

NEW CASTLE COUNTY

PERSONNEL POLICY

NUMBER	3.20
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SUBJECT: AGREEMENT TO RETIRE IN
FISCAL YEAR 2011

APPROVED:

Lynne Howard

OBJECTIVE: This policy will allow eligible Executive branch employees to agree to retire no later than July 1, 2011 with their last day of work being a date certain during fiscal year 2011 (July 1, 2010 through June 30, 2011) and receive severance pay based on the salary plan in effect during fiscal year 2009 or as approved by Memorandum of Agreement.

STATEMENT: New Castle County is continuing to experience financial stress as a result of economic downturn. After negotiations with the County Executive, the membership of Delaware Public Employees Council 81, AFSCME (AFL-CIO), Affiliate Locals 459, 1607 and 3109 have agreed to accept a temporary 5% rollback in pay for fiscal year 2011. Other employee groups in the non-union classified and unclassified service also are subject to the temporary rollback in salary. This policy is intended to be mutually beneficial to the County and to its employee groups who intend to retire no later than July 1, 2011 with their last day of work being in fiscal year 2011.

PROCEDURE:

1. Participation is voluntary and limited to eligible employees who are subject to the temporary 5% rollback in pay.
2. Eligible employees must be full-time employees who are currently eligible to retire or will become eligible to retire under the provisions of their pension plan by July 1, 2011, with their last day of work being in fiscal year 2011. This is not an "early retirement" program.
3. Eligible employees are defined as:
 - a. Full-time non-union classified and unclassified employees eligible to retire by July 1, 2011 with their last day of work being in fiscal year 2011.
 - b. Full-time union employees eligible to retire by July 1, 2011, with their last day of work being in fiscal year 2011 who have negotiated this benefit through a Memorandum of Agreement.
4. Excluded are part-time School Crossing Guards represented by IBEW Local 2270 and employees represented by Delaware Public Employees Council 81, AFSCME (AFL-CIO) Affiliate Local 3911 and by the Fraternal Order of Police, Lodge No. 5.
5. Agreement to retire:
 - a. Eligible employees who wish to exercise the option to retire no later than July 1, 2011 with their last day of work being in fiscal year 2011 must submit the Agreement, elect a retirement date, and retire on that date. These forms must be received in the Office of Human Resources **no later than 4:00 p.m. on Friday, June 18, 2010**. It is the employee's responsibility to ensure that the form is received on time.
 - b. Eligible employees also must submit a separate formal application for retirement benefits and meet the eligibility requirements of their pension plan in order to be approved for a monthly pension benefit.
6. Employees who retire by July 1, 2011, with their last day of work being in fiscal year 2011 under the provisions of this policy on the date that they provided in the agreement filed by June 18, 2010 will have their severance payment calculated in accordance with pre-rollback pay plans or as approved by Memorandum of Agreement.

REQUIRED ACTION: The Office of Human Resources shall be responsible for the implementation of and compliance with this policy.

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New Castle County Agreement to Retire During Fiscal Year 2011

Due in Office of Human Resources no later than 4:00 p.m. on June 18, 2010

Employee Name: _____ Employee ID No.: _____

Social Security Number: _____ Date of Hire: _____

- I am currently enrolled in:
- Alternate Pension Plan
(no contributions; \$300 Plan)
 - County Employees' Pension Plan
(3% contribution plan)
 - Employees' Retirement System
(Non-Police 5% contribution plan)

I, _____, hereby agree to exercise my option to retire on _____ in exchange for the agreement of New Castle County to pay me any funds due in payroll severance based on salary plans in effect during fiscal year 2009, or as approved by Memorandum of Agreement.

I understand that I am required to file this agreement no later than 4:00 p.m. on June 18, 2010.

I understand that I must submit a separate formal application in order for the Employees' Retirement System Board of Trustees to review my eligibility for a monthly pension benefit.

Printed Name: _____ Work Phone: _____

Signature: _____ Date: _____