

## RETIREE SERVICE PROGRAM

### Policy Statement

The Madison County Public Schools believes in utilizing the services and expertise of its veteran educators. The Retiree Service Program is to benefit the school division and the retirees of Madison County Schools.

#### I. Eligibility

Any employee of the Madison County Public Schools, certified or classified, may enter the Program providing:

- A. The employee must retire from the Virginia Retirement System (VRS);
- B. The employee has at least seven (7) continuous years of service with Madison County Public Schools immediately preceding retirement;
- C. The employees has participated in a Madison County Public Schools health insurance plan for the past seven (7) years;
- D. The employee is a full-time salaried employee of the school division;
- E. The employee is not eligible for disability retirement benefits under VRS;
- F. The employee has a record of satisfactory performance.
- G. The program will be effective July 1, 2014.

#### II. Enrollment in ESP

Employees who wish to apply to the program must provide a written request to the Assistant Superintendent of Administration. In instances where the effective retirement date occurs in the middle of a school year, such written request must be given at the time of applying for retirement. Each year, thereafter, the program participant must submit in writing by May 1 a request to continue in the Program. The School Board must approve participation in the Program, on the recommendation of the Superintendent. The Madison County School Board will review the Program and its sustainability on an annual basis with respect to terms, conditions or termination. Continuance of the program is subject to annual funding.

#### III. Program:

The retiree agrees to perform services annually as assigned by the Superintendent or designee in the appropriate category by June 30 of the school year.

#### IV. Benefits:

Once the retiree works the agreed upon days, the rate of pay will be at the normal substitute rate. Payments will be rendered on a monthly basis depending on the number of days worked that month. All mandatory deductions will be taken from each check and a W-2 will be issued. It is imperative that all prospective participants consult with the Social Security Administration for advice on the plan's impact upon Social

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Security benefits (if applicable). Beginning with the October 2013 health insurance premium, the retiree will be billed directly from the Local Choice and will be responsible for mailing their premium payment by the due date.

Category 1: Teachers will be paid a per diem that equals the 30-year salary scale for a maximum of 18 days.

Category 2: Administrators will be paid at their retirement rate and the maximum number of days will be decided on an individual basis, but will not exceed the cost of an individual health premium.

Category 3: Classified employees will be paid at their retirement rate and the maximum number of days will be decided on an individual basis, but will not exceed the cost of an individual health premium.

V. Exit:

- A. The Participant declines to enroll in the program.
- B. The death of the Participant; or the termination of the program by the School Board.
- C. Failure of the Participant to comply with the Program requirements, including failure to provide assigned service at an acceptable level of performance as determined by an assigned supervisor. Terminating an employee's participation in the Program because of failure to provide assigned services at an acceptable level of performance may be appealed in writing to the Assistant Superintendent of Administration.
- D. The Participant reaches the age for Medicare eligibility.

Adopted: June 11, 2007

Revised: December 8, 2014

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**MADISON COUNTY PUBLIC SCHOOLS**

Human Resources  
60 School Board Court  
Madison, VA 22727

**APPLICATION FOR RETIREE SERVICE PROGRAM**

**APPLICATION DEADLINE: MAY 1**

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

Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Last Position Worked: \_\_\_\_\_

Location of Last Position Worked: \_\_\_\_\_

Name of Last Supervisor: \_\_\_\_\_ School Year: \_\_\_\_\_

*While the administration will strive to place individuals according to their preference, the Superintendent of Schools reserves the right to make placements in positions that best serve the needs of the school division.*