

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
Office of Human Resources

EARLY RETIREMENT INCENTIVE PROGRAM  
ADMINISTRATORS

Academic Year \_\_\_\_\_

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

Name: \_\_\_\_\_

Employee Identification No. \_\_\_\_\_

Your salary placement at the date of your retirement: Level \_\_\_\_\_, Step \_\_\_\_\_ X \_\_\_\_\_ contract months \$  
plus \_\_\_\_\_ Professional Recognition award (s) at \$\_\_\_\_\_/each for ----- \$  
plus Administrative Achievement Award (s) ----- \$ \_\_\_\_\_

Total annual salary \$

In accordance with Chapter XIII, your allowable limit for the duration of your participation in the program is \$ \_\_\_\_\_  
which represents \_\_\_\_\_% of your full-time contract salary or \$\_\_\_\_\_ hourly pay rate.

To fulfill your commitment you will be assigned to:

Administrative Assignment	Date	Hours
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_____		
_____		
_____		

Total \_\_\_\_\_

- Note:
1. As a participant in the Early Retirement Program, you may work less than but not more than the percentage shown above. You cannot be paid for more than the stated maximum percentage this year and there can be no carryover credit to future years.
  2. Under the terms of Chapter XIII, the District Paid Life Insurance will be in effect as long as you continue to participate in the program.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Account Code To Be Charged

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date

**RETURN TO HUMAN RESOURCES BY \_\_\_\_\_**

Original: Human Resources  
Copies: Administrator Supervisor President

Revised 8/97 MM

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