APPENDIX S3
PART-TIME FACULTY RESIGNATION/RETIREMENT FORM
(Article 7 – Part-Time Faculty)
Foothill-De Anza Community College District

In accordance with the terms and conditions of Article 7.31,

I, _____hereby submit my notice of intent to resign
(print name)

from the District effective _____.
Month Day Year

I am submitting my resignation for the following reason (check one):

◉ **I am resigning my position** – *I understand this action terminates: a) my employment with the District; and b) all rights under Article 7, including any reemployment preference status I may have attained*.

○ **I am resigning my position and will request, as allowable for a non-Retiree under STRS/PERS, to terminate membership in STRS/PERS and request refund of contributions to STRS/PERS (i.e., "*cashout*")** – *I understand this action terminates: a) my employment with the District; and b) all rights under Article 7, including any reemployment preference status I may have attained. I also understand that initiating this form does not constitute application for reimbursement of STRS/PERS contributions, and that I must contact STRS/PERS directly to initiate reimbursement.*

○ **I am resigning my position for the purpose of initiating benefits as a Retiree under STRS/PERS Defined Benefit Plan or STRS Cash Balance Plan.** *I understand that initiating this form does not constitute application for* ***retirement****; I must contact STRS/PERS directly to actually initiate my retirement benefit or distribution*. **I also request <u>one</u> of the options below:**

- ○ **Separation from District employment under Article 7;** or,
- ○ **Continued District employment under Article 7 as a STRS/PERS Retiree** – *I understand that STRS/PERS statutes require a 180-calendar-day-separation from service "waiting period" before returning to STRS/PERS-covered employment. I understand that failure to do so will affect my retirement benefit.*

è _____ _____ _____
Signature of Faculty Employee CWID Date

Received by: _____
Division Signature Date

This form must be submitted to the Division Dean or Division Assistant who shall then forward the original to the Campus Personnel Office for processing.

CAMPUS PERSONNEL USE: