



Memorandum of Understanding
Between the
Vacaville Teachers Association and the
Vacaville Unified School District
Early Resignation/Retirement Notification Incentive
2023-2024

In order to help minimize or avoid disruption and anxiety to certificated employees who may be associated with possible displacements, it is important for the District to know in advance of certificated (non management) employees who have decided to resign at the end of this school year.

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

The incentive is effective upon signing of this document by both parties and expires January 31, 2024 at 5:00 P.M.

For the 2023-24 school year only, the District shall pay One Thousand Dollars (\$1,000) resignation notification incentive payment to certificated staff (non management) who, during this period, notify the District in writing of intent to retire or resign from employment effective upon completion of the unit member's contracted terms of employment. The incentive only applies to those certificated (non management) who completely separate their employment from the District in June of 2024. Certificated staff who are not full time will receive the incentive payment prorated (i.e. 40% = \$400.00, 6/5ths = \$1,200).

The resignation notification incentive payment shall be included on the regular June 30, 2024 pay warrant. The letter of intent to resign/retire is non-revocable and must be submitted to the District's Human Resource Department no later than 5:00 P.M. on January 31, 2024. The resignation notice can be found on the Human Resource web site or in the Human Resource Department.

David Robertson
Assistant Superintendent of Human Resources

Date: 12/8/2023

Brenda Hensley
President, Vacaville Teachers Association

Date: 12/8/2023