

**BURBANK UNIFIED SCHOOL DISTRICT**  
**Human Resources Services**

**REPORT TO THE BOARD**

TO: Members of the Board of Education  
FROM: Sarah Rudchenko, Assistant Superintendent, Human Resources  
PREPARED BY: Lauren Trammell, Executive Assistant, Human Resources  
SUBMITTED BY: Lauren Trammell, Executive Assistant, Human Resources  
DATE: November 16, 2023  
SUBJECT: Approval of Early Notification Incentive for any Burbank  
Teacher Association (BTA) Member Who Chooses to Retire  
or Separate at the End of the 2023-2024 School Year

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**Background**

The Burbank Unified School District (BUSD) will offer an Early Notification Incentive for any Burbank Teacher Association (BTA) member who submits a notification of retiring or separating before January 19, 2024, effective on June 30, 2024.

**Discussion/Issues**

The District shall provide a onetime bonus of \$1,000.00 to BTA members who submit a separation agreement prior to January 19, 2024. The unit member must submit an irrevocable resignation effective on June 30, 2024 to Human Resources with original signature on the District's official separation form. BTA members who separate prior to fulfilling their contractual year of service are not eligible for the incentive. This incentive is intended for the 2023-2024 Fiscal year and shall not be viewed as precedent setting, nor be applied towards future retirement incentives.

**Fiscal Impact**

The financial implications to these incentives are \$1000 x the number of employees that submit their separation form prior to January 19, 2024, not to exceed \$40,000 (01.0-67620.0-11100-10000-1110-7559000).

**Recommendation**

Sarah Rudchenko, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the \$1,000 Early Notification Incentive for any Burbank Teacher Association (BTA) member who chooses to retire or separate at the end of the 2023-2024 school year by submitting an irrevocable resignation effective on June 30, 2024, not to exceed \$40,000 (01.0-67620.0-11100-10000-1110-7559000), as presented.