

**Coast Community College District  
Confidential and Management Employees  
Early Notification Program (ENP)**

**ENP - Highlights**

- This Early Notification Program (ENP) is available to regular, fully-benefited CCCD confidential and management employees (75-100% of full-time employment). Members of the faculty and executive management are not eligible to participate in the ENP.
- In order to participate in the ENP, employees who are eligible shall provide an Irrevocable Letter of Resignation or Retirement, on the provided form, between **March 8 and April 2, 2012** inclusive, specifying their intent to resign and/or retire from the District.
- The Irrevocable Letter of Resignation or Retirement will include the specific date of resignation or retirement, which must be effective on or before **December 31, 2012**. The irrevocable letter must be submitted to the Vice Chancellor of Human Resources *in person, via District mail, or fax, and be received in the Office of Human Resources* in the specified window period above. (The form for the Irrevocable Letter of Resignation or Retirement is attached.)
- If the Irrevocable Letter of Resignation or Retirement is not received by **5 p.m., Monday, April 2, 2012**, the employee will not be eligible for the ENP.
- Eligible employees participating in the ENP will be paid \$2,000, after resignation or retirement from the District.
- In order to receive District benefits, for those retiring under ENP, participants must be at least 55 years of age and have achieved 10 years of service by the effective date of retirement from the District.
- Eligible employees, currently employed by the District, who previously provided notice of resignation or retirement on or after January 1, 2012, may participate in the ENP.
- Participants will be paid on the 10<sup>th</sup> of the month during the payroll period following the effective date of resignation or retirement.

This Program is contingent upon the Coast Community College District Board of Trustees approval.

**Early Notification Program (ENP)**

**Irrevocable Letter of Resignation/Retirement**

*(Due No Later Than 5 p.m., Monday, April 2, 2012)*

Date: \_\_\_\_\_

Deborah Hirsh, Ed.D  
Vice Chancellor of Human Resources  
Coast Community College District  
Department of Human Resources

Dear Dr. Hirsh:

I am submitting this Irrevocable Letter of Resignation or Retirement to confirm my decision to  resign/ retire (*check applicable*) on or before December 31, 2012, from the Coast Community College District. My effective date of resignation/retirement is \_\_\_\_\_, 2012 (*provide specific date*). I also acknowledge my understanding that this notice, once signed and received, cannot be withdrawn or changed.

In taking this step to participate in the **Early Notification Program**, I further understand that payment of \$2,000 will be provided to me through the payroll system on the 10<sup>th</sup> of the month during the payroll period following my effective date of resignation or retirement.

Signed:

\_\_\_\_\_

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_/\_\_\_\_\_  
(Print Department and Ext. Number)

\_\_\_\_\_  
(Employee ID Number)

**Campus Personnel Verification**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)