

Campus Professional Early Notice of Resignation Incentive Program

5-4-3 Model

2015 - 2016



TRANSFORMING LEARNING
FOR
GLOBAL ACHIEVEMENT
"Inspiring Learners for Lifetime Success"

Why was the Early Notice of Resignation Incentive Program designed?

In alignment with **goal 2** of our strategic plan, HCISD has implemented The Early Resignation Incentive Program.

Goal 2: We will attract, develop, and retain highly effective educators and provide the tools they need to maximize all students' success.

Specific Result 2.1: Implement a transformed recruitment plan to attract highly effective educators.

Why Implement the Early Notice Incentive Program?

Early identification of anticipated vacancies allows for an expedited process for filling vacancies at the most opportune times of the hiring season.

Who is eligible for the Early Notice Incentive?

Any **campus based professional** who declares early resignation will be eligible. The program applies to teachers, library media specialists, counselors, instructional facilitators/instructional coaches, and administrators. Participants must be assigned to a campus in order to be eligible.

What is the 5-4-3 Model?

Participants who complete the Early Notice of Resignation Incentive Agreement on or prior to:

Friday, January 29th will be eligible to receive a \$500.00 incentive

Monday, February 29th will be eligible to receive a \$400.00 incentive

Thursday, March 31st will be eligible to receive a \$300.00 incentive

How do I declare the early notice of resignation?

Step 1: Employee must visit the Employment tab on the HCISD webpage at <http://www.hcisid.org/Page/13203> to submit the Notice of Resignation. Effective January 2016, resignations will be submitted electronically. The electronic form must be completed in its entirety before the final submission. Once the resignation form is submitted, the campus principal will contact the employee to complete the supervisor's steps in the resignation process.

Step 2: Employee schedules a meeting with their respective Human Services Director to review the Early Notice of Incentive Agreement.

- Secondary employees will contact Melissa Nieto at 956-430-9706

- Elementary employees will contact Debbie Scogin at 956-430-9704

Step 3: If the employee elects to proceed with the process, the employee signs the agreement. A hard copy of the signed agreement is provided for the employee at this time.

Step 4: An electronic copy of the signed agreement is emailed to the participating employee and the campus principal to indicate the process has been completed.

Step 5: Participants receive the incentive within 45 business days of the resignation date.

For more information on the Early Notice of Resignation Incentive Program, please contact Norma Castillo, Director for Talent Acquisition & Development, at 956-430-9765.