

Resignation / Retirement

Date: _____

Employee ID # _____

Employee Classification: Classified Management Faculty

Location: ARC CRC FLC/EDC FM Ethan Way SCC Other _____

Part I – Resignation / Retirement (Submit Form to Human Resources)

I, _____, wish to resign / retire from my position as
Please print your name

_____. My supervisor is _____.

It is necessary for me to request this resignation / retirement for the following reason:

- Retirement Career Change To further education/training
- Health Reasons Schedule Conflict Other (please specify) _____
- Relocation Personal _____

Last day worked / Last day in paid status: _____ (Note: for faculty, the last day worked is typically the last day of the semester/fiscal year)

If applicable, my forwarding address will be: _____
Street City State Zip
(effective date of new address: _____)

An exit interview questionnaire is available at this site: <https://www.surveymonkey.com/r/5B8M787>
 [OR] by checking the box to the left, I am requesting that an exit interview questionnaire be mailed to me.

In signing below, I confirm the above information to be accurate and have read and understand page 2 of this form.

Employee Signature Date

Supervisor/Administrator Signature Date

Appropriate Vice President / Administrator Signature Date

Human Resources / Payroll Use Only:

Date of Board Action: _____

Record # _____ Completed by: _____

Effective date of resignation / retirement / other: _____

Bargaining Unit:

- LRCEA LRCFT LRSA SEIU Confidential Manager

Note: The Board of Trustees authorizes the Chancellor to accept an employee's resignation/retirement and such acceptance shall be binding at the time of receipt by the Chancellor or designee except where otherwise provided in a collective bargaining agreement.

Upon completion of Part I:

Distribution: **Original - Human Resources** **Copy – Employee Benefits**

Part II – Administrative Use (Part II – To Be Completed on Last Day of Employment)

- Yes No NA Identification Badge (ID) collected and destroyed (if applicable)
- Yes No NA College Police notified that the employee no longer has building access effective _____
- Yes No NA Keys / entry devices/ parking pass collected
- Yes No NA Equipment collected (technology provided for ADA compliance, computers (if checked out), library books, curriculum materials, police officers' equipment / uniform, pagers, etc.) specify _____
- Yes No NA IT notified of the termination date
- Yes No NA Final absence report submitted

Supervisor/Administrator Signature Date

Appropriate Vice President/Administrator Signature Date

Upon completion of Part II: Distribution: **Copy – Campus** **Copy – Employee**

Los Rios Community College District

Purpose

To report resignations/retirements and document the exit process for employees ending employment with Los Rios Community College District (i.e. resignation, retirement, termination, etc.).

Process

Employee completes Part I to announce resignation / retirement as early as possible and routes form to Supervisor for signature. For Los Rios, CalPERS and CalSTRS purposes, the effective date of retirement is the day AFTER your last day worked. For faculty, the last day worked is typically the last day of the semester/fiscal year. The Supervisor then forwards to the appropriate Vice President/Administrator for signature for Part I.

Original and one copy is forwarded to Human Resources as soon as possible to calculate final pay. Two copies are retained by the Supervisor for completion of Part II on the employee's last day of work.

On the employee's last day of work, Part II is completed and signed by the Supervisor. A copy is given to the employee and is signed by the Supervisor and forwarded to the appropriate Vice President. The Vice President will sign part II and retain a copy.

As part of the district's quality improvement process, the employee should complete the exit interview questionnaire by following the link provided or requesting that a questionnaire be mailed to them; the feedback from this process is extremely valuable.

Important Information for All Employees

Retirement Disability

If you are retiring due to an injury or illness and participate in either CalPERS or CalSTRS, you are encouraged to contact CalPERS (1-888-225-7377) or CalSTRS (1-800-228-5453) regarding disability retirement and the options available to you.

Termination of Benefits

Medical, dental, and vision coverage ends on the last day of the month in which your separation is effective. Other benefits, such as life insurance and FSA/DCAP end on your last day of employment.

Retiree Medical

If you are at least 55 years of age (or at least 50 years of age if you are receiving disability income under the District's long-term disability plan) and have the qualifying years of full-time service with Los Rios with no break in service, you may be eligible for Los Rios retiree medical benefits. Contact the Employee Benefits Department at (916) 568-3070 to set up an appointment. For more detail, visit their website at www.losrios.edu/business/benefits.html and click on the appropriate employee group and then on Retiree Medical Benefits.

COBRA

COBRA continuation benefits may be available if you and your covered dependents lose medical, dental, vision, flexible spending account, and Employee Assistance Program (EAP) coverage due to separation of employment. You will receive notification from BASIC pacific and you need to elect COBRA in writing within sixty (60) days of the date coverage ceases if COBRA coverage is desired. COBRA continuation coverage would begin on the first day of the month following your separation date. If you would like information regarding the possibility of continued benefit coverage, please contact Employee Benefits at (916) 568-3070.

Unemployment Insurance

Although you received information regarding this upon employment, we can gladly provide an additional pamphlet. Please visit Human Resources or call us at (916) 568-3112.

CalPERS (California Public Employees' Retirement System) / CalSTRS (California State Teachers' Retirement System)

If you are retiring, please ensure you submit appropriate paperwork directly with CalPERS (1-888-225-7377) and CalSTRS (1-800-228-5453). If you contributed into CalPERS or CalSTRS, you will need to contact your retirement system directly to find out all options available to you in regard to your funds on deposit. Vested retirees will need to provide your highest compensation to your CalPERS/CalSTRS retirement system's counselor, which may be other than your last year (i.e., Interim positions, final off salaries due to retro payments, etc.). It is your responsibility to work with the CalPERS/CalSTRS retirement system's counselor in order to get your highest retirement calculation; retiring from Los Rios does **not** retire you from CalPERS/CalSTRS.

PARS (Public Agency Retirement Services)

If you contributed into PARS and are retiring from CalPERS or CalSTRS, you will need to contact PARS (1-800-540-6369) to request a distribution of your funds.

Supplemental Information for Classified and Management Employees

Vacation

Vacation **cannot** be used to extend your retirement / resignation date. If you are due a payment for your balance of accrued vacation, it will be paid out as follows: Employees younger than age 55: vacation hours will be paid on the next payroll *following processing receipt of your final absence report* and will be issued in the same manner as the final paycheck. Employees age 55 or over: vacation payouts will be made through the Special Pay Plan (SPP) 403b account permanently saving you 7.65% FICA taxes and delaying income taxes until withdrawal. Payouts to the SPP will be made by the next check run *following processing receipt of your final absence report*. Special rules apply for contributions in excess of the annual maximum.