

Coast Community College District

Early Notification Departure Stimulus Program

“ENDS” Program Highlights

- This program is available to all regular full-time CCCD employees with two years of service in good standing with the District. This includes all Faculty, Classified Staff, Managers, and Confidentials.
- In order to participate, employees shall provide notice of their intent to resign, and/or retire from the District, in writing between December 10, 2009 and February 16, 2010 inclusive. An employee’s letter of intent must be submitted to the Vice Chancellor of Human Resources. (A template is attached.)
- To receive the award, employees shall submit an irrevocable letter of resignation and/or retirement prior to April 30, 2010 with the specific date to resign, and/or to retire from District, effective being on or before June 30, 2010. The irrevocable letter to resign or retire must be submitted to the Vice Chancellor of Human Resources. (A template is attached.)
- If the irrevocable letter of resignation or retirement is not received by April 30, 2010, employee will no longer be eligible for the ENDS Program.
- Employees participating in this program will be paid \$10,000 after resignation or retirement from the District.
- Employees will be paid on July 31, 2010 or August 10, 2010, depending on the payroll cycle.
- All previously Board-approved retirement/resignations from the District prior to December 8, 2009 are not eligible to participate in the ENDS Program.
- All executive management (Chancellor, Vice Chancellors, and Presidents) are not eligible for the ENDS Program.

**Early Notification Departure Stimulus
(ENDS) Program**

Notice of Intent

Due Prior to 5 p.m. Tuesday, February 16, 2010

Date: _____

Dr. Joseph N. Quarles
Vice Chancellor of Human Resources
Coast Community College District
Department of Human Resources

Dear Dr. Quarles:

I'm submitting this Notice of Intent to inform you of my decision to (*check the applicable box*)
_____ resign / _____ retire no later than Wednesday, June 30, 2010.

My irrevocable letter of resignation/retirement that qualifies me to participate in the ENDS Program
(*check the applicable statement*)

_____ is attached because I am fully certain of my resignation/retirement date.

_____ will be forwarded prior to the deadline of Friday, April 30, 2010 to safeguard
my ability to participate in the ENDS program. I understand that failure to return
the irrevocable letter of resignation/retirement by April 30 will render my
notification of intent null and void.

Sincerely,

(Signature)

(Print Name)

(Print Department)

**Early Notification Departure Stimulus
(ENDS) Program**

Irrevocable Notice

Due Prior to 5 p.m., Friday, April 30, 2010

Date: _____

Dr. Joseph N. Quarles
Vice Chancellor of Human Resources
Coast Community College District
Department of Human Resources

Dear Dr. Quarles:

I'm submitting this Irrevocable Notice to confirm my decision to (*check the applicable box*) _____
resign / _____ retire effective (*provide specific date*) _____. I'm also
acknowledging my understanding that this notice once signed, received, and accepted, cannot be
withdrawn or changed.

Having taken this final step to participate in the ENDS Program, I understand that my payment of
\$10,000.00 will be provided through the payroll system on either July 31, 2010 (certificated) or
August 10, 2010 (classified).

Signed:

(Print Name)

(Print Department)