

Article 30  
**RESIGNATION AND RETIREMENT**

- 30.1 A resignation of a regular or contract faculty employee is a written notice bearing the signature of the faculty employee, stating his or her intent to terminate employment with the District.
- 30.1.1 If the faculty employee is resigning from the District for the purpose of retirement, the written notice shall so specify.
- 30.1.2 Both resignation from the District and retirement from the applicable retirement system, STRS or PERS, are required to meet the definition of “retired faculty employee” in accordance with Article 1 of this *Agreement*.
- 30.1.3 The faculty employee may submit his or her written resignation at any time to the Division Dean or appropriate administrator or the college President who shall promptly deliver it to the Vice Chancellor of Human Resources. Once a resignation is received by the Vice Chancellor of Human Resources, it shall be forwarded to the Board itself for review and acceptance. At the Board meeting where action is taken on the letter of resignation, the letter will be a part of the Board packet, and thus a public document. Faculty shall be responsible for omitting personal information, such as birth date or home address, that they do not want disclosed to the public. The District will not redact personal information from a faculty member’s letter of resignation.
- 30.1.4 The faculty employee may withdraw his or her resignation without prejudice until seven calendar days after the resignation was delivered to the Vice Chancellor of Human Resources.
- 30.2 A resignation of a part-time temporary faculty employee is a written notice bearing the signature of the faculty employee, stating his or her intent to terminate employment with the District.
- 30.2.1 A part-time temporary faculty employee who elects to 1) resign from the District; 2) resign for the purpose of initiating benefits as a retiree; or 3) resign for the purpose of terminating membership and requesting a refund of contributions under STRS or PERS, shall submit his or her resignation on Appendix S3 to the Division Dean or Division Office prior to the effective date of his or her resignation.
- 30.3 After the Board itself accepts a resignation, the Board itself may at any time consider a written request by the faculty employee to withdraw the resignation.