

Early Notification Program
Frequently Asked Questions
Updated March 20, 2008

Q1. Does the ENP 10% count toward my retirement?

A1. No – a final ruling was issued by the Maryland State Retirement Agency on March 18, 2008.

Q2. Who is affected by the ENP?

A2. Any employee who is retirement eligible and within three years of full service retirement and is either in the Maryland State Retirement/Pension System or Aetna.

Q3. When does the ENP begin?

A3. It is effective July 1, 2008 which means if you retire June 30, 2009, then your first year of the Early Notification Period will be the 08/09 school year.

Q4. How can I confirm when I am eligible for full retirement?

A4. You must refer to your retirement benefits statement issued by Maryland State Retirement Agency or Aetna.

Q5. Can I use my unused sick leave to get to full retirement?

A5. No, your unused sick leave is added to your benefit after you are eligible for full retirement.

Q6. Can I use my military service to get to full retirement?

A6. Yes, (if you are in the Maryland State Pension System). You must adhere to MSRA's established guidelines regarding this matter.

Q7. When do I have to submit the enrollment form?

A7. You must submit the enrollment form to the Director of Human Resources no later than June 30, 2008.

Q8. What happens when I submit the enrollment form?

A8. The HR Department verifies that you are within three (3) years of full service retirement. The Superintendent seeks Board action accordingly. The HR Department will notify you in writing of the Board's action.

Q9. What is the benefit of the ENP?

A9. Once your ENP enrollment form is approved by the Board, you will receive 10% on your base salary commensurate with the number of years indicated on the approved enrollment form.

Q10. What if the Superintendent requests me to remain in my position after the Early Notification period has expired?

A10. This may occur on a rare occasion. However, if this did occur, the employee would be paid based on the current salary scale that is applicable to his/her position and years of service.

Q11. What if I have an unforeseen hardship and I cannot retire at the end of my scheduled Early Notification Period?

A11. The employee must submit a request to rescind his/her retirement to the Superintendent. The request must be made within 90 days prior to the employee's scheduled retirement date and state in detail the hardship conditions. The Superintendent, at his/her sole discretion, may take the recommendation to the board for approval.

Q12. What if the Board approves the process in Q11?

A12. If approved, the employee's salary for the following year after the ENP has expired will revert to the appropriate placement on the salary scale. The employee will not be eligible to participate again in the ENP.

Q13. What if the Board does not approve the process in Q13?

A13. The terms of the agreement will stand.

Q14. What if I sign up for three (3) years in the ENP but am required to retire due to an unforeseen event at the end of one (1) or two (2) years in the ENP?

A14. This is acceptable, but you must request to change the effective retirement date within 90 days of the scheduled retirement date. The request must be submitted to the Director of Human Resources.

Q15. What if I still have questions regarding this program?

A15. You can email Stephanie Moses at smoses@wcboe.org or Bill Cain at wcain@wcboe.org.

Q16. Does my ten (10) years of service have to be consecutive years?

A16. No, it just has to be a total of 10 years of service with Wicomico County Public Schools as a benefited employee.

Q17. Will the Early Notification Program be offered every year?

A17. The agreement between the Board of Education and WCEA is a year-to-year contract; however, the Board has the right to extend the program each year.

Q18. What if I have out of state service or private school service that I can purchase to make me eligible for full service retirement?

A18. The Early Notification Program requires you to be eligible for full service retirement. If you have to purchase service* from another school system to gain eligibility, that responsibility will be that of the employee. Once you sign the ENP agreement, you will be required to retire at the designated date.

***Note: You are encouraged to inquire about the procedures and cost of purchasing service from another school system before you sign the ENP agreement. Depending on the policies of that school system, purchasing service can be quite costly.**

Q19. The enrollment form requires my signature to be witnessed. Does the witness have to be someone in the Human Resources Department?

A19. No, the witness can be anyone. Please print the name under the signature.

Q20. When will the 10% be added to my salary?

A20. It will begin the first pay period of your normally scheduled work year; i.e. 12 month employees on July 15 and 10 month employees on September 15.

Q21. What are the maximum years of service one can have to be eligible for ENP?

A21. The maximum for ENP is 38 years of service. Example: As of 6-30-09, the employee has 36 years of service. The employee can sign up for ENP and get two years only.

Q22. Why does the Board of Education want their veteran teachers to retire?

A22. We do not want our veteran teachers to retire. In fact, the program is designed to retain our veteran teachers until they retire. We do not want them to go to Delaware or Worcester County because of enhanced health care benefits.