



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: RETIREMENT NOTICE (EXEMPT,
NONREPRESENTED PERSONNEL)

Code: CC1100

Policy Reference: N/A

To facilitate recruitment and employment of exempt, nonrepresented personnel, notice of retirement of employees should be given six months prior to intended date of retirement. It is the responsibility of the employee to consult with Human Resources to determine the employee's eligibility for all retirement benefits.

Notice of the intent to retire should be submitted in writing to the immediate supervisor with copies to the division head and director of Human Resources. Such notice shall contain the intended date of retirement. An employee who elects to retire may not withdraw the notice of intent to retire.

Office of Responsibility: Human Resources Department
