

Transitional Employment and Hiring of Retired Employees

Employee Notification to Retire / Intent for Transitional Year of Employment

Employees wishing to retire and work a transitional year of employment will notify their supervisor and provide written notice to the board of education on or before March 1st. Any employee who retires in good standing with the school district pursuant to this policy shall be eligible to apply for a transitional year of employment the year immediately following retirement. The superintendent or designee shall review all requests for the transitional year of employment. Participation in such employment shall be at the sole discretion of the Board of Education. Such employment shall be at the rate of pay of the previous year's salary. Employees hired for a transitional year of employment are considered at-will and are of probationary status. Employees are subject to the same evaluation criteria as full time employees who are of probationary status.

The employee is responsible for notifying PERA of the date they wish to retire.

Transitional Year of Employment

A retiree's continued employment with the District after retirement will be considered on an individual basis. The District reserves the right to approve or disapprove any request by an employee to be hired for a transitional year of employment. Employees hired under a transitional agreement are subject to the following conditions.

- a. In good standing with the district
- b. Three years of satisfactory performance evaluations
- c. Transitional agreement is At-Will and can be canceled by either party at any time
- d. Employee is classified as probationary

Transitional Year Salaries and Benefits

Employees hired after their transitional year of employment are eligible to receive the following salaries and benefits:

- a. Employed at salary negotiated with the superintendent and approved by the board of education

- b. The negotiated salary will be derived from the salary schedule, and is not to exceed any salary percentage increase offered to existing employees at the time of employment
- c. Annual personal leave benefits offered, but employee is not eligible to place days in a reserve
- d. Eligible to participate in the district health plan and life insurance benefit

Employment after Retirement and Transitional Year

Employee assignment/position is considered vacant after the transitional year of employment. All employment assignments/positions are subject to recruiting and advertising guidelines adopted by the board of education concerning hiring of personnel.

Employees may apply for future employment with the district after the transitional year by completing an application for the advertised position.

Current employees may complete an abbreviated application excluding letters of recommendation and reference checks. All applicants whether existing employee or not are subject to the interview process of the application if selected for an interview. All applicants must provide a cover letter with the application noting their reasons of wanting to work at North Conejos School District. Entering into an At-Will agreement will be at the sole discretion of the Board of Education and based on recommendations of the superintendent.

Employees hired after their transitional year of employment are subject to the following conditions:

- a. Three years of satisfactory performance evaluations
- b. Hold a current license or certificate appropriate for the position
- c. Complete and submit an employee application for the position
- d. Agreeing to an At-Will agreement with the school district that may be terminated by either party at any time
- e. Accepting probationary status as an employee
- f. Understanding and accepting PERA guidelines and regulations, state law, and district expectations, procedures, and policies relating to At-Will agreements
- g. The District shall not be responsible for the retiree's continuing eligibility for PERA benefits.

Salaries and Benefits

Employees hired after their transitional year of employment are eligible to receive the following salaries and benefits:

- a. Employed at salary negotiated with the superintendent and approved by the board of education
- b. The negotiated salary will be derived from the salary schedule, and is not to exceed any salary percentage increase offered to existing employees at the time of employment
- c. Negotiated salaries shall not to exceed the employee's last contracted agreement

- d. Annual personal leave benefits offered, but employee is not eligible to place days in a reserve
- e. Eligible to participate in the district health plan and life insurance benefits

Adopted: April 15, 2025