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MEMORANDUM OF UNDERSTANDING

between

Salem-Keizer School District 24J

and

Association of Salem Keizer Education Support Professionals

EARLY NOTIFICATION OF RETIREMENT INCENTIVE

This Memorandum of Understanding is hereby entered into by and between the Salem-Keizer School District 24J (District) and the Association of Salem Keizer Education Support Professionals (Association).

PURPOSE

The District is facing significant challenges as we plan and develop our budget and staffing needs for the 2027-2028 school year, which includes a projected $46 million budget reduction. Due to continuing enrollment decline and increasing costs, we may be faced with potential staffing reductions. It is the District's desire to keep potential reductions in force to a minimum by using changes in staffing that we experience annually through attrition by means of retirements and resignations. Early notification of retirements allow the District to plan staffing, hiring, and school allocations for the upcoming school year in a timely and efficient manner and potentially avoid unnecessary layoffs. The parties agree that this MOU is intended to encourage employees who are already planning to retire to provide advance notice before the District’s staffing process begins and does not create an incentive for retirement itself.

ELIGIBILITY

To be eligible for the Early Notification of Retirement Incentive, an employee must:

- Be a permanent employee of the District and recognized as an ESP in the Association’s Collective Bargaining Agreement;
- Meet the eligibility requirements for either normal or early retirement benefits under the Oregon Public Employees Retirement System (PERS), including all applicable age and service requirements for the employee’s PERS retirement plan. Eligibility must be documented to the satisfaction of the District. Employees who have already retired under PERS prior to this school year are not eligible for this incentive.
- Complete the contract year and retire from District employment no later than June 30, 2027.

APPLICATION AND ACCEPTANCE

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Employees seeking to participate in the program must submit a completed Irrevocable Notice of Retirement to Human Resources on or before December 31, 2026.

An employee who submitted a notice of retirement in the 2026-2027 school year prior to the execution of this MOU and is still working may participate in the program provided the employee meets all eligibility requirements and elects to participate on or before December 31, 2026.

Participation in the program is not effective until the District has verified the employee's eligibility and provided written confirmation of acceptance into the program.

Once an employee has been accepted into the program, the employee's notice of retirement is irrevocable.

INCENTIVE

The District will pay the employee a one-time, prorated taxable payment of five thousand dollars ($5,000). The payment will be prorated based on the ratio of the employee's scheduled workweek to the normal full-time workweek of 40 hours.

The early notice of retirement incentive payment shall be subject to all applicable taxes and legally required withholdings. The payment is classified as non-subject salary by PERS and shall not be included in the calculation of an employee's PERS retirement benefits, to the extent provided by applicable law.

Eligible employees will receive the incentive payment in January 2027 (see exception for “working back” below).

Employees who have or want to retire prior to the end of their contract year and “work back” to finish their contract year will have their incentive payment delayed until June 30, 2027.

RECOGNITION OF YEARS OF SERVICE

In recognition of retirees’ service to the students of Salem-Keizer Public Schools, employees who qualify for the $5,000 early notification payment under this Agreement will receive an additional $100 for each completed year of service as a regular District employee, up to 30 years of service, for a maximum additional payment of $3,000. The District will calculate years of service using the same methodology it uses for its Years of Service Recognition program as of the employee’s effective retirement date.

RELATIONSHIP TO THE COLLECTIVE BARGAINING AGREEMENT

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Except as expressly modified by this MOU, all provisions of the Collective Bargaining Agreement remain in full force and effect.

NON-PRECEDENT

This MOU shall not establish a precedent or past practice for either party beyond the terms and duration of this agreement.

TERM AND EXPIRATION

This MOU becomes effective upon execution by both parties and will remain in effect until June 30, 2027, or until all obligations of the parties under this MOU have been satisfied, whichever occurs later.

ENTIRE AGREEMENT AND MODIFICATION

This MOU constitutes the complete agreement between the parties concerning the Early Notice of Retirement Incentive. Any modification to this MOU must be made by mutual written agreement of the District and Association.

DISTRICT

Signature: Signed by: Robert Silva 0A8E93C47DDC4AE...

Name: Robert Silva

Title: CHRO

Date: 11/12/2026

ASSOCIATION

Signature: Signed by: 35F11AEE72E3496...

Name: Zacharia Wilson

Title: ASK ESP President

Date: 11/11/2026