

MEMORANDUM

TO: All Retirement Eligible Teachers

FROM: Gail A. Grenzig
Assistant Superintendent for Personnel

DATE: February 6, 2014

RE: **SCTA Teacher Retirement Notification**

Pursuant to the Article XXI of the Collective Bargaining Agreement between the Sachem Central Teachers Association and the District, a teacher providing an irrevocable letter of resignation to the District by March 1, 2014, for purposes of retirement effective July 1, 2014, shall received a retirement award. In working with the SCTA, we have developed the attached form that is to be used for all retirement notifications. This retirement notification informs the district of your intent to retire, but will not be forwarded to the Teachers' Retirement System. Each teacher is individually responsible to notify the TRS; please make sure you contact them in a timely fashion if you have not done so already.

Since March 1, 2014 falls on a Saturday, all forms must be in the Personnel Office by 11 a.m. on March 3, 2014.

For your convenience, copies of the form will be available in the Main Office of every building, within the Personnel Office, within the SCTA Office and posted on the District Personnel Website as well as the SCTA website.

As always, if you have any questions regarding the District Retirement Notification, please feel free to contact the Personnel or SCTA Offices.