



# EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

## **DF-2 Retirement**

**APPROVED:** February 6, 1986      **REVISED:** September 1, 1995  
**Year of last review:** 2021

**AUTHORIZING BOARD POLICY:** DF

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

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**OBJECTIVE:** To establish guidelines for those individuals who are retiring from public education in Texas and from El Paso County Community College District under the provisions of the retirement system to which they belong.

### **PROCEDURE:**

#### **I. Initiating the Retirement Process**

- A. **Definition:** Retiree means any former employee who retired or is eligible to retire under the provisions of the retirement system to which they belong and whose last place of participation under the retirement system was El Paso County Community College District.
- B. **Employee Responsibilities**
  - 1. It is the employee's responsibility to notify their department of their departure and determine eligibility for benefits or incentive programs 45 days in advance of the retirement date.
  - 2. It is the responsibility of the employee to file retirement applications and enrollment documents with the Human Resources Department and with the retirement system to which they belong.

#### **II. Retirement/Resignation Incentive Program**

##### **A. Definition**

The Retirement/Resignation Incentive Program provides an early retirement/resignation incentive for eligible full-time employees. The program is completely voluntary and complies with the Older Workers Benefit Protection Act of 1990 and the Age Discrimination in Employment Act, as amended.

##### **B. Process**

- 1. Employees who wish to retire/resign under the Retirement/Resignation Incentive Program will consult with the Executive Director of Human Resources to determine eligibility and to complete the appropriate forms.
- 2. Employees will have a minimum of 45 days to consider the program.
- 3. The employee will have a 7-day period in which to revoke the decision to participate in the program.
- 4. Employees who retire under the program may be eligible to continue insurance coverage under the provisions of the Uniform Group Insurance Program (UGIP). They may receive benefits from the retirement plan to which they belong. Eligibility for those benefits is different from the District's Retirement/Resignation Incentive Program, and the District cannot extend or alter those rules or regulations. Therefore, not all employees who qualify for the Retirement/Resignation Program will qualify as a retiree for retirement benefits or group insurance.
- 5. After a minimum period of one entire calendar month, a former employee and participant in the Retirement/Resignation Incentive Program may be considered for reemployment by the District in a part-time or consulting capacity not to exceed 19 hours per week or equivalent at a pay rate appropriate for the assignment.