SEPARATION OF CERTIFICATED PERSONNEL, EARLY RETIREMENT PROGRAM - ADMINISTRATIVE REGULATIONS

I. Purpose of the Program

The Pleasanton Unified School District seeks to continue utilizing the knowledge and expertise of senior staff members who may wish to retire before the compulsory retirement age of 70 while at the same time increasing the infusion of new and beginning certificated personnel into the school system in order to stimulate constructive change and keep current of the demands on public education. The establishment of an early retirement program is one method by which this goal can be facilitated.

II. Type of Position and Length of Contract

A. An employee accepted into this program shall be designated as an educational consultant (independent contractor), and as such he/she shall not be classified as either probationary or permanent. He/she shall not be classified as either probationary or permanent. He/she shall perform services at time or times mutually agreed upon and set forth in a written contract for such services. The contract will contain a statement of duties to be performed by the consultant. These services shall by definition be in the best interest of the school district. The Superintendent with the consent of the consultant has the right to waive, postpone or modify these services as necessary.

B. A representative committee may be appointed to examine need areas to assist the consultant in developing a meaningful project.

C. The consultant's educational plan shall include methods of measuring the needs of the staff and/or district, thus making the educational plan meaningful and valuable.

D. Consultants working on the project shall be in close touch with on-site staff members who will be using the data, service, or product being developed by the consultant. This should be incorporated into the educational plan prepared by the consultant.

E. The consultant shall include dates and plans in his/her educational plan as progress check-points.

F. An annual progress report on each consultant's activities will be prepared and presented to the Board of Trustees.Such reports shall include an evaluation of the consultant's performance.

G. Pending a satisfactory evaluation, persons opting for this program shall be assured of renewal for up to five years.

H. Consultant projects will take no less than the equivalent of 20 working days for completion

and should be of significant impact on our educational program.

I. Annual compensation for such services shall be established by the Board of Trustees as provided for in Board Policy 4403.

J. An early retiree may continue in force and effect at his/her expense the health and welfare insurance policies previously held by him/her as an employee of the District during the term of his/her agreement to furnish special services and advice. This is contingent upon the willingness of the insurance carriers to provide such coverage.

III. Criteria for Participation

A. Participation is on a voluntary basis.

B. The employee must have served in the Pleasanton Unified School District a minimum of five full years.

C. The employee must already be at the maximum step for his/her classification on the teacher's salary schedule or on the administrative salary schedule.

IV. Application Regulations

A. Employees wishing to participate in the early retirement program should indicate their interest in writing to the Chief Personnel Officer by February 1, preceding the end of the school year that terminates the employee's full time services. Upon receipt of this information a counseling session will be scheduled to review with the employee the options available to him/her under the early retirement incentive program together with its relationship to Social Security and Medi-Cal.

B. An employee elected to participate in this program may not return to a regular certificated position in the District once this election is made.

C. The number of employees participating in this program may be limited at the discretion of the Superintendent, with concurrence of the Board of Trustees, when such limitation is in the best interest of the District. Until further notice, the limit in each district shall be five percent of the number of full time equivalent certificated employees.

V. Sample Projects

Potential assignments for retirees may include, but are not limited to:

A. Staff Development (such as):

1. Curriculum/instruction in specific discipline(s)

2. General management methods
3. Contract management methods
4. Improving effectiveness of aides.

B. Planning (such as):

1. Sites and their use-equipment control, materials, dispersal, inventory control
2. Trends - population/demographics
3. Programs
4. Vocational Education
5. Environmental Education

C. Curriculum development
D. Instructional material development
E. Demonstration teaching
F. Updating and revision of employee handbooks
G. Assisting in the development of inservice program
H. Updating and revision of other school district publications
I. Analysis of testing data
J. Updating and revision of district policies and regulations
K. Substitute teaching
L. Project writing
M. Project evaluation
N. Tutoring
O. Retirement counselor
P. Coordinator of volunteers
Q. School Attendance Review Board
R. Child Welfare and Attendance

ADOPTED: 5-77, 6-28-88
AMENDED: 3-83, 3-84, 4-85

DISTRICT SUPERINTENDENT

PLEASANTON UNIFIED SCHOOL DISTRICT

PLEASANTON, CALIFORNIA