

EARLY NOTIFICATION PROGRAM 2011-2012 IDENTIFIED CAMPUS ADMINISTRATORS (FAQs)

1. If I accept the Early Notification payment, will I be eligible for my ASPIRE award?

The Early Notification payment will not affect your ASPIRE Award. However, you must verify that you meet the ASPIRE eligibility requirements for the 2011-2012 school year in order to receive your ASPIRE Award.

2. When will I receive the payment and how?

The Early Notification payment will be paid on your final check after your separation from the district. A check will be mailed to your address on file.

3. What is continuous service with HISD?

Continuous service is employment with HISD without a break in service (resignation or retirement). Contact HR Employee Services at 713-556-7383 if you have ever resigned or retired and would like to confirm the number of continuous years of service.

4. Will any deductions be taken from my payment?

Any overpayment adjustments and benefit premium deductions will be made on the final check.

5. What is the deadline to submit an application?

Applications must be received by 4:30PM on Friday, February 24, 2012. Applications received after the deadline will be denied.

6. How will I know my application has been accepted?

Employees will receive a written notification by HISD email no later than March 9, 2012. If you do not receive notification, you have until March 23, 2012, to submit a written inquiry regarding the status.

7. Will my incentive be taxed differently?

Yes, IRS requires a flat rate of 25% tax for incentive pay.

8. What if my job title changes or I transfer?

In order to qualify for the payment, you must be in an approved job title both at the time the application is submitted and on the last day of your duty schedule.

9. What if I previously retired from the district, am I eligible to participate?

Employees who previously retired from HISD and are now working as a full time employee are not eligible.

10. Can I change my benefits selection?

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.