

MEMORANDUM OF UNDERSTANDING BETWEEN PETALUMA CITY (ELEMENTARY) AND  
JOINT UNION HIGH SCHOOL DISTRICTS  
AND PETALUMA FEDERATION OF TEACHERS

April 17, 2020

The Petaluma City Schools District ("District") and The Petaluma Federation of Teachers ("PFT") agree to the following Memorandum of Understanding ("MOU").

The parties have agreed to a second separate and unique Retirement Incentive due to the impacts raised by the global COVID-19 pandemic and related health and safety concerns of certain certificated members of the bargaining unit who may be adversely impacted. This incentive is being offered because of COVID-19, under the following requirements and guidelines, and is not connected to the Retirement Incentive offered on February 5, 2020.

Eligibility requirements – Certificated Bargaining Unit Members must:

- Be at least 58 years of age on or before June 30, 2020.
- Have been hired by Petaluma City Schools on or before August 15, 2004.
- Submit a signed Intent to Retire form (see page 2), on or before April 27, 2020 at 4:30 PM.
- Retire from STRS no later than July 31, 2020.

Guidelines for the one-time cash incentive:

- \$15,000 per 1.0 FTE retiree (the incentive is based on a 1.0 FTE maximum and would be prorated for less than 1.0 FTE employees).
- Unit members who have thirty (30) or more years of service with Petaluma City Schools will also receive a \$3,000 bonus incentive.
- The one-time, cash incentive will be paid no later than June 30, 2020. The incentive will be paid through payroll with applicable taxes withheld.

If the eligibility requirements are met and the Superintendent or his/her designee accepts the Intent to Retire form (see page 2), the retirement is irrevocable. Only certificated members who meet the eligibility requirements will be eligible to participate.

The District will not consider another retirement incentive until after the expiration date of the current 2019-22 contract.

This MOU is subject to Board approval and is a non-precedent setting agreement.

Petaluma City Schools / PFT  
Intent to Retirement Form  
April 17, 2020

Certificated employees who meet the eligibility requirements set out on page 1 of this MOU who desire to participate in the early retirement incentive plan must fill out the following form and submit the form to the Human Resources Office **on or before April 27, 2020 at 4:30 PM.**

Name: \_\_\_\_\_

Current Site: \_\_\_\_\_

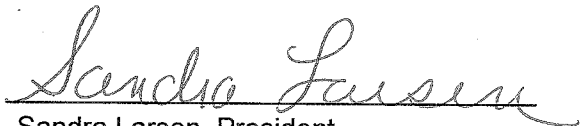
Declaration: I meet the eligibility requirements set out on page 1 of this MOU. I hereby apply for the early retirement incentive plan as stated above. I have read and understand the requirements and restrictions. Once my resignation is accepted by the Superintendent or his/her designee, I agree to retire from Petaluma City Schools on June 2, 2020, and understand that my resignation is irrevocable.

I understand that I may withdraw my Intent to Retire form only if I do not meet the requirements set out on page 1 and thus do not qualify for the early retirement incentive.

Signature: \_\_\_\_\_

For Petaluma School District

For Petaluma Federation of Teachers



Matthew Harris, Assistant Superintendent of  
Human Resources

Sandra Larsen, President

4-17-2020

4-17-20

Date

Date



Chris Thomas, Chief Business Official

Doug Cox, Chief Negotiator

4/17/2020

4/17/2020

Date

Date

This MOU is non-precedent setting.