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**Administrative Regulation**  
Chapter 7 – Human Resources

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**AR 7355          RETIREMENT**

**Retirement Incentive Program**

**Academic Personnel Retirement Incentive Program Eligibility**

Academic employees must be officially retired under provision of the State Teachers' Retirement System law.

1. For purposes of defining ten years or more of consecutive, contract and regular, satisfactory employment/service, a year of service is defined as 75% of the full-time assignment.
  - A. Paid leaves of absence will not disqualify an employee from eligibility, providing the full-time service in the District totals ten consecutive full-time years.
  - B. A sabbatical leave of absence will be allowed toward the compilation of the ten years of consecutive full-time years of employment.
  - C. An opportunity leave will be allowed toward the compilation of the ten years of consecutive full-time years of employment if the leave involves performing a faculty assignment on a full-time basis for at least 75% of the days that the institution is in regular session.

**Retirement Incentive Program Benefits**

1. Academic employees recommended by the Superintendent/President and approved by the Board of Trustees for inclusion in this program may be employed as consultants with the District under the following conditions:
  - A. Participants shall have an annual option to participate for from one to five years or until the age of 68, whichever comes first. (See chart) However, the District may terminate the consultant agreement for the causes as enumerated in Education Code Section.
  - B. Academic employees shall receive an annual stipend of \$4,500 for a minimum of 25 days service. The dates of service of these 25 days shall be mutually decided by the participant and the District. (See Procedures-3)
  - C. The District will provide the same health and dental benefits provided other retired employees.
2. Consultant services provided by academic employees may include, but are not limited to:
  - A. demonstration teaching;
  - B. staff development and in-service programs;
  - C. assistance in testing and follow-up analysis including the preparation of reports;
  - D. compiling test data as it applies to instruction or student personnel services;
  - E. assistance in orienting, evaluating, and supporting new faculty members;
  - F. updating curriculum and writing new supplementary instructional material;
  - G. preparation of brochures, schedules, catalogs, and other college publications;
  - H. any activity or assignment acceptable to the Superintendent/President and the Board of Trustees.

**Procedures**

1. Academic employees desiring to participate in the Retirement Incentive Program must submit a request to participate, a resignation subject to the Superintendent/President's recommendation and Board of Trustees' approval, and a proposal in writing to the Office of Human Resources by February 1.
  - A. The proposal should describe, in detail, the proposed service to be performed in the program.
  - B. The faculty proposals will be reviewed by the department chair and appropriate dean, and will include a conference with the Vice-President of Academic Affairs prior to the February 1 submission date. The management proposals will be reviewed by their appropriate supervisors and include a conference with the Vice-President of Academic Affairs.
  - C. The employee will be notified of the Board's decision prior to April 1 of the year in which the application is made.
  - D. At the time the Board of Trustees approves participation in the Retirement Incentive Program, the employee's retirement/resignation shall be recommended.
2. The employee approved for inclusion in this program shall sign a written contract to perform the services proposed and file a notice of resignation to STRS.
3. The initial or first year project shall not begin until after the first retirement warrant has been received by the faculty member/manager.
4. The amount due the faculty member who is unable to complete the program due to death or incapacitation shall be paid pro rata for the days completed.
5. ANNUAL OPTIONS

<b>Retirement Age</b>	<b>Number of Option Years</b>
Through 60	5
61	4
62	3
63	2
64	2
65	2
66	1
67	1
68	1

**Limited Retirement Program**

See Article 19, Reduced Workload Program, of the District/Faculty Collective Bargaining Agreement.

**Retirement Policy-Limited Retirement Program**

The limited retirement program specified above shall be applicable to academic administrators.

Also see AR 7350 Resignations and AR 7366 Reinstatement.

**References:**

No specific references

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*(Replaces SMC AR 3415)*