

## **VOLUNTARY EARLY RETIREMENT INCENTIVE**

### **1. PURPOSE**

The Hardin County Board of Supervisors desires to provide a voluntary early retirement incentive package to long-term Secondary Roads employees to assist with its management of staffing levels and costs. Further, it is the intent of the Board to provide this incentive only for the period specified herein and does not obligate the County to provide these benefits as a normal policy.

### **2. STATEMENT OF NON-DISCRIMINATION**

The Board of Supervisors will not discriminate against any employee on the basis of age, gender, race, color, creed, religion, national origin, gender identity, sexual orientation or disability through the application or administration of this plan.

### **3. ELIGIBILITY**

A regular full-time Secondary Roads employee is eligible for early retirement if the employee:

- a. Has reached 60 years old at the actual date of resignation/early retirement.
- b. Has worked a minimum of 20 continuous years as a regular full-time Secondary Roads employee for Hardin County, Iowa, during the period immediately preceding his/her application for an early retirement benefit.
- c. Resigns/retires effective not later than August 31, 2020.
- d. Has not received a notice concerning termination of his/her employment for cause.

### **4. APPLICATION**

- a. Application materials must include the following forms:
  - i. Resignation and Request for Early Retirement Benefit.
  - ii. Release of Claims and Agreement Not to Reapply for Re-Employment Form. (This agreement does not prohibit the Board of Supervisors, at the request of a Department Head, from offering employment to the employee in the future.)
- b. All Application materials will only be accepted by the Board of Supervisors between May 1 and August 31, 2020.
- c. An employee's application for early retirement benefits is not, in itself, a resignation of a person's employment with the County nor does it require the Board of Supervisors to accept the application. However, acceptance by the Board of an employee's application for early retirement benefits will be considered a voluntary resignation and termination of his/her employment and will be considered final. If the Board does not accept the employee's application the employee's employment will continue.

### **5. LIMITATION ON NUMBER OF EMPLOYEES**

- a. The Board of Supervisors is not required to accept all/any early retirement applications and accompanying resignations submitted. The Board has determined to accept only up to three (3) such applications. All applications for

early retirement must be approved by and are at the discretion of the Board of Supervisors.

- b. Employees who are eligible may only apply between May 1 and August 31, 2020. Recipients will be determined on a first-come, first-served basis. In the event of simultaneous applications, the eligible employee with the greatest seniority as a Secondary Roads employee will have priority. If there is a tie between or among employees using the seniority rule, the tie will be broken by a random process.

## **6. EARLY RETIREMENT BENEFITS**

- a. Early retirement benefits are offered as an inducement to, and consequence of, retirement and are not to be construed as a continuation of salary.
- b. An eligible employee who is approved for early retirement will continue in the County's group health insurance plan in accordance with Iowa Code Chapter 509A. Following an eligible employee's retirement, the County will make a monthly payment into the applicable retiree Health Reimbursement Arrangement (HRA) the monetary equivalent of the Employer's portion of the monthly health insurance premium for current employees through the earlier of either: December 31, 2021, the effective date the retiree switches to Medicare coverage, or the effective date the retiree discontinues Iowa Code Chapter 509A health insurance coverage.
- c. Nothing herein shall limit the County's ability to change the terms of its existing health insurance plan. This voluntary early retirement incentive in no way guarantees that a participating eligible employee will be provided any certain level of benefits during the time of the employee's participation in the insurance benefits covered by the early retirement program.

## **7. TERMINATION**

This voluntary early retirement incentive shall terminate on August 31, 2020. Notwithstanding the termination of this incentive, employees who are granted benefits pursuant to this incentive will continue to receive such benefits as set forth herein.

**RESIGNATION AND REQUEST FOR EARLY RETIREMENT BENEFIT**

I, \_\_\_\_\_, born on \_\_\_\_\_, hereby submit my resignation to the Board of Supervisors of Hardin County, to take effect on \_\_\_\_\_, and elect the early retirement benefits available to eligible full-time Secondary Roads employees of Hardin County.

This resignation is subject to the acceptance of my application for early retirement benefits.

Print Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

The resignation and request for early retirement was accepted by the Board of Supervisors on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, by action as noted in the minutes of the Board.

\_\_\_\_\_  
Chair  
Hardin County Board of Supervisors

**RELEASE AND AGREEMENT TO NOT APPLY FOR RE-EMPLOYMENT**

Hardin County (the "County") and \_\_\_\_\_ ("Employee") agree as follows:

- In consideration of the benefits to be provided to him/her in accordance with the Voluntary Early Retirement Incentive for the County's Secondary Roads employees, Employee agrees to immediately sign and submit a letter of resignation to be effective on \_\_\_\_\_, 2020.
- Employee is advised that he/she has the right to consult with an attorney prior to signing this Agreement.
- Employee hereby releases and discharges the County, the Board of Supervisors, and any and all officers, employees, representatives or agents of the County from any and all liability whatsoever including all claims, demands, or causes of action, including claims under the federal Age Discrimination in Employment Act and Older Workers Benefit Protection Act, which he/she has or may ever claim to have by reason of his/her employment with the County and the termination of his/her employment relationship with the County.
- Employee agrees that he/she will not apply for and will not be entitled to any re-employment by the County in any full-time or part-time capacity. If the County chooses to offer Employee another position of employment in the future, however, this Agreement need not prevent such re-employment.
- Employee agrees that this Agreement is entered into freely and voluntarily and solely in reliance upon his/her own knowledge, belief and judgment and not upon representations made by the County or others on its behalf.
- Employee shall have up to twenty-one (21) days to consider this Agreement and, once approved and signed, he/she shall have up to seven (7) days to revoke this Agreement in writing. Thereafter, this Agreement will be effective and nonrevocable once approved by the Board.

For Hardin County:

For Employee:

By: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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