

## CHAPTER 21

### SEPARATION FROM SERVICE

#### 21.1 **SEPARATION PROCEDURES**

##### 21.1.1 **PROCEDURE FOR SEPARATION OF EMPLOYEE:**

Whenever an employee desires to separate from his/her employment with the District, he/she shall complete a separation form provided by the Personnel Commission and present this separation form to the Personnel Commission Office. The separation form shall indicate the last day in paid status of the separating employee and the reasons for the separation.

21.1.1 In the absence of the separation form, an employee's written statement that he/she intends to separate from the employment of the District will be sufficient.

Reference: EC§ 45260 and 45261

##### 21.1.2 **RESIGNATION DURING PROBATIONARY PERIOD:**

A person who resigns while in good standing during his/her probationary term may be returned to his/her original place on the eligibility list at the discretion of the Personnel Commission.

Reference: EC§ 45260 and 45261

##### 21.1.3 **RESIGNATION AND EFFECT ON ELIGIBILITY LISTS:**

A resignation related only to the specific position from which the employee resigns and does not impair his/her rights on other eligibility lists, except that if his/her name is on any promotional eligibility list, it shall be removed from any such list.

Reference: EC§ 45260 and 45261

##### 21.1.4 **TWO-WEEK NOTICE OF SEPARATION:**

Classified employees are requested to provide the District with at least two (2) weeks' notice. Management classified employees are requested to provide at least four (4) weeks' notice to the District.

Reference: EC§ 45260 and 45261

##### 21.1.5 **ACCEPTANCE OF SEPARATION:**

The separation of a classified employee shall be considered final upon presentation to and acceptance by the Personnel Commission Office.

Reference: EC§ 45260 and 45261

21.1.6                    **RETIREMENT UNDER P.E.R.S.:**

Classified employees working over 1000 hours per year (approximately 4 hours per day) are covered by the Public Employees Retirement System (PERS) and Social Security. Employees wishing to retire under this system are required to submit appropriate retirement applications to PERS.

Reference: EC§ 45260 and 45261

21.2            **HEALTH BENEFIT CONTINUATION UPON SEPARATION**

21.2.1            **C.O.B.R.A. HEALTH CONTINUATION REQUIREMENTS:**

Under federal law the District is required to offer employees and their families the opportunity for a temporary extension of health coverage (called “continuation coverage”) at group rates in certain instances where coverage under the health plan provided by the District would otherwise end. Health insurance continuation shall be offered pursuant to these rules.

Reference: EC§ 45260 and 45261  
Federal Public Law 99-272, Title C-Consolidated Omnibus Budget Reconciliation Act

21.2.2            **EMPLOYEE CONTINUATION UPON REDUCTION OR LAYOFF:**

A classified employee and eligible dependents who are covered by the District’s health plans shall have the right to continuation coverage pursuant to C.O.B.R.A. regulations if the employee loses his/her group health coverage because of a reduction in hours of employment, or the termination of his/her employment (for reasons other than disciplinary cause as outlined in these rules and regulations).

Reference: EC§ 45260 and 45261  
Federal Public Law 99-272, Title C-Consolidated Omnibus Budget Reconciliation Act