



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 4317.1
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Management, Supervisory and Confidential Personnel

Retirement

Voluntary Early Retirement - Certificated Management

1. Purpose and Scope
 - A. To provide the option of contractual specialized services to the district.
 - B. To provide financial savings to the school district by encouraging increased turnover of staff at the upper ranges of the salary schedule.
 - C. To open up certificated positions.
 - D. To encourage the maintenance of positive contact with former staff members who have served education and the district long and honorably, and who have special skills not otherwise available to the district.
2. Regulation
 - A. Retirement Benefits
 - (1) The district's group medical, dental, and vision plans shall be maintained for the retiree and his/her dependents as long as such plans remain in effect and/or until the retiree reaches the age of 65.
 - B. Eligibility Conditions for Contractual Specialized Service
 - (1) In order to be eligible, a certificated employee:
 - (a) Must retire under provisions of STRS (State Teachers' Retirement System).
 - (b) Must be between ages 55 and 65 and have been employed by the district for at least 10 years.

Retirement (continued)

Voluntary Early Retirement - Certificated Management (continued)

C. Provision for Special Contractual Services

- (1) Depending upon the needs of the district, the expertise of the retiring individual and the availability of services from other public sources, as determined by the district, the district may contract with the retiree for specialized services or advice for a maximum of thirty (30) days per year.
- (2) Compensation shall be at per diem rate based upon the employee's salary, as established by Board policy, at the time of retirement.
- (3) So long as service has been performed satisfactorily, the contractual agreement may be renewable annually during the period between voluntary retirement and age 65, but in no event to exceed the five (5) year limitation imposed by Education Code Section 35046.
- (4) Services which may be contracted for will vary depending upon the capabilities of the individual, the needs of the district, and the availability of the services from a public source.

D. Application Procedure

- (1) The employee shall submit his/her resignation for the purpose of retirement and clearly express his/her desire to participate in the early retirement plan.
- (2) The Certificated Personnel Office shall verify eligibility.
- (3) The Superintendent or his/her designee shall determine the particular service(s) to be rendered by the retiree.
- (4) The Superintendent or his/her designee shall prepare a written contractual agreement between the district and the retiree.

Retirement (continued)

Voluntary Early Retirement - Classified Management

1. Purpose and Scope

The purpose of this option is to provide contractual specialized services and financial savings to the district by encouraging increased turnover of staff at the upper ranges of the salary schedule; to open up classified management/confidential positions; and to encourage the maintenance of positive contact with former staff members who have served education and the district long and honorably, and who have special skills not otherwise available to the district.

2. Eligibility Conditions and Retirement Benefits

- A. In order to be eligible, a classified management/confidential employee must retire under provisions of PERS (Public Employees Retirement System), have been an employee of the Huntington Beach Union High School District for a minimum of ten (10) consecutive years, and be between ages 55 and 65.
- B. The district's group medical, dental, and vision plans shall be maintained for the retiree and his/her dependents as long as such plans remain in effect and/or until the retiree reaches the age of 65.

3. Provision for Special Contractual Services

- A. Depending upon the needs of the district, the expertise of the retiring individual and the availability of services from other public sources, as determined by the district, the district may contract with the retiree for specialized services or advice for a maximum of thirty (30) days per year.
- B. Compensation shall be at per diem rate based upon the employee's salary, as established by Board policy, at the time of retirement.
- C. So long as service has been performed satisfactorily, the contractual agreement may be renewable annually during the period between voluntary retirement and age 65, but in no event to exceed the five (5) year limitation imposed by Education Code Section 35046.
- D. Services which may be contracted for will vary depending upon the capabilities of the individual, the needs of the district, and the availability of the services from a public source.

Retirement (continued)

Voluntary Early Retirement - Classified Management (continued)

4. Application Procedure
 - A. The employee shall submit his/her resignation for the purpose of retirement and clearly express his/her desire to participate in the early retirement plan.
 - B. The Classified Personnel Office shall verify eligibility.
 - C. The Superintendent, or his/her designee, shall determine the particular service(s) to be rendered by the retiree.
 - D. The Superintendent, or his/her designee, shall prepare a written contractual agreement between the district and the retiree.

Legal Reference:

Regulation approved: 1/13/87
Revised: 9/11/06