



APPROVED BY THE

JAN 14 2026

MetroED
GOVERNING BOARD

**METROPOLITAN EDUCATION DISTRICT
RESOLUTION NUMBER #03-01-14-26
RESOLUTION REGARDING EARLY NOTIFICATION OF RESIGNATION OR
RETIREMENT FOR UNREPRESENTED EMPLOYEES**

WHEREAS, the Metropolitan Education District ("District") Governing Board ("Board") desires to promote early notification of the intent to retire or resign by unrepresented staff to ensure a balanced budget; and

WHEREAS, the Board has considered the cost of all available early notification of retirement or resignation options; and

WHEREAS, the Board has determined that it is in the best interest of the District and its unrepresented employees to provide an early retirement or resignation incentive to employees who wish to voluntarily exercise their option to retire or resign.

NOW THEREFORE, BE IT RESOLVED THAT: The Governing Board of the District hereby offers the following Early Notification of Retirement/Resignation Incentive to unrepresented employees as follows.

1. **Early Notification of Retirement/Resignation Payment.** Any current unrepresented employee who meets the requirements below and submits an early notification of their decision to retire or resign by 3:00 p.m. on January 29, 2026, shall receive an Early Notification Payment, to be paid out on or before June 30, 2026, in the amount set forth below.
 - a. Any unrepresented employee working 1.0 Full Time Equivalent ("FTE") as of their last day of employment, will receive an Early Notification Payment of two-thousand dollars (\$2,000.00), less applicable payroll taxes and deductions.
 - b. Any unrepresented employee working less than 1.0 FTE as of their last day of employment, will receive a prorated Early Notification Payment in an amount corresponding to the unit member's FTE, less applicable payroll taxes and deductions.
2. **Early Notification of Retirement/Resignation Eligibility.** In order to qualify for payment through the Early Notification of Retirement/Resignation program, the unrepresented employee must meet all of the following:
 - a. Submit their irrevocable written notice of retirement or resignation by 3:00 p.m. on January 29, 2026, which shall be binding when delivered to the District via email or personal delivery to the Executive Director of Human Resources and Communications, Lisa Ketchum, without any further action by the District. The notice of retirement or resignation must be signed by the employee and shall state: "I intend to retire/resign from employment with the Metropolitan Education District effective at the end of the 2025-26 school year."
 - b. Unless alternative arrangements are individually approved by the Executive Director of Human Resources, the employee must complete the 2025-26 school year in active service and paid status with the District, with the last day of employment being the end of the 2025-2026 work year, or no later than June 30, 2026.

3. **Binding Resignation**. All employees who submit a letter of retirement or resignation understand and agree that they have irrevocably resigned from District employment as of the end of the 2025-26 school year and have no further rights to District employment.

4. **No Representations or Warranties**. By adopting this Resolution, the District makes no representations or other warranties, express or implied, regarding the tax or retirement effects of any employee's participation or election not to participate in this Early Notification of Retirement/Resignation program. All employees shall be responsible for determining the tax and/or retirement impacts of this early notification incentive.

5. **Duration**. This incentive is available only for the 2025-26 school year and shall not create any past practice or be deemed precedential for any purpose.

PASSED AND ADOPTED by the Governing Board of the Metropolitan Education District at its meeting held on January 14, 2026, as follows:

AYES: Linda Goytia, Jim Canova, Brian Wheatley, Katherine Tseng, J. Manuel Herrera

NOES: Ø

ABSENT: Anu Nakka

ABSTAINED: Ø



President, Governing Board
Metropolitan Education District