

MEMORANDUM

TO: ALL UNIT II EMPLOYEES
FROM: EXECUTIVE BOARD OF THE ASSOCIATION OF EDUCATIONAL LEADERS
DATE: September 8, 2017
SUBJECT: RETIREMENT ELIGIBILITY

The Board of Education and the Association of Educational Leaders ("AEL") have had an agreement that provides, in part for pay enhancement for Unit II employees who may elect to retire at the end of this school year. In particular, various positions are eligible for a one step pay increase on the salary scale or the equivalent of a step during their last year of service. The following number of employees will be selected from the following areas:

- 2 High School Principals
- 4 Middle School Principals
- 4 Elementary School Principals
- 4 Coordinators/Special Assistants
- 4 High School Assistant Principals
- 8 Middle School Assistant Principals
- 4 Elementary School Assistant Principals

These positions are not subject to being changed. If for example one area is not filled, it does not create vacancies that can be filled by employees in other areas. Two points: 1. since the increase is effective January 1st it is only the equivalent of .50% 2. If you are selected your position will be advertised early.

The selection process of eligible Unit II employees, as determined by AEL, is based on the following seniority system criteria. Preference will be given to those Unit II employees who have been employed the longest amount of time as an Anne Arundel County Public School full time Unit II employee. In the event of a tie, the Unit II employee who has been employed by Anne Arundel County Public School the longest amount of time as a full time employee will be given the preference.

In order to be eligible for consideration of this retirement pay enhancement, all Unit II employees are required to submit in writing, their intent to retire to AEL through William T. Myers, President, at South River High School, 201 Central Ave., East, Edgewater, Maryland 21037 no later than December 1, 2017. The letter of intent shall provide the following information:

- Name**
- Address**
- Phone Number**
- Email Contact Information**
- Current Position**
- Current Assignment**
- Date of Employment by AACPS as Unit II Employee**
- Date of Employment by AACPS as full time employee**

Upon receipt of this information the AEL Executive Board will determine the eligibility to participate in the retirement pay enhancement and advise the candidate by December 11, 2017. Upon notification of eligibility, the candidate shall submit an irrevocable retirement application to the Board of Education no later than January 2, 2018 to take effect on June 30, 2018.

Please note, **ONCE YOU ARE DETERMINED TO BE ELIGIBLE AND YOU MAKE THE ELECTION TO RETIRE YOU ARE IRREVOCABLY COMMITTED TO RETIRE ON JUNE 30, 2018.**