

Staff Personnel  
400 Series

LICENSED EMPLOYEE RETIREMENT  
Code No. 407.3

Licensed employees who will complete their current contract with the board may apply for retirement. No licensed employee will be required to retire at a specific age.

Application for retirement will be made when the licensed employee states in writing to the superintendent, no later than the date set by the board for the return of the employee's contract to the Board, the intent of the employee to retire. The letter stating intent to retire must be witnessed by another party other than the principal or superintendent. Applications for retirement made at a different time than stated in the preceding paragraph may be considered by the Board of Directors if special circumstances exist. It shall be within the discretion of the Board to determine whether or not special circumstances exist.

Board action to approve a licensed employee's application for retirement shall be final and such action constitutes termination of the employee's contract for the next school year.

Licensed employees who retire under this policy may qualify for retirement benefits through the Iowa Public Employees Retirement System. Licensed employees who meet the age and service requirements who file a letter of intent to retire prior to any stated deadline may qualify for early retirement incentive benefits, if the Board has authorized such early retirement benefits.

Licensed employees and their spouse and dependents shall be allowed to continue coverage in the school district's group health insurance program at their own expense by meeting the requirements of the insurer.

Legal Reference: Iowa Code 97B; 216; 279.46  
581 I.A.C. 21

Cross Reference: 407.6 Certified Personnel - Early Retirement

Adopted: 07/12/84  
Reviewed: 06/21/2021  
Revised: 02/17/2020