

**SECRETARIAL SUMMER SCHEDULE & EARLY RETIREMENT**

The summer schedule will consist of 35 hours per week for those secretaries who work 40 hours per week, 32.5 for those secretaries who work 37.5 hours per week, and those who work less than 37.5 hours per week but 20 hours or more will have their day shortened by .50 hour.

Early Retirement: Secretaries are eligible for the early retirement benefit upon application in accordance with following:

1. Notify the Superintendent on or before March 1 of their final year of employment of their intent to retire.
2. Have attained the age of 55 on or before June 30 of their final year of employment.
3. Not be older than age 62 on June 30 of their final year of employment.
4. Have been employed by the Brookings School District as a secretary a minimum of ten (10) years.
5. Only secretaries employed on or before April 1, 2006, will qualify for a Brookings School District retirement benefit.

A secretary who chooses early retirement shall receive a cash benefit according to the following schedule:

1. Secretaries will receive 80% of their last worked contract salary amount.
2. The secretary must select a payment option of three (3), four (4), five (5) annual installments.
3. The annual payment will be made in September.
4. The secretary shall receive payment through the 403(b) plan established with First Bank and Trust of Brookings.

If the secretary dies prior to receiving complete payment of early retirement benefits, remaining payments will be made to the secretaries designated beneficiary.

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