

## **VOLUNTARY EARLY RETIREMENT SEPARATION AGREEMENT**

This Voluntary Early Retirement Separation Agreement (“Agreement”) is entered into between \_\_\_\_\_ (“Employee”) and the Mt. San Antonio Community College District (“District”) with respect to the following facts:

### **RECITALS**

WHEREAS, all eligible active permanent employees of the District received a notice from the District, dated April 5, 2024, notifying them of the District's offer of a retirement incentive.

WHEREAS, the eligibility requirement to accept this retirement incentive is that Employee is an employee who will have five (5) or more years of service with the District by June 16, 2024 (*Spring 2024 term*), August 1, 2024 (*Summer 2024 term*), or December 15, 2024 (*Fall 2024 term*), and a list of eligible and non-eligible employees listed by classification and age is attached hereto as Appendix A;

WHEREAS, the District offered the following incentive to all eligible employees: The District shall provide a one-time lump sum payment of \$20,000, payable on the next corresponding pay cycle following the retirement date and retire with an effective retirement date by June 16, 2024 (*Spring 2024 term*), August 1, 2024 (*Summer 2024 term*), or December 15, 2024 (*Fall 2024 term*), subject to any conditions which might cancel the District’s obligation to pay the Incentive as set forth in this Agreement;

WHEREAS, Employee voluntarily desires to retire from District service to receive the Incentive;

WHEREAS, Employee desires to release and waive, in exchange for the considerations referenced in this Agreement, any and all claims, demands, complaints, actions, charges of discrimination, litigation and causes of action, requests for information, or grievances, whether now known or unknown that have arisen from Employee’s employment with the District or separation from employment with the District, including but not limited to claims for discrimination, harassment or retaliation under the Age Discrimination in Employment Act, the Older Workers Benefit Protection Act, and the Fair Employment and Housing Act against the

District or any of its members of the District's Board, officers, agents, deputies, representatives, servants, employees, successors, assigns, predecessors, divisions, branches, or attorneys ("the Releasees").

### **TERMS OF THE AGREEMENT**

NOW, THEREFORE, in consideration of the mutual covenants set forth below, the parties agree as follows:

1. All of the recitals listed above are material provisions of this Agreement.
2. Employee, Employee's agents, assignees and successors hereby fully, irrevocably and unconditionally release and discharge the District and all Releasees from any and all claims, actions, causes of action, judgments, liens, indebtedness, damages, obligations, losses, liabilities, costs, claim for attorney's fees or costs, and all other claims and rights of action of all kinds and descriptions, which they have or may have, whether known or unknown, suspected or unsuspected, which were raised or might have been raised, or arise out of, or is related in any way to Employee's employment with the District and/or separation from employment with the District, including but not limited to, claims for discrimination, harassment or retaliation under the Age Discrimination in Employment Act, the Older Workers Benefit Protection Act, and the Fair Employment and Housing Act ("the Claims"). Notwithstanding the foregoing, nothing in this Agreement will be construed to be a waiver of Employee's right to claim workers' compensation benefits for work related injuries, if any, incurred while employed by the District through and including Employee's last date of employment with the District. Accordingly, the aforementioned waiver of claims does not apply to pending or potential workers' compensation claims.
3. In consideration for this waiver and release of all the Claims, the District agrees to pay Employee the Incentive under the following conditions:
  - a. Employee executes this Agreement and returns it to the District no later than April 30, 2024;
  - b. Employee executes the Notice of Resignation, attached as Appendix B to this Agreement, in which the employee voluntarily and irrevocably<sup>1</sup> resigns from

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<sup>1</sup> As used throughout this Agreement "irrevocably" or "irrevocable" refers to Employee's inability to withdraw their Notice of Resignation following the seven day revocation period identified in Section 11(i) below.

District service with an effective retirement by June 16, 2024 (*Spring 2024 term*), August 1, 2024 (*Summer 2024 term*), or December 15, 2024 (*Fall 2024 term*); and

- c. Employee retires from Employee's retirement system with an effective date of retirement consistent with the resignation date designated in Employee's Notice of Resignation.

4. The District will pay \$20,000, payable on the next corresponding pay cycle following the retirement date or the Effective Date of this Agreement, whichever is later. The District may withhold from any amounts payable under this Agreement all federal, state, city or other taxes as it is required to withhold pursuant to any applicable law, regulation or ruling. Notwithstanding any other provision of this Agreement, the District shall not be obligated to guarantee any particular tax result for Employee with respect to any payment provided to Employee hereunder, and Employee shall be responsible for any taxes imposed on Employee with respect to any such payment.

5. To the extent that Employee is not eligible for District retiree health benefits, the District will make available COBRA benefits for health, vision, and dental coverage, at the Employee's own cost, from the date of resignation and retirement from the District for eighteen (18) months beginning the first of the month following the date of retirement and corresponding loss of active group coverage with the District.

