

# 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.

#### **PLEASE NOTE THE FOLLOWING:**

- The Notice of Intent must be submitted **PRIOR TO** submitting an Irrevocable Notice to Retire form
- A letter of resignation should be attached to the Irrevocable Notice Form
- You must notify your campus Personnel Office of your intention to retire/resign **PRIOR TO** submitting your Irrevocable Notice to the District Human Resources Office.
- If a Notice of Intent is not submitted by or before 5 p.m. on February 16, 2010, **YOU ARE NOT ELIGIBLE TO SUBMIT** an Irrevocable Notice Form.
- **BOTH** forms must be submitted in order to be eligible for the ENDS Program.

## **STEP BY STEP PROCESS**

1. Complete Notice of Intent to Retire/Resign and submit to the Vice Chancellor of Human Resources by 5 p.m. on February 16, 2010.
2. Complete Irrevocable Notice to Retire/Resign.
3. Attach your Letter of Resignation.
4. Attain Authorization from Campus Personnel.
5. Submit Irrevocable Notice to the Vice Chancellor of Human Resources Office by 5 p.m. on April 30, 2010.
6. If you do not receive a confirmation letter, please contact the Vice Chancellor's Office, x84707 to ensure that your paperwork was received.

**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

\_\_\_\_\_  
Emp. ID Number

\_\_\_\_\_  
Print Department

\_\_\_\_\_  
Site/Location

\_\_\_\_\_  
DIST Tele. Ext.

\_\_\_\_\_  
Staff Classification (i.e. F-T Faculty, Classified,  
Confidential, Mgmt., etc.)

**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:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name (**Please PRINT**)

\_\_\_\_\_  
DIST Tele. Ext. Number

\_\_\_\_\_  
Employee ID Number

\_\_\_\_\_  
Name of Department (**Please PRINT**)

\_\_\_\_\_  
Site/Location (i.e. OCC, GWC, CCC, etc)

\_\_\_\_\_  
Staff Classification (i.e. F-T Faculty, Classified,  
Confidential, Mgmt., etc.)

**Campus Personnel Authorization**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (**Please PRINT**)