

BOARD POLICY 7351

Retirement (Classified Service)

Each classified employee shall be a member of the Public Employees' Retirement System (PERS) and Social Security (OASDI) according to the laws and regulations applicable at the time of employment.

I. Normal Retirement

A. Normal Retirement Age

A classified employee shall normally be retired the first day of the month following attainment of age sixty-seven (67).

B. Request to Continue Beyond Normal Retirement Age

An employee who desires to continue employment beyond attaining age sixty-seven (67) may submit a written request to continue employment to the Personnel Division on the approved form. Such request shall be submitted at least sixty (60) calendar days prior to the employee's attaining age sixty-seven (67). The District may approve continuation of employment beyond the age of sixty-seven (67) for a period of one year; such employment may be continued for additional one-year periods thereafter upon submission of a written letter of request to the Personnel Division at least sixty (60) calendar days prior to the end of each year of certification. Failure to submit a request to continue within the specified time limits shall result in the employee's retirement the first day of the month after attaining the age of sixty-seven (67) or at the expiration of a current certification to continue employment as is appropriate.

C. Certification of Competency

Upon receipt of the initial request to continue employment beyond age sixty-seven (67), and upon each subsequent year's request to continue employment, the District shall conduct an investigation as is necessary to determine the competency of the employee. Such investigation shall include but shall not be limited to a physical and/or mental examination of the employee by a physician or other qualified person designated by the District. The cost of such examination shall be paid for by the District.

Prior to the District's determination of competency of the employee to continue in employment, the employee shall be notified of his right to request a meeting with the Dean of Personnel Administration or his designee to review the findings and to present a statement concerning his competency to continue working. Such meeting shall take place not less than ten (10) work days after the notice to the employee.

The employee requesting continued employment shall be notified of the determination made by the District. In the event the employee is determined to be competent to continue work, the District shall file with the Public Employees Retirement System a written request directed to PERS and signed by the employee to continue in employment beyond age 67 and a certification of the employee's competency to perform in his position, signed by the Superintendent-President or his designee and approved by the Office of the Los Angeles County Superintendent of Schools.

II. Early Retirement

A classified employee may elect to retire early after attaining the age of fifty (50) and before attaining the normal retirement age upon giving written advance notice. The employee's service with the District shall be considered terminated due to his taking early retirement.

III. Disability Retirement

A classified employee who is determined to be disabled by the Public Employees' Retirement System (PERS) or by Social Security and who is approved for a disability allowance shall be considered upon approval to be terminated due to his disability retirement. An employee shall notify the District in writing of such approval and the effective date of beginning disability retirement.

IV. Voluntary Retirement Under PERS in Lieu of Layoff

A classified employee subject to layoff may elect to be retired under the Public Employees' Retirement System (PERS) in lieu of such layoff under the provisions of Policy 4283 – Reduction in Staff. (Renumbered to 7390 on 04/18/05.)

V. Retirement Contributions

Classified employees are required to contribute to the Public Employees' Retirement System (PERS) and to the Social Security System as required by law. The District will contribute such sums as required by law.

Previous Board Policy Number: 4284

El Camino College

Adopted: 11/24/58

Amended: 11/27/61, 6/22/70, 2/27/78

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