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To: All Full-Time Employees
From: Dr. Gerardo Cruz, Assistant Superintendent for Human Resources
Through: Dr. Sylvia Rios, Superintendent of Schools
RE: *Early Notification Incentive Program*
Date: March 23, 2018

The Laredo Independent School District Board of Trustees has approved an Early Notification Incentive Program. The district is offering an incentive to employees, who are planning to resign or retire at the end of their calendar year/contract, to give the district early notice of their resignation/retirement. The employee's resignation/retirement must be voluntary.

Incentive and Payment

Employees will receive the following incentive:

- Professional - \$1,000.00
- Para-professional -\$500.00

Employees will receive a separate check for the incentive payment with their last payroll.

Procedure to apply for the Early Notification Incentive Program

Employees must submit a Resignation/Retirement Letter and Incentive Pay Request Form no later than April 25, 2018 by 5:00 p.m. A Resignation/Retirement Letter and the Incentive Pay Request Form will be accepted at the Human Resources office located at 1702 Houston Street during regular business hours.

For further information, please contact the Department of Human Resources at 956-273-1000. Thank you for your attention to this matter.

Enclosure: attachment