



Brownsville Independent School District

1900 Price Road Brownsville, Texas 78521-2417 (956) 548-8000 Fax: (956) 548-8010

Dr. Carl A. Montoya
Superintendent

January 23, 2012

Dear Employees,

At the regularly scheduled board meeting held on January 17, 2012, the BISD Board of Trustees approved the Early Notification of Voluntary Resignation Incentive Program. The time frame available for employee requests will run from **January 23, 2012** to **February 22, 2012** for Special Assignment/District-Wide Administration, Professional Hiring Schedule Employees, and Classified Personnel.

The District will again offer Early Notification Incentive Payment in the amount of:

Classified Employees	20% of current gross salary up to \$5,000
Professional Hiring Schedule Employees	15% of current gross salary up to \$10,000
Special Assignment/District-Wide Administration	10% of current gross salary up to \$7,500

Any employee opting for the Early Notification Resignation Incentive Payment must hand deliver a signed Letter of Resignation and a signed Waiver and Release Agreement to Brownsville I.S.D. Assistant Superintendent for Human Resources office beginning **January 23, 2012** at 8:00 a.m. and no later than **February 22, 2012** at 5:00 p.m.

Please keep in mind that any employee opting for this payment will not be eligible for full time employment with BISD for the 2012-2013 and 2013-2014 school years. Please also note that your incentive payment will be based on your 2011-12 gross salary as calculated in June 2012, and all incentive payments will be paid on July 25, 2012.

Should you have any questions, please contact: Mrs. Maricela Zarate, Administrator for Certified Personnel, at 548-8031 or Mrs. Carmelita Rodriguez, Administrator for Classified Personnel, at 548-8051. Thank you.

Sincerely,

Dr. Carl A. Montoya
Superintendent of Schools

Received by: _____
Printed Name Signature Date

BISD, an equal opportunity employer, does not discriminate on basis of race, color, national origin, sex, religion, age or disability in employment or provision of services, programs or activities.