

**Santa Rosa Junior College
Unit A Faculty**

Notification of Intent to Return to Employment

Name:

Department(s):

Discipline(s):

Home or Cell Phone Number:

Email:

1. I am herein notifying the District of my intent to return to employment as an adjunct faculty member after my retirement.
2. Upon retiring from Santa Rosa Junior College as a Contract faculty member, I understand that if I return my new status will be as an adjunct faculty member.
3. Upon retiring as an adjunct faculty member, I understand I may be reemployed as an adjunct faculty member or be included as a member of the adjunct pool.
4. I understand that I will have to complete an employment application.
5. I understand that the State Teachers Retirement System (STRS) requires me to remain in unpaid status for 180 days after I retire, or if I choose to work during that period, it will affect my retirement benefits.
6. I understand that if I return to employment as an adjunct faculty member, per District/AFA Contract Article 16.05B, I will retain my original date of hire in the department and my position on the length of service list, unless there has been a break in service as defined in Article 16.
7. I understand that I will retain a campus email account for three semesters after retirement, and it is my responsibility to check my campus email for requests for assignments and for offers of assignments.

Signature

Date

Send an original signed copy to the Director of Human Resources

Human Resources will notify:
Department Chair (each department of employment)
Supervising Administrator
Appropriate Vice President/s
Manager, Payroll
Information Technology

**District Procedure for Reemployment of Retiring Faculty Members
Effective Starting Fall 2017**

May 30, 2017 KA

Article 16.02.5B

b. Departmental date of hire will determine a faculty member's position on the length-of-service list. The departmental date of hire (adjunct, regular, probationary, temporary and retired) is defined as the date of first paid service or return to paid service in the department.

d. A faculty member, including a retired faculty, maintains his/her position on the length of service list unless s/he has a break in service longer than two (2) consecutive semesters plus the adjacent summers(s). Performing an assignment in the third semester preserves the faculty member's position on the length of service list.

Background

The District/AFA Contract gives both contract and adjunct faculty ongoing rights to employment in Article 16. That article supersedes these guidelines, which are for the purpose of implementation only.

This documents describes the District's internal procedure for Contract (regular or probationary) or Adjunct (part-time) faculty who retire and intend to return to employment at Santa Rosa Junior College.

Changes to STRS now require that a faculty member who retires from the system remain in unpaid status for 180 days. If work is performed in that time period, the STRS retirement benefit is reduced. Due to regulations, faculty members must both retire and resign from the District, and this represents a change in their employment status.

Faculty members have rights under Article 16 so long as there has not been a break in service as defined in the Contract.

A. Contract faculty Re-employment

1. If a Contract faculty member retires without stating an intent to return as an adjunct faculty member, the District will:
 - a) Terminate email;
 - b) Request that all keys and any property (such as computer) be returned to the District; and
 - c) Make no offer of an hourly assignment.

2. A contract faculty has re-employment rights only if their most recent evaluation was **satisfactory** (including "satisfactory, minor improvement needed"). If the retiring faculty member intends to return to SRJC as an adjunct faculty member, the following guidelines apply.
 - a) A contract faculty member who retires will be in unpaid status for 180 days as required by STRS. (Note: If the faculty member chooses not to sit out and he/she becomes an adjunct

- faculty member, their salary is deducted dollar for dollar from their STRS retirement benefits).
- b) The faculty member must notify the Human Resources **in writing** of their intent to return as an adjunct faculty member after retirement.
 - c) The faculty member must complete an online employment application. As a professional courtesy, the interview process will be waived.
 - d) Per Article 16, after responding to a department's request for an assignment, the contract faculty member will be re-employed as an adjunct faculty member with a load as established in Article 16. Per Article 16, if the retiree had an established load before retirement, that established load will be offered if assignments are available. If the retiree had no established load before retirement, s/he will be offered one assignment or an assignment as defined in the Department Specified Procedures if assignments are available.
 - e) Human Resources will generate the PAF to reemploy.
 - f) Per Article 16.05B, a retired faculty member who is re-employed will retain their original date of hire in the department and their position on the Length of Service list.
 - g) If the retired Contract faculty member has a "satisfactory" or better evaluation (including "satisfactory with minor improvement needed), the District will offer the retired Contract faculty member the same established load that s/he maintained before the retirement per the provisions of Article 16. If the retired Contract faculty member had no established load before retirement, s/he may be entitled to one assignment as defined by the department specified procedures or will be allowed to remain in the adjunct pool for up to four years as specified in Article 16. Retiring faculty members who confirm an interest in returning as adjunct faculty will continue to maintain an email account for up to three semesters so that they can receive notifications from the District regarding hourly assignments. District email is the official communication channel for soliciting assignment requests and offering assignments; retirees are responsible to check their email.
 - h) The retiring faculty member must return all keys and any District property in their possession until such time as they return to employment.

B. Adjunct Faculty Re-employment

1. Retirement with no intent to return

- a) Terminate email;

- b) All keys and other property will be returned to the District; and
- c) No further offers of assignments will be made.

2. Retirement with Intent to Return

If an adjunct faculty member retires with the most recent evaluation being **satisfactory** (including “satisfactory, minor improvement needed”) and desires to return to SRJC as an adjunct faculty member, the following guidelines apply.

- a) An adjunct faculty member who retires from the District who intends to return as an adjunct faculty member must sign a form documenting their intent to return (see attached). The adjunct faculty member will send an original signed copy of the form to the Director of Human Resources.
- b) The faculty member must complete an online employment application. As a professional courtesy, the District will waive the usual interview process.
- c) If the adjunct faculty member has a “satisfactory” or better evaluation (including “satisfactory with minor improvement needed), the District will offer the returning adjunct faculty member the same established load that s/he maintained before the retirement per the provisions of Article 16. If the adjunct faculty member had no established load upon retirement, s/he is allowed to remain in the adjunct pool for up to four years as specified in Article 16.
- d) An adjunct faculty member who is reemployed will maintain their position on the Length of Service list with their original date of hire so long as they have not had a “break in service” as defined in Article 16.
- e) Human Resources will generate the PAF to reemploy.
- i) The adjunct faculty member who intends to return will retain their email account so that they can receive notifications from the District such as requests for assignment. District email is the official communication channel for soliciting assignment requests and offering assignments; retirees are responsible to check their email.
- f) The retiring/resigning adjunct faculty member must return all keys and any District property in their possession until such time as they return to employment.