



Early Notification Program Identified Campus Administrators

HISD's early notification program offers you the opportunity to notify the district of your early decision to resign or retire. HISD is offering a one-time payment (see the chart below) for your early notification regarding your voluntary resignation from the district. The amount of the payment under the program is based upon your years of **continuous service** with the district as of June 1, 2012. Your payment will be included in your final check. The following guiding principles govern the early notification program.

Who is Eligible?

- All full-time Principals, Assistant Principals, and Deans are eligible; 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 Principal, Assistant Principal, or Dean 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 2012-2013 school year, **with the exception of those that will serve as an Associate Teacher or approved district program.**
- 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	Payment
Less than 4yrs	\$1,000
4yrs - 10yrs	\$2,000
11yrs - 15yrs	\$3,000
16yrs - 20yrs	\$4,000
21yrs +	\$5,000

By signing and returning the early notification program application, you are officially offering your resignation and agreeing to the guidelines of the early notification program. Please scan and send your completed application via email to hanswerline@houstonisd.org by no later than **4:30 pm on Friday, February 24, 2012**. Upon receipt of your signed form, HR will be contacting you with further program details. By March 9, 2012 you will receive a confirmation letter. **If you do not receive confirmation of your application please contact HR Employees Services at 713-556-7383 or send your questions via email to hanswerline@houstonisd.org.**