# 1500.550 EARLY NOTIFICATION OF RESIGNATION OR RETIREMENT PROCEDURE

Employees who plan to retire or resign must submit a signed declaration of intent to the president. The college recognizes that whenever possible, early notice of resignations or retirements is valuable for personnel planning purposes.

To help ensure sufficient time for effective recruitment planning, the college will provide a one-time payment to faculty in probationary/tenured positions who provide a signed declaration of resignation/retirement, effective the end of their current contract, prior to November 1 of their contract year. Upon acceptance by the president, the faculty member and president will sign an agreement verifying the faculty member’s intent to resign/retire effective the last day of the faculty member’s current contract. In recognition of notification prior to November 1, the college will pay the employee one thousand dollars, the last pay period of the contract, subject to customary withholdings.

To help ensure sufficient time for effective recruitment planning, the college will provide a one-time payment to classified/exempt employees who provide a signed declaration of resignation/retirement three months prior to effective date. Upon acceptance by the president, the employee and president will sign an agreement verifying the employee’s intent to resign/retire on the date specified. In recognition of notification three months in advance of the resignation/retirement, the college will pay the employee one thousand dollars the last pay period of their employment, subject to customary withholdings.

Once the president accepts the resignation/retirement in writing, the resignation/retirement cannot be revoked, unless approved by the president.

Approved by the president’s cabinet: 10/29/13

Presented to the board of trustees: 11/20/13

Last reviewed: 9/18/19

Procedure contact: Human Resources

Related policies and procedures

None identified at this time