



**Vacaville Unified School District**  
**Educational Services Center**  
401 Nut Tree Road, Vacaville, California 95687-3508



**Board of Education**

Sherie Mahlberg, President • Michael Kitzes, Vice President  
Shelley Dally, Clerk • Jerry Eaton  
Chris Flask • David McCallum • Whit Whitman  
Ken Jacopetti, Board Secretary & Superintendent

**Memorandum of Understanding**  
**Between the**  
**Vacaville Teachers Association**  
**And the**  
**Vacaville Unified School District**

In order to help minimize or avoid the disruption and anxiety to certificated employees that may be associated with possible layoffs and/or displacements, it is important to the District to know in advance of certificated employees that have decided to resign at the end of this school year. The early notices to resign will also assist the District in the recruitment of qualified teachers in specialized areas for next year.

The Vacaville Unified School District, in accord with the Vacaville Teachers Association, has agreed to offer the following retirement/resignation notification incentive.

The incentive is effective January 20, 2014, and expires February 14, 2014, at 5 p.m.

For the 2013-14 school year only, the District shall pay a One Thousand Dollar (\$1,000.00) resignation notification incentive payment to any VTA bargaining unit member who, during this period, notifies the District in writing of their intent to retire or resign from employment effective upon the completion of the unit member's contracted terms of employment. This incentive only applies to those unit members who completely separate their employment from the District in June of 2014. Unit members who are not full time, will have their incentive payment prorated (i.e. 40% = \$400, 6/5ths = \$1200).

The resignation notification incentive payment shall be included on the regular June 30, 2014, pay warrant to any VTA bargaining unit member who submits a non-revocable letter of intent to resign or retire to the District's Human Resources Department not later than 5:00 p.m. Friday, February 14, 2014. Resignation notices to be filled out can be found on the Human Resources web site or inside the Human Resources Department.

**Randy Henry**  
Chief Human Resource Officer

Date: December 18, 2013

**Moira McSweeney**  
Vacaville Teachers Association

Date: 12/18/13

VACAVILLE UNIFIED SCHOOL DISTRICT  
VACAVILLE TEACHERS' ASSOCIATION

**EARLY NOTIFICATION INCENTIVE PROGRAM  
CERTIFICATED EMPLOYEES**

**DISTRICT LETTER OF RESIGNATION**

I, \_\_\_\_\_, am resigning from the Vacaville Unified School District. My resignation will become effective at the end of my last contracted duty day for the 2013-14 school year.

**I understand that my resignation is irrevocable.**

I have reviewed and understand the provisions of the Retirement/Resignation Notification Incentive Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Social Security Number

**Submit this District Letter of Resignation to the Human Resources Office (ESC) no later than 5:00 p.m. on February 14, 2014.**

**RETIREES PLEASE COMPLETE THE FOLLOWING:**

Continue my current District medical plan, \_\_\_\_\_  
with dependent coverage Yes No

Begin my retirement medical plan coverage  
(50% District contribution) immediately.

Delay commencement of my retirement medical plan  
coverage (not to exceed 7 years; must maintain  
continuous coverage.)

I am not enrolled in a medical plan through the District.

**I intend to keep my:**

Dental Insurance (at my own expense)

Vision Insurance (at my own expense)

**HR Office Use Only**

\_\_\_\_\_  
Yes No

Retirement Date

Eligible for 50% District Contribution

Eligibility Expiration Date  
(for 50% coverage)

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