

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources

EARLY RETIREMENT INCENTIVE PROGRAM
ADMINISTRATORS

Academic Year _____

Date Issued: _____

Name: _____

Social Security Number: _____

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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