

We cannot offer enough appreciation and respect to our colleagues for the countless hours of dedication you have graciously given to our children in the Helena Community. In an effort to improve our budget issues within the Helena School District, we find ourselves with a unique opportunity. This year, the district – in partnership with Helena Education Association – is happy to announce a one-time retirement incentive to eligible educators.

If you meet the criteria listed below and are among the **first 40 eligible applicants**, the district will give you a **\$25,000 incentive** above and beyond your “normal” retirement (sick leave buy-out plus \$9,000 retirement benefit for qualifying candidates).

One-Time Incentive Eligibility Requirements:

In order to be considered eligible, you as an educator must be in good standing with the district according to the CBA (2.9) by having the following complete for the previous two years:

1. Your Career Development Plan
2. Your Professional Service Commitments
3. A positive evaluation

Additional eligibility for the incentive will be determined by the following criteria in ranked order:

1. Seniority
2. Highest salary, base, and stipend(s)
3. TRS Years of Eligibility
4. Date/Time of application received

“Normal” Retirement Details:

Any teacher with 10 or more years in the district is eligible through the Collective Bargaining Agreement (CBA) to receive $\frac{1}{4}$ of his/her accumulated sick leave as a cash payment or dollars to be applied to his/her termination pay. To calculate your anticipated sick leave payout, use the following formula:

Start with your total salary (base and stipends) and divide it by 187 days, then divide by seven. This equals your hourly rate. Next, take one fourth of your sick leave and multiply it by your hourly rate. This equals your sick leave payout.

You can find your accumulated sick leave in the portal on the district website under Employee Resources from the Human Resource page. This will be an estimation of your sick leave cash out based on the number of days you used in the 2019-2020 school year. Please note, numbers today only reflect your sick leave as of 2018-19.

Any teacher with 20 years of service in good standing with the district (as per the CBA) will receive the \$9,000 retirement benefit as stated in the CBA (2.9).

Any teacher considering this retirement incentive is strongly advised to meet with TRS individually and discuss options and opportunities as well as specific details.

Sample calculation formula:

2019-2020 Incentive: \$25,000
CBA Benefit: \$ 9,000 if applicable (completed 20 years in the district)
Sick leave buyout: \$ X,XXX. *Add in your calculation from your sick leave payout (above)

Total cash out \$XX,XXX

Timeline for Incentive:

1. August 12: Rollout to employees
2. September 11: TRS meeting at 4:30-6:00 in the HMS Auditorium
3. September 12: Meeting with employees at Bryant Elementary School Library (4pm-5pm)
4. September 30: Submit an email to Stacy Collette, HR Director at scollette@helenaschools.org indicating your interest to apply for the incentive by end of business (4:00 pm)
5. October 4: District will notify applicable employees of acceptance
6. October 11, Employee must make final decision and either revoke the application or submit his/her resignation in writing and his/her TRS irrevocable letter effective June 10, 2020

Thank you to the following members of the committee who spent several hours of their time on this incentive: HEA members Carl Anderberg, Kelly Elder, Maria Foot, Shanna Kimball, and Jonna Schwartz; HSD staff Stacy Collette, Josh McKay, Janelle Mickelson, Nick Radley, Dave Thennis, and Steve Thennis.

Sincerely,

Tyler Ream, HSD Superintendent

Jane Shawn, HEA President