



**RESOLUTION OF THE BOARD OF TRUSTEES OF THE SANTA ROSA SCHOOL DISTRICT REGARDING
RESOLUTION REGARDING CLASSIFIED RETIREMENT OR RESIGNATION BONUS INCENTIVE**

WHEREAS, the Board of Directors of Santa Rosa City Schools District recognizes the importance of planning for smooth transitions in the event of classified employee retirements or resignations, and seeks to encourage classified employees to provide timely notice of their intent to retire or resign; and

WHEREAS, the Board has determined that providing tiered bonus incentives based on early notice will benefit the Santa Rosa City Schools District by facilitating better planning and ensuring a smooth transition process;

NOW, THEREFORE, BE IT RESOLVED that:

1. **Eligibility for Bonus:** Classified Employees who intend to retire or resign from Santa Rosa City Schools District must provide an irrevocable written notice to the Board of Directors of their intent to retire or resign no later than June 30, 2025 and no earlier than their last work-year calendar day by the following deadlines:
 - **By January 31:** \$1,000 bonus
 - **By February 15:** \$750 bonus
 - **By February 28:** \$500 bonus
2. **Adjustment for Less Than Full-Time Employees:** The bonus amount will be prorated for classified employees who are not full-time (i.e., those who work less than 1.0 Full-Time Equivalent (FTE)). For example, a classified employee working 0.80 FTE will receive 80% of the applicable bonus amount.
3. **Payment of Bonus:** The bonus will be paid on the last regular paycheck of the school year, subject to the classified employee fulfilling all terms of their resignation or retirement.
4. **Irrevocability of Retirement or Resignation:** Once a classified employee has provided notice of their intent to retire or resign, the decision will be irrevocable. No changes to the resignation or retirement date or status will be permitted once notice is given.
5. **Authority to Implement:** The Superintendent or designee is hereby authorized to implement and oversee the procedures necessary to administer this incentive program in accordance with this resolution.
6. **Effective Date:** This resolution shall be effective immediately upon adoption by the Board of Directors.

PASSED AND ADOPTED this date, **January 22, 2025**, by the Board of Education of the Santa Rosa City Schools of the County of Sonoma, State of California, by the following vote:

AYES:

NOES:

ABSENT:



Resolution No. 2024/25-37

Date: January 22, 2025

This is to certify that this is a true and correct copy of the resolution as adopted and approved at a regular meeting of the Board of Education of the Santa Rosa City Schools.

Jeremy De La Torre, Clerk, Board of Education