

# GCCCD

## District Services

### INTER-DEPARTMENTAL PROCESS

#### Retirement Stipends

##### Employment Services:

- When employee submit Notice of Resignation/Retirement Form
- Verify length of employment
- Notify Employee & Labor Relations (E&LR) via e-mail of name, length of employment, and expected retirement date

##### Employee & Labor Relations:

- Determine stipend amount based on bargaining unit:

###### AFT

Currently there is no retirement stipend included in the contract

###### CSEA

Determine stipend amount based on number of service years as established by the contract

###### CSEA Y-Rated

Forward to Budget and Fiscal Services (B&FS) to calculate  
Stipend amount based on the settlement agreement dated 8/26/2005

###### Administrators' Association

Forward email from Employment Services to B&FS for calculation.

B&FS will prepare the calculation and send it back to E&LR

###### Confidential Assistants

Currently under the old Supervisory /Confidential Handbook

Forward to B&FS for calculation

###### Confidential Administrators

Currently there is no retirement stipend except for administrators who were hired under the Administrators' association contract prior to PERB ruling on 5/28/2008

- E&LR Director review calculation and approve
- Notify employee of the amount via e-mail and attach the Retirement Stipend Distribution Option (CC bargaining unit)
- Once the completed and signed form is received from employee complete the bottom section per employee choice:
  - **Option 1 – Direct Distribution**
    - Provide Payroll with a copy of the form with option 1 highlighted (includes key/object)
  - **Option 2 - Investment with Employee Designated Financial Institution**
    - Send employee the Designated Financial Institution Form via e-mail
    - When form is returned, prepare a check request payable to the designated financial institution and attach the form and backup documentation
    - Indicate on the check request under additional instruction section “Send copy of check to Employee & Labor Relations”
    - After review and approval by the Director, E&LR, forward to B&FS for budget review and approval
  - **Option 3 - Investment via County Office of Education – Fringe Benefits Consortium (FBC)**
    - Send FBC Nationwide Enrollment Form to the employee via e-mail
    - When form is returned, prepare a check request payable to the National Benefit Services and attach the form and backup documentation
    - Indicate on the check request under additional instruction section “ Send copy of check to Employee & Labor Relations”
    - After review and approval by the Director, E&LS, forward to B&FS for budget review and approval

- Once a copy of the check is received from Accounting, notify retiree via email that the check has been mailed

**Budget & Fiscal Services:**

- Review the check request and sign
- Forward check request to Accounting to process payment

**Accounting:**

- Process the check request
- Prior to mailing the check, send copy of check to Employee & Labor Relations