

November 13, 2013

To: All Santa Fe Independent School District (SFISD) Employees

From: Dr. Kevin Bott

Re: **SFISD Voluntary Early Resignation Notification Incentive Program**

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On Monday, November 13, 2023, the Santa Fe Independent School District Board of Trustees adopted a SFISD Voluntary Early Resignation Notification Incentive Program (the “Program”). The Program was adopted because, to date, the Texas Legislature has repeatedly failed to provide sufficient funding for Texas public schools resulting in an anticipated budget shortfall for the 2024-2025 school year. In response to these losses, SFISD is offering this Program in an effort to receive “early notice” of resignations and help better plan staffing for the next school year.

I am sharing general information about the Program in a video shown throughout the District. The Program can be explained as follows:

1. The Program provides a one-time monetary incentive to eligible employees for their agreement to voluntarily separate from employment with SFISD effective at the end of the employee’s 2023-2024 duty calendar. All employees in all departments who are employed with the District on a full-time basis and who will have completed one full school year of continuous employment by the end of the 2023-2024 school year are eligible.
2. The Program materials are being provided to employees by today.
3. Eligible employees who participate in the Program will receive a specific percentage of the total amount of his/her annual salary. Stipend pay will not be considered as part of an employee’s annual salary and will not be included in the incentive pay calculation. The specific percentage of annual salary paid to eligible employees will be based on years of TRS creditable service in Texas public schools as verified by the Teacher Retirement System of Texas, as set forth below:

1 to 5 years	-	1%
6 to 10 years	-	3%
11 to 15 years	-	5%
16 to 20 years	-	7%
20+ years	-	10%

4. Eligible employees participating in the Program will receive a single lump sum payment pursuant to the percentages set forth above. Payments shall be made on July 10, 2024.
5. The Human Resources Department will begin accepting completed resignations of employees, and their completed SFISD Voluntary Early Resignation Notification Incentive Program materials on November 15, 2023 at 8:00 a.m.. Submissions can be made in person during business hours at SFISD Human Resource Services, Assistant Superintendent, Ms. Jenny Davenport, 4133 Warpath, Santa Fe, Texas, 77510.
6. Complete submissions include: (1) the Release and Waiver Agreement, signed and notarized; (2) a signed copy of this SFISD Voluntary Early Resignation Notification Incentive Program memorandum; and (3) verification of creditable years of service directly printed from the Teacher Retirement System of Texas (“TRS”). Such verification can be printed by visiting [www.trs.texas.gov](http://www.trs.texas.gov).

7. Employees have over forty-five (45) days to consider the program. Eligible employees who wish to participate in the Program must enter into a voluntary waiver and release Agreement (“Agreement”). The Agreement may be revoked by the employee within 7 days after signing (“the revocation period”) by providing written notice to Ms. Jenny Davenport, Assistant Superintendent for Human Resources and Communications, in the HR Department at the SFISD Central Office, located at 4133 Warpath, Santa Fe, Texas, 77510. The monetary incentive payment under the Program is conditioned on the employee signing the Agreement and Program materials, providing verification from TRS of TRS creditable years of service in Texas public schools, not revoking the Agreement and remaining an employee in good standing at SFISD through the end of the employee’s 2023-2024 duty schedule. Remaining in good standing means compliance with all SFISD policies and procedures including those related to absences (Board Policy DEC).
8. Eligible employees must timely return signed Program materials to Ms. Jenny Davenport or her designee in the Human Resources Department (“HR Department”) at the Santa Fe Independent School District Central Office located at 4133 Warpath, Santa Fe, Texas, 77510, no later than the close of business (4:00p .m.) on January 31, 2024. All submissions will be date and time stamped upon receipt by the HR Department.
9. Employees eligible for the Program are responsible for any financial and/or tax planning related to their decision to participate in the Program. This Program is not offered as a financial incentive for any SFISD employee to retire from the TRS as defined and provided for in Texas Government Code § 821.001, et seq. *See also* Texas Education Code § 22.007. The incentive payment is not creditable compensation.
10. Upon separation from employment, employees are still subject to all polices, rules, regulations and procedures regarding their separation from SFISD, including but not limited to: the return of all SFISD property; the payment of any debts or expenses owed to SFISD; and the payment of appropriate withholding of such amounts as determined necessary to fulfill any federal, state or local wage or compensation withholding requirements.
11. Employees who participate in the Program are not eligible for employment at SFISD in any position except as a substitute teacher for one year from July 1, 2024.
12. The District has available and will provide, upon request, any necessary and/or additional Program information and notice in accordance with the Age Discrimination in Employment Act and the Older Workers Benefit Protection Act and its implementing regulations, 29 C.F.R. § 1625.22, including eligibility factors, applicable time limits, job titles and ages of all individuals who are eligible for the Program and job titles and ages of all individuals who are not eligible for the Program.

*I have received a copy of the Program and Program materials.*

By:

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name