

EARLY RETIREMENT INCENTIVE PROGRAM

The following conditions and/or regulations will apply to the Early Retirement Incentive Program (ERIP):

1. All employees, certificated and classified, who are active members of the Virginia Retirement System (VRS) may enter the ERIP provided they meet all other requirements of the program and are not eligible for disability retirement benefits under VRS.
2. Early retirees must be at least 55 years of age and have at least 20 years of service credit with VRS. The final ten years must have been consecutive in the service of the Fluvanna County School Board.
3. Participants in the program shall be paid an annual payment equal to 20 percent of his or her base salary at the time of retirement. The maximum annual payment shall not exceed \$12,000. The Plan will be based on paying 20 percent of the first \$60,000 of annual salary. The salary does not include supplements or career-step payments. The employee may participate for a maximum of seven years.
4. In consideration of the annual payment, the employee will undertake an annual contractual obligation to perform services commensurate with their knowledge, skills, and abilities to be assigned by the superintendent or his designee for a period of two days for each month he or she was employed in his or her last year of full-time employment with Fluvanna County Public Schools.
5. The immediate supervisor will report by memorandum to the personnel department the number of days employed. The amount will be paid in 12 equal installments with deductions made according to law and School Board policies and regulations. Participants will receive payment on the last working day of each month.
6. Employees who wish to apply for the ERIP must provide a written request to the division superintendent at least 60 days before the effective date of the retirement. July 1 is the normal early retirement date. The School Board, on the recommendation of the Superintendent, must approve participation in the ERIP.
7. Payments by the Fluvanna County School Board will be terminated when any of the following conditions are effective:
 - a. The participant accepts employment that included VRS membership.
 - b. The initiation of the end of the contract by the ERIP participant.
 - c. The participant fails to comply with the requirements. He or she will be subject to exclusion from the program upon due notice.
 - d. Death of the participant.

8. Employees electing to participate in the ERIP may continue in the ERIP until the earlier of (1) his or her death, (2) seven years of participation in the ERIP, or (3) the refusal to execute, or the termination of, the annual contract by the employee. Participation in the ERIP may be terminated if the employee does not perform the essential functions of the job in a satisfactory manner or if he or she fails and/or refuses to comply with the requirements of the ERIP.
9. As a condition of participating in the ERIP, each employee understands and agrees that:
 - a. The ERIP must be approved by the School Board each year in order to be effective.
 - b. The School Board may limit participation in the ERIP should the School Board deem it in the best interest of the school system.
 - c. The School Board reserves the right to modify or terminate the ERIP at any time should it determine that the ERIP is not in the best interest of the school division.
 - d. The ERIP shall automatically terminate and be void and of no further force and effect should the School Board determine that it has not received appropriations which, in its sole opinion, are sufficient to meet its obligations under the ERIP.
10. In recognition of the extraordinary national economic crisis and the substantial state and local budget reductions anticipated for the 2011 fiscal year, the School Board has adopted a one-time only retirement incentive benefit for employees who apply for and are accepted for participation in the Early Retirement Incentive Program.

The School Board will pay the equivalent of its share of the POS Virginia Care employee-only premium in the Fluvanna County Public Schools health-care plan sponsored by the Board, not to exceed \$7,000 per year, for each year the employee participates in the ERIP. The employee will be responsible for paying the remainder of the premium. To be eligible for this benefit, the applicant must have been enrolled in the Fluvanna County Public Schools health-care plan for a minimum of twelve months prior to the retirement date. The employee cannot increase insurance coverage beyond that which he or she had at the beginning of his or her last full year of employment. Coverage under the Fluvanna County Public Schools health-care plan will cease for any retiree who is eligible for coverage through a health insurance program sponsored by another employer or when the retiree's participation in the ERIP terminates. Employees who do not elect to continue in the Fluvanna County Public Schools health-care plan when they enter the ERIP will not be eligible for future coverage.

Adopted: June 9, 1999

Revised: March 11, 2009

Revised: March 10, 2010