

*This information is intended for any end of the school year retiree planning to participate in the Kyrene Phased Retirement Program (PRP) with Educational Services, Inc. (ESI) next school year. Retirees not participating in the Phased Retirement Program can refer to the **Retirement & 403B/457 Plans** page at <https://www.kyrene.org/site/Default.aspx?PageID=50852>*

Here are a few things Talent Management will require from you to start the process if you decide to participate in the Phased Retirement Program upon retiring at the end of the current contract year.

Your Principal/Immediate Supervisor will need to submit a Termination (retirement) ePAR, including in the notes that you will be “Participating in the PRP”, and have him/her attach your letter of intent/Employee [Resignation Form](#) and the PRP [Acknowledgment Form](#).

When you receive notification that your electronic contract for the following school year is ready for your acceptance (*certified and administrative employees only*), you will want to “reject” the contract and in the comment section add, “I will be participating in PRP for the \_\_\_\_\_ school year.” The deadline to notify your principal and Talent Management of your intention to participate in the Phased Retirement Program (PRP) will be **15 business days** from the date the contract was issued.

Below are some questions that employees have had in recent years. Please read carefully through them, as they may be helpful to you now. Talent Management will continue adding and updating this list as we move through the process:

**No later than 4:30 pm on the day/date contracts are due, please turn in to Talent Management and Principal/Supervisor the following:**

- Prepare a letter to your principal/supervisor that you will be retiring from the Kyrene School District on the determined date, include that you will be participating in the Phased Retirement Program (PRP) with Educational Services Inc. (ESI) for the \_\_\_\_\_ school year, and that you understand you will no longer be an employee of Kyrene School District.
- Go into [Employee Access](#) and ‘reject’ your contract and make a note in the comment section that you will be participating in the PRP, attach the retirement letter/resignation form to an email and address it to [TM@kyrene.org](mailto:TM@kyrene.org)
- Give a copy of the letter/*Employee Resignation* form to your principal/supervisor so he/she can submit a *Termination* (retirement) ePAR for you adding a note that you will be participating in the Phased Retirement Program.
- The District does not guarantee your current position for the school year you will participate on the Phased Retirement Program, but we do try our best to accommodate you based on the needs of the students and the District.
- As soon as your *Termination* (retirement) ePAR is received in Talent Management from your principal/supervisor, you will be added to the *Employee Appreciation Reception* list for retirees.

LEARNING. LEADING. ACHIEVING.

**Benefits:**

- Current Benefits are in place through June 30, current year (unless otherwise stated by the Benefits department).
- Contact Deb Spurgin, Chief Benefits Officer at 480-541-1315 regarding benefit choice guidance: COBRA, ASRS health insurance, or independent coverage.

**Pay-Outs (ACA/Personal Days):**

- If applicable, you will be issued your pay-out after the final *payroll* run for the year (payroll will need to wait for the last accrual to occur)
- Please contact Deb Spurgin, Chief Benefits Officer at 480-541-1315 regarding the benefits/contact person for having the pay-out check rolled into a 457 account.

**301 Money:**

- As a PRP participant/employee do I receive 301 money?  
You do not receive 301 money as an *ESI* employee; however, if an *ESI* employee received 301 money last school year, that amount at 78% will be rolled into your base for this year.

**Computer/Outlook Access for your PRP school year:**

- It is our best hope that no interruption will occur during this transition. If you notice any change, please contact your employment specialist in [Talent Management](#) right away.

**Absences during the PRP School Year:**

As an *ESI* employee, you will receive ACA sick/personal and vacation (if applicable) days consistent with the District employees in similar positions. If you need to be absent, you will need to:

- Notify your Principal/Supervisor ahead of time (for approval and coverage purposes)
- Notify the PRP *ESI agent* you have been working with
- Enter your absence into Absence Management (as you do now – Certified/ESP school-based). If you have any trouble with that, contact your sub-specialist at 480-541-1301

**Employment with the Kyrene School District the Year After Participating in the Phased Retirement Program (PRP is a one-year program):**

- Once the PRP year is over you may apply for any Kyrene open and posted position(s) for the following school year as an *external* candidate
- A position is not guaranteed (*hire will be based on the District's needs*)
- If you interview and are offered a position, it will be as a Kyrene School District *new employee* under the retirement rules as outlined in the [Meet & Confer or Terms and Conditions](#) document for that year (e.g., new hire date, sick/personal day accrual, one year only contract, etc.). Please refer to the Meet & Confer/Terms and Conditions document for details
- Stay in close contact with **ASRS and the PRP program vendor**