

## **CHAPTER XV**

### **RESIGNATION AND REINSTATEMENT**

#### Rule 15.1 **RESIGNATION AND RETIREMENT**

##### 15.1.1 RESIGNATION

- A. An employee shall submit a Separation Form to Human Resources to resign from a position.
- B. A resignation is accepted on the date tendered and may be withdrawn by the employee only with the approval of the Assistant Superintendent-Human Resources.
- C. A resignation relates only to the specific position from which the employee resigns and does not impair his/her standing on eligibility lists for other classes, except that an employee who resigns shall be removed from all promotional eligibility lists and preference points removed from all merged lists.
- D. Employees who resign in lieu of termination shall be removed from all eligibility lists.

References: California Education Code 45201

##### 15.1.2 RETIREMENT

- A. An employee shall submit a Separation Form to Human Resources at least one (1) month prior to the planned date of retirement.
- B. The minimum age for retirement is fifty (50), provided that the employee meets the eligibility requirement of the Public Employees Retirement System (PERS). There is no compulsory retirement age for classified employees, however, upon reaching age seventy (70), classified employees may be required to take a mental and/or physical examination annually.

### 15.1.3 RETIREMENT BENEFIT

- A. The District shall provide health and welfare benefits for retired employees as follows:
  - 1. The benefit paid will be the same pro-rata percent the employee was earning at the time of retirement not to exceed the amount approved by the Board of Education and
  - 2. Health and welfare, and dental benefits are limited to the retiree only.
- B. This benefit will be provided when the employee retires at age fifty (50) or greater with at least ten (10) consecutive years of service to the District immediately preceding retirement.
- C. This benefit shall continue until the first of the month prior to the retiree's sixty-fifth birthday. In the event of the retiree's death this benefit terminates with no benefits provided to the retiree's estate or surviving dependents.
- D. In addition to the above benefit, the retiree may continue in any additional health and welfare benefit provided at no cost to the District. Participation in these additional programs is subject to any reasonable requirements or limitations imposed by the District or benefit carrier regarding timely premium payment.

Rule 15.2 REINSTATEMENTS

15.2.1 REINSTATEMENT PROCEDURE

- A. A classified employee who resigned in good standing may be reinstated to a vacant position in any former class in which he/she held permanency.

Reinstatement is subject to the following:

1. Reinstatement must be within thirty-nine (39) months of the last date of paid service.
2. Reinstatement shall be at the discretion of the appointing authority.

- B. Reinstatement shall have the following effects:

1. When a former employee is reinstated to a vacant position, all rights, benefits and burdens of classified employees shall be restored.
2. Salary shall be in accordance with Rule 12.2.12.
3. Seniority shall be in accordance with Rule 13.1.1.

References: California Education Code 45309