

# Retirement / Resignation / Separation Notice

**Section 1: Complete the form and submit to your supervisor for further processing.**

Select One:    Adjunct (Hourly Academic)    NANCE    Contract Classified    Contract Academic    All Positions<sup>1</sup>

Retirement System:                       401A/FICA Alternative                       PERS                       STRS

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Employee Name \_\_\_\_\_ Employee ID \_\_\_\_\_

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Position Title \_\_\_\_\_ College / Location \_\_\_\_\_

**Section 2: Select the appropriate separation action items below.**

**I hereby request the Board of Trustees to accept the following:**

- Retirement from SDCCD.  
Last day in paid status: \_\_\_\_\_
- Resignation from SDCCD. *Do not plan to continue working in any capacity.*  
Last day in paid status: \_\_\_\_\_
- Retirement from STRS ONLY<sup>2</sup>. Option available to adjunct faculty only. Plan to continue working for the District as a working retiree<sup>3</sup>.  
First day of retirement: \_\_\_\_\_
- Intend to work as pro rata faculty in the future<sup>4</sup>.
- Retirement Notice Incentive: 3 months additional cash payment.  
*The incentive is granted to members of certain employee groups for providing at least a 90-day advance written notice of their retirement date to their supervisor and meeting the eligibility requirements found in the applicable [handbook](#).*

*District network login and email will be disabled the day after your last day in paid status, unless there is an indication that you intend to work as Pro-Rata faculty.*

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Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Permanent Address for Final Check (number, street name, city, state, and zip)  
\*\*\* This will override/update the home address on file in PeopleSoft.

Final Check Preference:     Mail to address above     Hold for pick up at District Office, Room 380 (picture ID required)

Immediate Supervisor's Name (Please Print)	Signature	Date
Vice President of Administration's Name (Please Print)	Signature	Date
President or Vice Chancellor's Name (Please Print)	Signature	Date

**Section 3: Communication Preferences**

Your career with the District is important to us. We would like to continue to provide you with news and updates about SDCCD.  
Would you like to stay connected?     Yes (*complete section below*)     No

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Mailing Address (number, street name, city, state, and zip) \_\_\_\_\_ Personal Email \_\_\_\_\_ Phone \_\_\_\_\_

<sup>1</sup> This option should be selected for Contract exempt employees who have multiple positions, such as Contract Faculty with an Adjunct/Overload assignment.  
<sup>2</sup> STRS has a voluntary 180-day sit out period. Consult with your retirement advisor regarding your options. <https://www.calstrs.com/sites/main/files/file-attachments/workingafterretirement2017.pdf>  
<sup>3</sup> Contingent on enrollment, funding, and program changes; there is no reasonable assurance of employment under Unemployment Insurance Code 1253.3. See Cervasi v. Unemployment Insurance Appeals Board.  
<sup>4</sup> Requires complete separation from the District and is subject to terms in the AFT Faculty Collective Bargaining Agreement, Section 17.2