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**ADMINISTRATIVE MEMORANDUM NUMBER SEVENTY-ONE**  
**EARLY RETIREMENT INCENTIVE PROGRAM FOR SECRETARIAL EMPLOYEES**

1. Contract secretarial employees may be eligible for the district's early retirement incentive program. Employees who retire early under this incentive program, will continue to be enrolled in the district's group medical and life insurance programs according to the eligibility restrictions listed below.
2. Eligibility is restricted to those employees with a minimum of ten years' contract service in Granite School District who retire immediately and receive benefits under the provisions of the Utah State Retirement System.
3. The following employees are not eligible for participation in the early retirement program:  
  
Any employee who has received a current written notice of suspension, termination, or non-renewal of contract.
4. Employees who retire early under this incentive program will continue to be enrolled in the district's group medical insurance program for five consecutive years following the date of retirement or until eligible for Medicare, whichever occurs first, and in the district's group life insurance program for five consecutive years following the date of retirement or until eligible for full Social Security benefits, whichever occurs first. Life insurance and medical benefits will be paid according to the life insurance or medical policies in effect at the time expenses or death occur. Any ongoing changes in premium or benefits affecting regular contract employees will also apply to retirees. Medical coverage includes the retiree's previously enrolled eligible spouse and dependents.

Medical coverage ends:

\*For the retiree and dependents when the retiree becomes ineligible according to the guidelines of this policy.

\*For the retiree's spouse who becomes eligible for Medicare.

\*For any dependent when he/she is no longer eligible under the medical plan guidelines. (See medical plan booklet for details.)

After the board has maintained such insurance coverage for five years, the retired employee and eligible dependents may elect to continue coverage by converting to an individual plan which may be offered by the employees insurance company and by paying the required premiums. (The "COBRA" plan is also available for employees and/or dependents who have coverage under one of the Granite

