

DATE: September 20, 2023
FROM: Taffy Jackson, HR Coordinator
SUBJECT: Richmond Early Retirement Incentive

To All Teachers

cc: Administrative Officers, RTA President

RICHMOND DISTRICT 2023/2024 **TEACHERS EARLY RETIREMENT INCENTIVE PLAN (ERIP)**

Applications are invited from teaching staff for the **2023/2024 Richmond District Early Retirement Incentive**. Please be advised that email applications signify a commitment on the part of the teacher to retire at the latest by June 30, 2024, if the ERIP Incentive is approved. If the application is not approved the applicant will be deemed to have withdrawn their application for retirement.

The following are procedures for the receipt and processing of applications for the 2023/2024 Richmond ERIP Incentive as described in Article G.42:

1. Applications for the 2023/2024 school year shall be accepted until **November 10, 2023 at 4:00 pm**. All applications received on or before that date and time shall be considered date stamped only and shall be deemed to have been submitted at the same time. If sufficient funding is available all applicants shall be granted the ERIP Incentive.
2. In the event that funding remains available after the above applicants have been granted the ERIP Incentive, future applications will be date and time stamped and applicants shall be granted the ERIP Incentive on a first come, first granted basis for the remainder of the school year.
3. However, if there is insufficient funding to grant all applications received by the deadline as per Article G.42.3.a, the following criteria shall be used:
 - a) **FIRST PRIORITY** Applicants age 55 as of June 30, 2024
 - b) **SECOND PRIORITY** Applicants age 56 as of June 30, 2024
 - c) **THIRD PRIORITY** Applicants age 57, then 58 and continuing to age 64 as of June 30, 2024.

In the event the number of applications in any priority grouping exceeds the funds available, the tie breakers used shall be:

- a) Seniority in the District
- b) Date of Offer for employment in the District

Please submit letters of application directly to Taffy Jackson, Human Resources Coordinator via email to: **tjackson@sd38.bc.ca**.