

E-4b(1) PROCEDURE Resignation/Retirement

Employees will complete the College's *Notice of Resignation or Retirement Form*, which shall be completed in coordination with their Administrative Representative and a designated HR/Payroll contact. Employees who are resigning or retiring will meet with their Administrative Representative and a designated HR/Payroll contact at their campus to review information related to end-of-employment at the time they submit their *Notice of Resignation or Retirement Form*.

Administrative, Professional and Support Staff

Administrative, professional and support staff will submit a *Notice of Resignation or Retirement Form*, a minimum of two (2) weeks in advance of the intended last day of employment. As much advance notice as possible should be given to allow the College sufficient time to find a suitable replacement and minimize disruption to services.

Faculty

From the Faculty Association Agreement: Miscellaneous Provisions: Section 3 - Early Release from Contract

"A member under contract is expected to fulfill their contractual agreement to provide services until the end of the given fiscal year. When a member wishes an early release from their contract, the member should submit their resignation as far in advance as possible of their last day of employment. The member will work cooperatively with the College administration to fulfill the member's professional obligation to minimize the adverse impact upon students and the College caused by the member's request for an early release from their contract."

The Faculty Association Agreement applies to faculty with an FTE status equal to 1.00.

The normal work expectation for faculty is to complete the fiscal year. In the rare event that a faculty member requests an early release, the expectation is for the faculty member to work until the end of a term. The College may consider approval for an early release; however, these special requests must coincide with the end of an instructional quarter to minimize the impact on students and the College.

Faculty requesting to resign/retire should submit a *Notice of Resignation or Retirement Form* as far in advance as possible of the intended last day of employment. The College seeks to provide a consistent and stable learning environment for its students. The College wants as much advance notice as possible [three (3) months or more] to allow the College sufficient opportunity to replace faculty with a suitable replacement and ensure the continuity of education to students and the program.

Faculty with an FTE status equal to or greater than 0.75 and less than 1.00 are expected to adhere to the Separation of Employment guidelines and requirements outlined above for full-time faculty members.

Adopted Date: 07/15/1997; Revised 2/21/2012