	Huron School District #2-2	Code: GDBB-2-2014 (N) Retirement of Support Staff (Recruitment & Retention Incentive)
	Policies and Regulations	

**Retirement of Support Staff
Recruitment & Retention Incentive**

- A. Classified employees may qualify for the recruitment and retention incentive payment if they meet the requirements of this policy as noted in paragraph (C).
- B. The recruitment and retention incentive payment is based on the qualifying employee’s salary, excluding extra duty, career recognition, etc.; he/she is receiving during his/her last full year of employment, provided that the employee has been in the same pay classification for the past ten years. In the case of an employee moving up or down in classification during the previous 10 years, payments will be based on the following:

Final annual salary x # of years at classification
plus
Final annual salary at all previous classifications x # of years in each classification, divided by 10.


The amount of the payment will be a percentage of the salary; determined by when the superintendent is given written notification of the employee’s intent to retire before September 1 of the next school year. See the chart below.

Before January 1	80%
During January	75%
During February	73%
March 1-15	70%
After March 15	65%

- C. In order to qualify for the recruitment and retention incentive payment, and except as noted in paragraph (E), the employee must have completed a minimum of fifteen (15) years consecutive service – all years qualifying for SDRS - to the district while at the same time reaching age 60-62 simultaneously, and the employee must have completed his/her last full year of employment unless the employee is unable to complete his/her last full year of employment due to serious health/medical problems or disability in which the employee would remain eligible. Employees shall be eligible for the recruitment and retention incentive payment only once.

Employees who are not yet age 60 but will be reaching the age of 60 prior to September 1 of the next school year are eligible to submit, in writing, a binding intent to retire and take the recruitment and retention incentive payment, effective on the date that the retiring employee reaches age 60.

Employees reaching the age of 62 prior to September 1 of the next school year must submit, in writing, a binding intent to retire and take the recruitment and retention incentive payment, or forfeit the benefit. Any employee employed on September 1 and having reached age 62 is no longer eligible to receive the recruitment and retention incentive payment.

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- D. All retiring employees will receive the balance of their wages due on their last day of employment with the Huron School District. If the employee elects retirement during the summer months, payment will be made within forty-five (45) days from the time the employee notifies the superintendent, in writing, of his/her intention to elect retirement. However, if retirement is requested during the regular school term, payment will be made the last day of employment with the Huron school district.
- E. The payment of this benefit will be made to the South Dakota Retirement Special Pay Plan on behalf of the employee.
- F. Should the employee, who elects to receive the benefits contained herein, die before receiving all such benefits, the school district shall pay the full amount of the undistributed benefits to the deceased employee's estate within thirty (30) days of the death.
- G. The Early Retirement policy GDBB-2(N) will remain in force for all current Class I staff members hired before the 2003-2004 school year who have remained continuously employed with the District.
- H. **Career Recognition / Retention Stipend**
A classified employee who has completed 5, 10, 15, 20, 25, 30, 35, or 40 years of service in the district will receive a Career Recognition stipend. The stipend will be given only every 5th year as indicated. The provision hereinabove that permits non-continuous years of service to be used in determining the career recognition stipend is only applicable in this particular provision and shall not affect any policy that requires continuous years of service, including but not limited to, the early retirement policy.

PREVIOUS / CURRENT POLICY – PRIOR TO JULY 1, 2016 – SEE NOTE BELOW ***


Classified Staff – School Year – 9/10 Month Employees (Para-Educators, Bus Drivers, and Food Service)

Years of Service	Stipend
20 years of service	\$750
25 years of service	\$1,000
30 years of service	\$1,250
35 years of service	\$1,500
40 years of service	\$1,750

NEW POLICY – EFFECTIVE JULY 1, 2016

Classified Staff – School Year – 9/10 Month Employees (Para-Educators, Bus Drivers, and Food Service)

Years of Service	Stipend
5 years of service	\$250
10 years of service	\$250
15 years of service	\$500
20 years of service	\$500
25 years of service	\$1,000
30 years of service	\$1,000
35 years of service	\$1,250
40 years of service	\$1,500

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This policy is being changed effective July 1, 2016.

Stipends to be removed from salary/hiring schedule policies.

Stipends to be added to recruitment/retention policies.

Catch-up stipends will only be paid out on the 5 year increment dates.

A catch-up stipend is defined as the previous 5 year increment stipend.

Employees not reaching a 5 year increment do not get paid for any catch-up.

Stipend checks to be distributed at employee recognition banquet.

Stipend checks not distributed at banquet will be released June 20.

*****Any employee who has received the 20 year stipend of \$750 prior to June 30, 2021 shall stay with the current career recognition policy.**

PREVIOUS / CURRENT POLICY – PRIOR TO JULY 1, 2016 – SEE NOTE BELOW ***

Classified Staff – School Year – Full Time - 12 Month Employees (Custodial and Full Time Personnel)

Years of Service	Stipend
20 years of service	\$1,500
25 years of service	\$1,750
30 years of service	\$2,000
35 years of service	\$2,250
40 years of service	\$2,500

NEW POLICY – EFFECTIVE JULY 1, 2016

Classified Staff – School Year – Full time – 12 Month Employees (Custodial, and Full Time Personnel)

Years of Service	Stipend
5 years of service	\$500
10 years of service	\$500
15 years of service	\$1,000
20 years of service	\$1,000
25 years of service	\$1,500
30 years of service	\$1,500
35 years of service	\$2,000
40 years of service	\$2,000

This policy is being changed effective July 1, 2016.

Stipends to be removed from salary/hiring schedule policies.

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A catch-up stipend is defined as the previous 5 year increment stipend.

Employees not reaching a 5 year increment do not get paid for any catch-up.

Stipend checks to be distributed at employee recognition banquet.

Stipend checks not distributed at banquet will be released June 20.

*****Any employee who has received the 20 year stipend of \$1,500 prior to June 30, 2021 shall stay with the current career recognition policy.**