



## THE DEPARTMENT OF HUMAN RESOURCES

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160 S. Hollywood Street • Memphis, TN 38112 • (901) 416-5304 office • (901) 416-6463 fax • [www.scsk12.org](http://www.scsk12.org)

To: Eligible SCS Full-Time Teacher Types

From: Yolanda Martin, Chief of Human Resources

Date: January 27, 2020

Re: SCS Early Resignation Notification

### **DEADLINE FOR SUBMISSION: Friday, March 20, 2020**

In order to assist with early hiring for the 2020 – 2021 school year, Shelby County Schools is offering a one-time opportunity for early resignations. Eligible positions will have an opportunity to continue medical insurance coverage through the summer if you work until the end of the school year, May 22, 2020. This means that your medical coverage will end July 31, 2020 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, March 20, 2020. A form will be emailed to your district email address after your resignation is submitted. You must complete an election form to keep your coverage through the summer and insurance premiums will be deducted from your check through July 31, 2020.

If you resign at the end of the school year, May 22, 2020 and do not wish to continue your coverage through the summer, your insurance coverage will end May 31, 2020.

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, PLC Coaches, Professional Counselor, Instructional Facilitator, Assistant Principal 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, March 20, 2020 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.
4. Once the information is received electronically, it is binding on both parties and irrevocable.
5. You will be authorized to take no more than three (3) days of sick leave after submitting your notice. Taking additional sick days will make you ineligible to receive the extended coverage.

We appreciate your service to SCS and look forward to hearing from 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!**