




St. Mary's County Public Schools

Department of Fiscal Services

23160 Moakley Street, Suite 107
Leonardtown, Maryland 20650

Ms. Tammy McCourt, CPA
Assistant Superintendent

Phone: 301-475-5511 ext. 32247; Fax: 301-475-4228

To: All Staff
From: Dr. J. Scott Smith, Superintendent of Schools 
Date: January 22, 2024
Re: Incentive for Advanced Notification of Retirement

St. Mary's County Public Schools' (SMCPS) employees who meet the requirements outlined below may be eligible to receive a one-time Incentive for Advanced Notification of Retirement. This action has been approved by EASMC and SMASA as an effort to best determine vacancies for the 2024-2025 school year and begin strategic placements for staff.

Incentive

Eligible employees will receive a one-time payment of 10% of their final annual salary up to a maximum of \$5,000 as an Incentive for Advanced Notification of Retirement. There will be a minimum payment of \$2,000 per full-time equivalent (FTE). **SMCPS reserves the right to limit the number of incentives to the first 100 employees who submit their completed documents prior to February 29, 2024.**

Requirements

1. Only employees who retire after February 1, 2024, and no later than July 1, 2024, (last day of service is June 30, 2024) are eligible for this incentive.
2. Employees must submit the Incentive for Advanced Notification of Retirement Application according to the timeline below and indicate an effective date of retirement of no later than July 1, 2024 (last day of service is June 30, 2024).
3. The employee must meet the [Maryland State Retirement and Pension System \(SRPS\)](#) requirements for service retirement based on age and years of service. Employees who have already retired from SRPS (retire-rehire employees) are not eligible for this incentive.
4. Completed and signed forms must be submitted in person to a representative from the Department of Human Resources or emailed to hrd@smcps.org by 4:00 p.m. on February 29, 2024, along with a letter of notification addressed to the Chief of Staff as to the date of retirement. Applications will only be accepted until February 29, 2024, at 4:00 p.m.. These include:
 - a. Letter of notification with the date of retirement addressed to the Chief of Staff;
 - b. A copy of an estimate of retirement allowances or the Personal Statement of Benefits issued by the SRPS; and
 - c. The completed Incentive for Advanced Notification of Retirement Application.
5. The Human Resources representative will stamp/sign and indicate the date and time of receipt and provide a copy at that time to the employee as proof of submission.

Other Information

- Interested employees may obtain the Incentive for Advanced Notification of Retirement Application from the Human Resources or Fiscal Services section of the SMCPS website.
- Incentive offers will be made on a **first-come, first-served basis up to the first 100 applications received** according to the recorded time/date of submission of the completed and signed Incentive for Advanced Notification of Retirement Application which is submitted in person to one of the employees designated above or by email at hrd@smcps.org.
- An employee who submits an Incentive for Advanced Notification of Retirement Application and is not eligible for the incentive payment will be notified of their status in writing by the Department of Human Resources within 10 work days of submission and provided the opportunity to withdraw their retirement paperwork.
- Employees may withdraw their request to retire prior to March 29, 2024, but not after submission to the SRPS.
- The one-time payment will be issued in a single check by June 30, 2024. Payroll deductions required by the IRS will be made based on the employee's W-4 on file with SMCPS.
- What is the definition of retirement? The employee must meet the Maryland State Retirement and Pension System (SRPS) requirements for service retirement based on age and years of service.
- **Questions regarding retirement or eligibility should be directed to Mrs. Brynn Cosner (btcosner@smcps.org) 301-475-5511 ext. 32264) or Mrs. Stacey Brown (slbrown@smcps.org) 301-475-5511 ext. 32110)**

St. Mary's County Public School System does not discriminate on the basis of race, color, gender, age, national origin, marital status, sexual orientation, religion, or disability in matters affecting employment or providing access to programs.



Advanced Notification of Retirement Application

I intend to retire from St. Mary's County Public Schools (SMCPS) effective _____ (fill in date) and request to be considered for the Incentive for Advanced Notification of Retirement offered through St. Mary's County Public Schools (SMCPS). I understand the following:

- 1. Only employees who retire after February 1, 2024 and no later than July 1, 2024, (meaning the last day of service is June 30, 2024) are eligible for this incentive.
2. Employees must submit the "Incentive for Advanced Notification of Retirement Application" within the timeline below and indicate an effective date of retirement of no later than July 1, 2024.
3. The employee must meet the Maryland State Retirement and Pension System (SRPS) requirements for service retirement based on age and years of service.
4. Completed and signed forms must be submitted in person to a representative from the Department of Human Resources or emailed to hrd@smcps.org by 4:00 p.m. on February 29, 2024, along with a letter of notification addressed to the Chief of Staff as to the date of retirement.
5. In addition to completing the form below, the employee must provide a copy of the "Personal Statement of Benefits" available online from the SRPS.

Questions regarding retirement or eligibility should be directed to Mrs. Brynn Cosner (btcosner@smcps.org 301-475-5511 ext. 32264) or Mrs. Stacey Brown (slbrown@smcps.org 301-475-5511 ext. 32110)

Voluntary Retirement Notification Incentive Application

Name: [text box]

Employee ID number: [text box]

School Site: [text box]

Position: [text box]

Length of Service in Maryland: [text box] Length of Service with SMCPS: [text box]

My signature below indicates that I understand that if I am eligible for this incentive based on the requirements and information stated in the letter from Dr. J. Scott Smith dated January 22, 2024, I will receive a one-time payment of 10% of my final annual salary up to a maximum of \$5,000 as an Incentive for Advanced Notification of Retirement.

Employee Signature: _____

Date: _____

Fiscal Services/Human Resources Department Use Only:

Received by:

Date and Time Received