



Evergreen Public Schools

Evergreen Education Association Retirement Incentive Process

Under the newly negotiated Collective Bargaining Agreement from September 1, 2020 – August 31, 2023, certificated employees interested in retirement during the month of September may be eligible to receive a \$10,000 incentive.

Due to the uncertainty of student enrollment for the 2020-2021 school year and the potential need to reduce the educational program, the District will offer a one-time retirement incentive of \$10,000 for any eligible certificated employee.

Below you will find the steps that need to be completed in order to receive the incentive:

1. Review the attached retirement planning checklist for eligibility. Specifically, review the section on page two (2) listed under the 30-90 days before retirement.
2. Contact Department of Retirement Systems (DRS) (contact information listed on checklist) to assist in answering eligibility questions.
3. Contact your benefits specialist at x4414 or x4017 to obtain a retirement packet.
4. Apply for retirement through your online account with DRS effective September 30, 2020, if you need benefits during the month of September. If you do not need benefits during the month of September, your effective retirement date would be September 1, 2020.
5. Review your acknowledgment letter to ensure its accuracy and supply additional documents to DRS, as requested.
6. Notify your direct supervisor you have applied for retirement with DRS.
7. Email notification of your decision to retire to the Human Resources Department no later than 5:00pm on August 21, 2020. Emails may be addressed to CertSpecialists@evergreenps.org and will need to include your intent to retire with an effective date of September 30, 2020. Please include a personal email address for future communications.
8. Provide the acknowledgment letter from DRS to CertSpecialists@evergreenps.org upon receipt. Once received, you will be sent an approval email with an off-boarding checkoff list that will need to be completed on or before September 30, 2020.