid to me through the District Payroll Office in my last pay warrant (usually August). I understand the State Retirement System will not consider this additional compensation in computing my retirement benefits, but that for all other purposes this additional compensation will be treated as income and will be subject to required taxes.

Employee's Name_____

Worksite_____

Assignment_____

I choose to accept the Selah School District's offer of additional compensation in the amount of $500 in return for early declaration of my retirement at the end of the 2020-21 school year.

Dated this _____ day of_____, 20___

_____
Employee's Signature