

Exhibit DKDAA-E ~ Administrative Staff

Early Retirement Application Exhibit

Application for Early Retirement

Harvey Public School District #38

Name _____ **SS#:** _____

Address _____ **DOB:** _____

_____ **Phone:** _____

Years of Full-Time Continuous Employment in Harvey Public School District:

Employment Start: _____

Weeks of Service: _____

TFFR Rule of: _____

Calculation of Early Retirement Payment / Benefit:

Accumulated Sick Leave _____ **Days**

X \$ _____

Total Payment \$ _____ **Insurance Benefit \$** _____

Payment Plan:

Installment of \$ _____ **on July 15, 2018**

I have read and am willing to comply with the provisions of the Harvey Public School Board Policy DKDAA regarding "Early Retirement ~ Administrative Staff." Furthermore, upon approval by the Harvey Public School Board of this early retirement request, I agree that both parties shall enter into a legally binding, written contractual agreement which shall set forth all terms and conditions of my early retirement.

Signature of Early Retirement Applicant

Date

Application for Early Retirement ~ Administrative Staff

Harvey Public School District #38

1. All early retirement payments will be made in accordance with Internal Revenue Services regulations.
2. Payments will be made in accordance with the payment plan selected on Page 1 of this agreement.
3. The North Dakota TFFR Rule of 85 will be used in determining eligibility and payment due.

Application Procedure:

1. Administrative staff members choosing early retirement may make an application at any time during a given school year, but the application form must be received in the Superintendent's office no later than March 1st of the calendar year in which the applicant plans to retire. The Harvey Public School District Board of Education will consider retirement requests in the order received no later than April 15th of the same year, except for unusual circumstances.
2. Any official acceptance of an early retirement application shall specify the following:
 - a. Acceptance of the applicant's resignation;
 - b. Effective date of early retirement;
 - c. Total dollar amount of early retirement payment.
3. Upon approval of an early retirement request, both parties shall enter into a legally binding, written contractual agreement which shall set forth all terms and conditions of the early retirement including, but not limited to, the amount of payment, the payment dates, and a waiver of all continuing contract and non-renewal rights.

The signature of the retiree and the President of the Harvey Public School District Board of Education, which appear below, affirm that a legally binding contract exists between both parties and that parties agree to abide by Policy DKDAA and conditions contained in this application.

Signature of Early Retirement Applicant

Date

Signature of HPSD Board President

Date