

CHAPTER XV

RESIGNATION AND REINSTATEMENT

Rule 15.1

RESIGNATION AND RETIREMENT (EDUCATION CODE SECTION 88201)

15.1.1

GENERAL PROVISIONS

- A. The Board of Trustees may accept the resignation of any employee.
- B. When an employee intends to resign from their position, they shall submit a Notice of Resignation/Retirement to the Human Resources Department preferably at least 2 weeks prior to the intended date of resignation.
- C. A resignation may be withdrawn by the employee at any time prior to acceptance by the Board of Trustees.
- D. A resignation relates only to the specific position from which the employee resigns. An employee who resigns shall not be removed from lists except for a promotional eligibility list or a transfer list.
- E. When an employee intends to retire, they shall submit a Notice of Resignation/Retirement to the Human Resources Department. CalPERS recommends that the employee submit their retirement forms three to four months ahead of the retirement date.
- F. A retiring employee must meet all the eligibility requirements of the applicable retirement system. There shall be no mandatory retirement age for classified employees.

15.1.2 RETIREE HEALTH BENEFITS

- A. Regular classified management and confidential employees are eligible for retiree medical benefits. To be eligible for retiree medical, employees must retire from the District and retire from CalPERS or CalSTRS retirement system. Retired employees will receive the District's contribution amount towards retiree medical coverage.
- B. The District shall provide supplemental health and welfare benefits for employees as stated in Merit Rule 12.4 who retire at or after the age of 55 years with 10 years of District service. Supplemental benefits shall be limited to medical, dental and vision insurance plans for the employee and eligible dependents. Dependents shall be as defined by the carrier.
- C. As an early retirement benefit, the supplementary benefit plan shall be provided by the District until the retiree reaches their 65th birthday or the employee's death, whichever occurs first. Upon an employee's death, the supplemental benefit may be provided to the employee's eligible dependents, if the eligible dependents are receiving monthly survivor benefits from CalPERS or CalSTRS retirement system.
 - a. For management and confidential employees, the early retirement schedule shall be:
 - i. at age 50 or thereafter with 10 years of continuous service in the District.
 - ii. at age 55 or thereafter with 5 years of continuous service in the District.
- D. For unit employees, the retiree health benefits shall be in accordance with the applicable bargaining agreement.

Rule 15.2

REINSTATEMENT (EDUCATION CODE SECTION 88128)

15.2.1

GENERAL PROCEDURES

- A. A permanent employee who resigned or retired in good standing may request to be reinstated in a vacant position within their former class and status within 39 months of the last date of paid service. They may also be reinstated in a vacant position in a lower related class, if qualified, or in limited-term status in the same or lower class. Such reinstatement is discretionary with the appointing authority.
- B. Reinstatement of a former employee shall have the following effects:
 - 1. If an employee is reinstated to a permanent position in their former class or a lower related class, they shall be restored all the rights, benefits, and burdens of a classified employee.
 - 2. Restoration of salary shall be in accordance with Merit Rule 12.2.12

Rule 15.3

EMPLOYMENT OF PERS OR STRS RETIREES
(EDUCATION CODE SECTION 88034)

15.3.1

GENERAL POLICY

- A. Any person receiving a retirement allowance from the California Public Employees' Retirement System or California State Teachers' Retirement System may be employed and paid in accordance with the rules and regulations of the applicable retirement system.