



February 5, 1993

Replicated from:

ADMINISTRATIVE MEMORANDUM #71

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 program and in the district-sponsored 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 including the retiree's previously enrolled eligible spouse and dependents.

Medical coverage ends:

- a. For the retiree and dependents when the retiree becomes ineligible according to the guidelines of this policy.
- b. For the retiree's spouse who becomes eligible for Medicare.
- c. For any dependent when he/she is no longer eligible under the medical plan guidelines. (See medical plan booklet for details.)

After the district 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 employee's 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 School District insurance plans and are eligible by the "COBRA" guidelines. Please contact the Insurance Office for details.)

5. Membership and benefits under the Granite Employee Welfare Association cease on the date of retirement (termination).
6. Employees must apply for this benefit with a written request addressed to the director of the Personnel Office.

7. Employees retiring under the above provisions shall also receive the District Retirement Benefit.
8. Benefits of this early retirement incentive program provided by the district are independent of the Utah State Retirement System.

Signed: Loren G. Burton
Superintendent

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