

Article 20  
**EARLY NOTICE INCENTIVE**

- 20.1 Within limits set annually as part of the budget process, an Early Notice Incentive shall be paid to contract and regular faculty employees who, during the Fall quarter, give the District an Early Notice as prescribed by this incentive plan and who subsequently comply with all of the other conditions of the plan.
- 20.2 The Early Notice Incentive shall consist of a base amount, as specified below, plus interest, as specified in 20.3.
- 20.2.1 If the Notice specifies a date that is at least five complete academic quarters (approximately 18 months) after the end of the Fall quarter during which it is filed, the base amount shall be \$1,500.
- 20.2.2 If the Notice specifies a date that is at least eight complete academic quarters (approximately 30 months) after the end of the Fall quarter during which it is filed, the base amount shall be \$2,500.
- 20.3 The interest paid on the Early Notice Incentive shall be the amount earned on the base amount from the time it is invested by the District in an interest-bearing account until the effective date of the employee's resignation from the District for the purpose of retirement in accordance with Article 30. The District shall invest the base amount in an interest-bearing account within five working days after the filing of the employee's Early Notice, except that the period of investment shall not begin earlier than eleven complete academic quarters (approximately 42 months) prior to the effective date specified in the Early Notice.
- 20.4 If, after filing an Early Notice, a faculty employee changes his or her retirement plans and submits an amended Notice (or submits a letter of resignation for the purpose of retirement with an effective date that is different from the date specified in his or her Notice), the initial notice shall be entirely disregarded and all amounts accumulated in the Early Notice Incentive account established for the employee shall remain the property of the District. However, if it otherwise qualifies, the amended notice shall be treated as if it were a new Early Notice.
- 20.5 The annual Early Notice filing period shall open on the first day of the Fall quarter and close on the last day of the Fall quarter. A Notice is not filed until it is actually received in the office of the Vice Chancellor of Human Resources. If the limit set on the maximum number of participants in any given year is lower than the number of early notices filed between the first day of the Fall quarter and October 1 of that year, those faculty employees who have the most years of service in the District shall be selected as participants. If years of service is an inadequate criterion by which to distinguish among prospective participants, years of service in California public schools shall be used as a secondary criterion. If those criteria are still inadequate, selection among the employees with equal years of service in the District and in California public schools shall be made by lot. If the limit imposed by the amounts allocated for the Early Notice Incentive as a part of the annual budget process has not been reached by October 1, participation shall be on a first come, first served basis.
- 20.6 Continued eligibility for the Early Notice Incentive is conditional upon each participant submitting an irrevocable letter of resignation for the purpose of retirement to the Board of Trustees for the Board's formal acceptance. The letter of resignation for the purpose of retirement shall be submitted to the Board at least twelve months before the participant's resignation from the District and shall specify an effective date that is the

same as the date contained in the participant's Early Notice. Once the letter of resignation for the purpose of retirement is accepted by the Board, the faculty employee shall resign from the District on the date specified in the letter. The Board shall act on resignations in accordance with the timelines established in Education Code 87730.

- 20.7 The Early Notice Incentive will be payable in the January 31 payroll following the participant's becoming a retired faculty employee in accordance with Article 30.