



District Notification

DATE: January 11, 2018

TO: Eligible SCS Full-Time Teacher Types

FROM: Trinette Small, Chief of Human Resources

RE: SCS Incentive for Early Resignation Notification

DEADLINE FOR SUBMISSION: FRIDAY, APRIL 27, 2018

In order to assist with early hiring for the 2018 - 2019 school year, Shelby County Schools is offering a one-time incentive for early resignations. Eligible positions will have an opportunity to continue medical insurance coverage through the summer. This means that your medical coverage will end July 31, 2018 instead of at the end of the month in which you resign (see specific eligibility details below).

If you are interested in this opportunity, you must go to the Employee Portal and enter your resignation notice by Friday, April 27, 2018. A form will be emailed to your district email address after your resignation is submitted. At that time, you must elect to either keep your coverage through the summer or your coverage will terminate at the end of the month in which you resign. Insurance premiums will continue to be deducted from each check through July 31, 2018.

If you do not wish to continue your coverage through the summer, we still encourage you to put your resignation notice in the employee portal by Friday, April 27, 2018. Your resignation date will be May 25, 2018 and your insurance coverage will end May 31, 2018.

The following is the criteria to be eligible for the incentive:

1. An individual must be in one of the following positions to be eligible for the resignation incentive: a permanent Classroom Teacher, Librarian, Professional Counselor, Instructional Facilitator, or Principal.
2. Eligible employees currently on paid or unpaid FMLA leave of absence are eligible for the resignation incentive if they are resigning at the end of the school year.
3. Official notification of resignation must be electronically submitted no later than Friday, April 27, 2018 through the SCS Employee Portal to continue health coverage through the summer. If

you do not submit your resignation prior to this date, your insurance will terminate at the end of the month in which you resign.

5. Once the information is received electronically, it is binding on both parties and irrevocable.
6. You will be authorized to take no more than 3 days of sick leave after submitting your notice. Taking additional sick days will make you ineligible to receive the bonus.

We appreciate your service to SCS and look forward to hearing from you if you wish to participate. If you have questions, you may contact Human Resources at 901-416-5304.

Have a great remainder of the school year!