

Policy

Book	Salem City Public Schools School Board Policy Manual
Section	G: Personnel
Title	RETIREMENT: EXTENDED WORK INCENTIVE PROGRAM
Number	GBOA
Status	Active
Legal	
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Policy Detail

A. Generally

Any Salem City School Board employee who is a member of the Virginia Retirement System (VRS) is eligible to retire under the Extended Work Incentive Program (the Program) if they are at least 55 years of age or have at least 30 years of VRS service . The employee must have 10 years of continuous service in the Salem City School Division immediately prior to retirement and be eligible to retire from the Virginia Retirement System with 20 years of VRS service. Persons eligible for disability retirement under VRS or Social Security will not be eligible for the Program. Retirement will be initiated by the employee but must be approved by the Board. January 1 to January 31 will be the annual window of opportunity to apply for the Program. The Board may, in its sole discretion, vary eligibility requirements for good cause shown. Retirement under this plan will be effective with the effective date of VRS retirement.

B. Eligibility Limits

Employees approved for retirement under this program shall be paid an annual supplement, not to exceed fifteen percent of the final annual salary they received in the position held at the time of retirement. For calculation purposes, extra duty supplements for activities such as coaching, or sponsoring activities will not be used to determine the incentive payment. Retirees will not benefit from annual revisions in the salary scale. Persons approved for retirement under this program shall meet eligibility limits until:

1. The retiree completes five years in the Program.
2. The retiree requests an end to participation in the Program.
3. The retiree fails to comply with the requirements of the Program.
4. The retiree accepts employment that includes VRS membership.
5. The retiree becomes eligible for disability retirement under either VRS or Social Security.
6. The death of the retired employee.

C. Services to be Rendered

To earn the supplement, each participant will assume an obligation to perform services assigned by the Superintendent or his designee for the equivalent of a period of two days per month employed for the fiscal year (i. e., ten-month employees would have to work 20 days, eleven-month employees would have to work 22 days, and twelve-month employees would have to work 24 days in order to qualify for the full 15 percent annual salary). Payments proportionate to days worked will be made each month in which the retiree performs service. In order to calculate a per diem rate of pay, the annual early retirement salary shall be divided by the number of days required to be worked per year.

The Superintendent or his designee is authorized to schedule the days to be worked according to division needs and in a manner most advantageous to the school system. Professional employees

electing to participate in the Program may perform services of an advisory consultative nature as well as classroom services.

Suggested activities that may meet this requirement are:

1. substitute for teachers, administrators, and other regular personnel;
2. serve in the capacity in which the participant served during his/her regular employment;
3. provide remedial assistance to students who need such remediation;
4. perform clerical duties during peak periods of the school year;
5. perform paraprofessional tasks during peak periods of the school year;
6. assists with instructional and administrative duties during their peak work periods;
7. serve as consultant and/or organizer for staff development program for orientation for new teachers and administrators and other programs designed to provide professional growth of staff members;
8. perform other duties as agreed upon by the retiree and the Division Superintendent or his designee.

D. Effects on Social Security

The School Board agrees to pay the employer's share of FICA. State and federal taxes will be the responsibility of the retiree. Due to possible adverse effects on Social Security benefits, it is imperative that persons considering early retirement consult with the Social Security Administration.

E. Fringe Benefits

Participants in the Program will not be eligible for fringe benefits, but may remain in the division's group health insurance plan by paying the entire cost of premiums. It shall be the sole responsibility of the employee to pay all premiums for this coverage in a timely manner and as specified by the Superintendent or his designee.

All retirees, including participants in the Program, may stay in the division's group health insurance plan at their own cost until they become eligible for Medicare.

F. Plan Changes

This policy will automatically terminate on June 30 of each calendar year unless the Board votes by February 1 to reauthorize the policy for the next fiscal year.

Should the Program be abolished or substantially changed, active participants shall be allowed to remain in the Program to be administered in accordance with the terms in effect at the time of the participant's approval..

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SALEM CITY PUBLIC SCHOOLS