

Washington County School District
Application for Separation Incentive Participation

Employee Name:		Application Date:
School or District Employment Location:		Position Title:
<i>Please check one or more of the following boxes that apply to the separation incentive(s) for which you are making application:</i>		
<input type="checkbox"/> I am applying for the District SI benefit payment to a qualified tax sheltered annuity such as a 401A, 401K or 403B, or a combination of any such distribution as described in Policy 1320-3.5.		<input type="checkbox"/> I intend to use all or part of the benefit payment under this program to purchase service credit from URS.
Date Continuous WCSD Employment Started:	Total WCSD Qualifying Years of Service:	Scheduled Separation Date:

Participation in the Separation Incentive (SI) is voluntary and is only available to employees who qualify based on the eligibility requirements set forth in District Policy 1320 and this application. SIs provided by the Washington County School District are subject to change and benefits are not vested until the eligible employee has applied for, submitted, and received Board approval of this SI application. Once this application is signed and approved by the Board, the decision of the employee to separate may not be rescinded without the written agreement of both the employee and the Board.

To apply for the SI benefit the applicant must meet all qualification requirements outlined in District Policy 1320 to include the following:

- Have been continuously employed by the District for a minimum of ten (10) consecutive years just prior to separation under contracts that were eligible for enrollment and membership in the Utah Retirement System according to the Utah Retirement Systems’ rules and regulations; and
- **Applicants with fewer than 20 consecutive years of qualifying service** must qualify for retirement benefits from the Utah Retirement Systems (URS) as of the date of separation from the District, apply for retirement benefits from URS at least 30 days prior to the date of retirement, and not be receiving retirement benefits from the URS because of an earlier retirement. Applicants must submit a signed application for retirement to the URS according to its rules. Failure to actually retire according to URS rules immediately following District employment for applicants with fewer than 20 years of qualifying service will result in forfeiture of SI benefits.
- **Applicants with 20 or more consecutive years of qualifying service** are not required to qualify for retirement benefits from URS as of the date of separation from the District.

I understand and agree to the terms, conditions, and eligibility requirements under this form and District Policy 1320 for the program which I am applying.

Employee Signature

Date

For District Use Only:		
Date Received:	Board Approval Date:	Retirement Effective Date: