

Early Notification Program (ENP)
Guidelines
Revised March 14, 2008

Full implementation of the ENP program with an initial effective date of July 1, 2008, is subject to final approval of the Wicomico County Board of Education and final approval of the budget.

Rationale for Developing an Early Notification Program:

- A. Maintain a competitive work force
- B. Encourage employees to stay and retire from the Wicomico County Public School System
- C. Permit the Wicomico County Public School System to project their future vacancies with a greater degree of accuracy, which consequently provides:
 - 1. Development of subsequent years salary budget with a greater degree of precision, and
 - 2. An opportunity for advanced hiring strategies knowing the expected turnover.

Early Notification Program Guidelines:

- 1. Eligibility Requirements:
 - a. Employees with more than 37 years of service will not be eligible to participate in the ENP.
 - b. Employees must be eligible (or at a minimum within 3 years inclusive) for full service retirement benefits as described in the Retirement/ Pension Plan in which they are a participant.
 - c. Employees must have at least ten (10) years of service with the Wicomico County Public Schools before they may submit an application for the ENP.
 - d. Employee must retire from the Wicomico County Public Schools.
- 2. Employees must submit application for the ENP to the Director of HR prior to June 30th of the year in which they intend to initiate the Early Notification Program which will begin the following fiscal year. The application will include the following:
 - a. Date when employee will be eligible for full service retirement
 - b. The “number of years” (known as the Early Notification Period) requested by the employee up to a maximum of three (3) years
 - c. Signature of employee representing his/her understanding of the ENP
 - d. Signature of witness
- 3. Early Notification Period:

The number of years, up to a maximum of three consecutive years, the employee is planning to work, after initial application to the HR office of his/her request to exercise the ENP.

- a. Employees with 37 or more years of service or one (1) year from being eligible as described in #1 above (Eligibility Requirements) as of June 30, 2009 will be granted one (1) year as their Early Notification Period.
 - b. Employees with 36 years service or two (2) years from being eligible as described in #1 above (Eligibility Requirements) as of June 30, 2009, will be granted two (2) years as their Early Notification Period.
 - c. Employees with 35 years service or less or three (3) years from being eligible as described in #1 above (Eligibility Requirements) as of June 30, 2009, will be granted three (3) years as their Early Notification Period
4. Notification of an employee's intent to exercise the ENP must be received in writing in the HR office by June 30th of the FY immediately prior to the year the employee wishes to exercise the ENP. (For example, an employee, who is eligible to retire per these guidelines and wishes to exercise the ENP for FY 2010, 2011 and 2012, must submit his/her request in accordance with these guidelines, by June 30, 2009).
 5. The employee will sign an agreement stating he/she will retire at the end of the Early Notification Period. The Superintendent of Schools will seek Board action accordingly. HR will notify the employee in writing of the Board's action.
 6. The ENP will be the negotiated salary amount. Until otherwise notified, the ENP will be 10%* on the base salary commensurate with the number of years indicated on the approved enrollment form.

****The Maryland State Retirement Agency has ruled that ENP will not count toward earnable compensation for retirement calculations.***

7. On rare occasions and as deemed necessary by the Superintendent of Schools, the Superintendent may request an employee to work one year after the Early Notification Period has expired. The employee will be paid based upon the current salary scale that is applicable to his/her position and years of service.
8. If due to an unforeseen hardship situation, an employee decides he/she cannot retire at the end of his/her scheduled Early Notification Period, the employee must request in writing to the Superintendent of Schools, a special consideration of rescinding their retirement. The request must be made within 90 days prior to the employee's scheduled retirement date, and state in detail the hardship conditions that have led to this request for waiver. The Superintendent, at his/her sole discretion, may take the recommendation to the Board for approval.
 - a. If approval from the Board is not granted, the terms of the signed agreement noted in #7 above will stand.
 - b. If Board approval is granted, the employee's salary for the following year after their Early Notification Period has expired will place the employee on the appropriate salary scale.
 - c. The employee will not be eligible to participate again in the Early Notification Program.
 - d. In either case, the employee will be notified in writing by the HR office, of the Board's action.