



**HOUSTON INDEPENDENT SCHOOL DISTRICT
EARLY NOTIFICATION PROGRAM APPLICATION
IDENTIFIED CAMPUS ADMINISTRATORS VOLUNTARY RESIGNATION
FEBRUARY 10, 2012 – FEBRUARY 24, 2012**

Name: _____ EE ID #: _____ Email: _____

Job Title: _____ Current Campus/Department: _____

I, _____, hereby submit my offer of resignation from employment with HISD effective _____ in consideration for the payment to me of a one-time payment. The payment is based on my **continuous service** with the district as of June 1, 2012. (See model below).

I understand that, once approved by the Office of Human Resources, this Agreement **is binding on both parties and is irrevocable**. By participating in the program I cannot be employed by HISD for the 2012-2013 school year, with the exception of serving as an Associate Teacher or in an approved district program. I am aware that my payment will be paid on my final check. A confirmation letter will be sent to my HISD email account indicating approval from the Office of Human Resources by March 9, 2012. It is my responsibility to contact HR at hanswerline@houstonisd.org by March 23, 2012, if I do not receive a confirmation letter.

Your signature below acknowledges that you understand the following eligibility and guidelines for the early notification program and that you have voluntarily agreed to resign:

Eligibility:

- All full-time Principals, Assistant Principals, and Deans; hourly or less than 100% FTE are **not** eligible.
- Employees must be in good standing; employees who resign or retire in lieu of termination are not eligible.
- Employees must be in an approved job title at the time the application is submitted and on the last day of the 2011-2012 duty schedule.
- Retired TRS employees currently working as a full time are not eligible for the program.

Guidelines

- The effective date of resignation for all Principals, Assistant Principals, and Deans will be the last day of their duty schedule for the 2011-2012 school year.
- Employees participating in the program cannot be employed by HISD for the 2012-13 school year, with the exception of those who will serve as an Associate Teacher or in approved district programs.
- Applications will be accepted **until 4:30 pm on Friday February 24, 2012**.

Payments under the Early Notification Program are as follows:

Continuous District Service	
Years of Service as of 06/01/12	Incentive
Less than 4yrs	\$1,000
4yrs - 10yrs	\$2,000
11yrs - 15yrs	\$3,000
16yrs - 20yrs	\$4,000
21yrs +	\$5,000

If you are resigning with an effective date of June or July, you are eligible to continue your benefits through August.

- Premium deductions will be taken from your final paycheck.

Would you like to maintain benefits through August? Yes No

- If you wish to change this decision HR must be notified in writing by June 1, 2012. After June 1, 2012, changes will not be accepted.

Employee Signature: _____ **Date:** _____

PLEASE SCAN AND SEND YOUR COMPLETED APPLICATION VIA EMAIL TO hanswerline@houstonisd.org OR HAND DELIVER TO THE HUMAN RESOURCES DEPARTMENT AT 4400 W.18TH STREET, HOUSTON, TX 77092.
CONFIRMATION LETTERS WILL BE SENT TO YOUR HISD EMAIL AND ADDRESS ON FILE BY FRIDAY, MARCH 9, 2012.
IF YOU DO NOT RECEIVE A CONFIRMATION LETTER, YOU ARE NOT APPROVED TO PARTICIPATE IN THE EARLY NOTIFICATION PROGRAM.