

# 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 below)  |
| Relocation     | Personal          | _____                         |

Last day worked / Last day in paid status: \_\_\_\_\_ (Note: Refer to page 2 for further information.)

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

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

<b>Human Resources / Payroll Use Only:</b>
Date of Board Action: _____
Record # _____ Completed by: _____
Effective date of resignation / retirement / other: _____
Bargaining Unit: <input type="checkbox"/> LRCEA <input type="checkbox"/> LRCFT <input type="checkbox"/> LRSA <input type="checkbox"/> SEIU <input type="checkbox"/> Confidential <input type="checkbox"/> 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**

<b>Part II – Administrative Use (Part II – To Be Completed on Last Day of Employment)</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Identification Badge (ID) collected and destroyed (if applicable)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	College Police notified that the employee no longer has building access effective _____
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Keys / entry devices/ parking pass collected
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Equipment collected (technology provided for ADA compliance, computers (if checked out), library books, curriculum materials, police officers' equipment / uniform, pagers, etc.) specify _____
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	IT notified of the termination date
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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 10 month faculty, the last day worked is typically the last day of the semester and for 12 month faculty, the last day worked is typically the last day of the fiscal year. If your last day does not coincide with your contract year or end of the fiscal year, a balance of contract will be completed in order to determine if monies are owed. 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 <https://employees.losrios.edu/employee-groups> and click on "Retirees" and then on "Retiree 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.

## Supplemental Information for Classified and Management Employees

### PARS (Public Agency Retirement Services)

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

### 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.