



Superintendent's Circular

NUMBER:
HRS-PP08
Version 01

INCENTIVE FOR EARLY NOTIFICATION OF TERMINATION FOR BOSTON TEACHERS UNION — TEACHERS UNIT

This circular will remain in effect unless rescinded or superseded by a subsequent version.

To assist hiring for the 2024-2025 school year, the Boston Public Schools is offering a one-time incentive for early notification of termination to members of the BTU Teachers Union.

1. An individual must be a permanent BTU teacher, have a minimum of ten (10) years of continuous service in the Boston Public Schools, and must meet the minimum age requirement of fifty-five (55) years.
2. Eligible employees presently on paid or unpaid leave of absence can apply by completing the online application for Incentive for Early Notification of Termination and submitting it to the Office of Human Resources (application link located below).
3. A Separation Agreement must be completed in order for the Office of Human Resources to accept the application in full. Once the application is accepted in full, *it is binding on both parties and irrevocable.*
4. Applicants understand that the termination must be effective between June 30, 2025 and August 31, 2025.

5. Applicants will be ineligible for hire into full-time positions at Boston Public Schools for the school year 2024-2025.
6. Applicants further understand that:
 - a. They *will not* be eligible for unemployment compensation, and
 - b. Acceptance of this incentive shall not affect any rights of a member under the Teacher Retirement Law.
7. Applications must be filed with the Office of Human Resources by the close of business on Friday, January 10, 2025. If accepted, a one-time payment of \$1,500 will be made by Friday, February 28, 2025.
8. Individuals planning to retire must also file an "Intent to Retire" form with the City of Boston Retirement Board. *The incentive application does not replace this process.* Please note that pursuant to Retirement Board policy, an individual cannot file an "Intent to Retire" more than forty-five (45) days before the retirement date.
9. BTU/Teachers Unit employees wishing to apply for this incentive for early notification of termination must submit the following Google form to the Office of Human Resources:

[Application for Incentive for Early Notification of Termination](#)

SUMMARY OF SIGNIFICANT DATES AND DEADLINES

Application Deadline	Payment
Friday, January 10	Friday, February 28

For more information about this circular, contact:

Owner:	Employee Information
Department:	Office of Human Resources
Mailing Address:	2300 Washington Street, Roxbury, MA 02119
Fax:	617-635-7957
Email:	employeeinformation@bostonpublicschools.org

Mary Skipper, Superintendent