

# Hampshire County Schools

## SUPERINTENDENT OF SCHOOLS

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TO: Employees of Hampshire County Schools  
FROM: Terrie Saville, Director of Human Resources  
SUBJECT: Personnel Planning  
DATE: January 2019

Each year we review our staffing needs to improve the efficiency of our overall operations. It is important in our planning to know if any employee has plans which would have an impact on our operations.

The State offers a \$500 stipend to classroom teachers who submit by **March 1, 2019**, a letter of retirement to be effective at the end of the current school term. The Hampshire County Board of Education approved the same \$500 stipend with the **March 1, 2019**, deadline for Hampshire County service personnel, non-instructional professional personnel, and/or administrative personnel. In order to qualify for the stipend, your letter of intent to retire needs to be in the Human Resource Office by **March 1, 2019**.

To assist us further in our personnel planning, if you plan to leave our school system for reasons other than retirement, we would like for you to notify us in writing as soon as possible.

Thank you for your support of Hampshire County Schools.

If you have further questions, contact us.