

Article 20

EARLY NOTICE INCENTIVE

- 20.1 Within limits set annually as part of the budget process, an Early Notice Incentive shall be paid to contract and regular faculty employees who, during the Spring quarter, give the District an Early Notice and Irrevocable Letter of Resignation for the purposes of retirement (see Appendix X) as prescribed by this incentive plan.

Incentive Amounts

- 20.2 If the Notice specifies a date that is at least three complete academic quarters (approximately 12 months) after the end of the Spring quarter during which it is filed, the amount shall be \$7500.

Filing for the Incentive

- 20.3 The annual Early Notice filing period shall open on the first day of the Spring quarter and close on the last day of the same Spring quarter. A Notice is not filed until it is received in the District Office of Human Resources. It is the faculty member's responsibility to electronically submit the completed and signed Notice to the District Office of Human Resources by the last day of Spring quarter.
- 20.4 If, within 30 calendar days of filing an Early Notice (Appendix X), a faculty employee changes their retirement plans, the faculty employee shall notify the District Office of Human Resources in writing (email) and the Early Notice shall be entirely disregarded. However, the faculty employee may submit a new Early Notice, provided that it is filed in accordance with Section 20.3, subject to the conditions of this Article.

Action by the Board

- 20.5 Following the 30-day rescission period, Appendix X shall be forwarded to the Board of Trustees for formal acceptance of the resignation for the purposes of retirement; once it is accepted by the Board itself, the faculty employee shall resign from the District on the date specified on Appendix X. The Board of Trustees shall act on resignations in accordance with the timelines established in Education Code 87730.

Payment of the Incentive

The Early Notice Incentive will be payable in the October 31 payroll following the participant's becoming a retired faculty employee in accordance with Article 30.