6. Employee freely and voluntarily agrees to separate from Employee's employment with the District by June 16, 2024 (*Spring 2024 term*), August 1, 2024 (*Summer 2024 term*), or December 15, 2024 (*Fall 2024 term*), with an effective retirement date from Employee's retirement system on that same day. Employee represents that Employee has had adequate time to consider, freely and voluntarily, whether to separate from Employee's employment with the District. Employee freely and voluntarily agrees that Employee's signature on this document constitutes Employee's commitment to separate and shall constitute notice to the District of Employee's resignation from District employment with an effective resignation and retirement date as designated in Employee's Notice of Resignation. If Employee desires to resign from District service with an effective resignation date earlier than June 16, 2024 (*Spring 2024 term*), August 1, 2024 (*Summer 2024 term*), or December 15, 2024 (*Fall 2024 term*), Employee agrees to provide an irrevocable written notice of the earlier effective resignation date to Alexis Carter, Senior Director Labor Relations and Employee Services, 1100 N. Grand Avenue, Walnut, CA

91789, or [hroperations@mtsac.edu](mailto:hroperations@mtsac.edu) within 7 calendar days of Employee's signature on this Agreement. Pursuant to District Policy, Director Carter will then, forward the written notice to Dr. Martha Garcia, College President/CEO, for final approval.

7. Employee acknowledges that this Agreement constitutes an early retirement incentive and agrees it may restrict their ability to work as a retired annuitant.

8. Employee acknowledges that Employee enters into this Agreement voluntarily, and also expressly acknowledges that Employee has been informed of and is familiar with California Civil Code section 1542 which provides as follows:

**A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS THAT THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN THEIR FAVOR AT THE TIME OF EXECUTING THE RELEASE AND THAT, IF KNOWN BY THEM, WOULD HAVE MATERIALLY AFFECTED THEIR SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY.**

Employee expressly waives the provisions of California Civil Code section 1542, and further waives any rights Employee might have to invoke said provisions now or in the future with respect to the releases set out in this Agreement. Employee intends to fully, finally, and forever settle all claims, and hereby agrees to accept and assume the risk that any fact with respect to any matter in this Agreement may hereafter be found to be other than or different from the facts Employee believes at the time of this Agreement to be true, and agrees that this Agreement shall be and will remain effective notwithstanding any such differences in fact.

9. Employee hereby represents and warrants to the District that Employee has had adequate information concerning the relevant facts to make an informed decision and has, independently, and without reliance on the District, and based upon such information that Employee has deemed appropriate, made Employee's own analysis and decisions to enter into this Agreement. Employee acknowledges that Employee has had sufficient opportunity to contact an attorney of Employee's choosing, to review this Agreement prior to executing it.

10. Employee understands and expressly agrees that this Agreement shall bind and benefit Employee's spouse, domestic partner, children, heirs, agents, attorneys, representatives, and assigns, if any.

11. Each party bears its own costs and attorneys' fees.

12. **WAIVER OF RIGHTS OR CLAIMS PURSUANT TO TITLE 29 OF THE CODE OF THE LAWS OF THE UNITED STATES OF AMERICA AND CHAPTER 14, ENTITLED "AGE DISCRIMINATION IN EMPLOYMENT."** Employee specifically acknowledges that pursuant to 29 U.S.C. section 621 *et seq.*, entitled "Age Discrimination in Employment," 1) it shall be unlawful for an employer to fail or refuse to hire or to discharge any individual or otherwise discriminate against any individual with respect to his/her/their compensation, terms, conditions, or privileges of employment, because of such individual's age; 2) to limit, segregate, or classify employees in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his/her/their status as an employee, because of such individual's age; or 3) to reduce the wage rate of any employee in order to comply with said Chapter. Employee hereby acknowledges and agrees that this Agreement constitutes a knowing and voluntary waiver of any and all rights or claims that exist or that Employee has or may claim to have under the Age Discrimination in Employment Act ("ADEA") for acts or omissions up to the date Employee executes this Agreement.

The Older Workers Benefit Protection Act ("OWBPA"), 29 U.S.C. section 626 *et seq.*, further augments the ADEA and prohibits the waiver of any right or claim under the ADEA unless the waiver is knowing and voluntary. By entering into this Agreement, Employee acknowledges that, in exchange for the consideration stated in this Agreement, Employee is knowingly and voluntarily waiving and releasing any rights Employee may have under the ADEA and OWBPA. Employee further acknowledges that Employee has been advised and understands, pursuant to the provisions of the ADEA and OWBPA, that:

- a. This Agreement is written in a manner understood by Employee;
- b. The consideration provided through this Agreement is the sole consideration Employee will receive from the District and Releasees;
- c. By entering into this Agreement, Employee will receive consideration Employee would not otherwise have received if Employee were not to enter into this Agreement;

- d. Employee is hereby advised in writing to consult with an attorney prior to signing this Agreement;
- e. To the extent that Employee chose to seek the advice or counsel or a representative or legal counsel of Employee's own choosing prior to entering into this Agreement, Employee is aware of and has been advised by a representative or legal counsel of Employee's own choosing of Employee's rights under the ADEA and OWBPA, and the legal significance of Employee's waiver of any possible claims Employee's currently may have under the ADEA, OWBPA, or similar age discrimination laws;
- f. Employee has been provided a full and ample opportunity to study this Agreement, including a period of up to 45 calendar days within which to consider whether to sign this Agreement;
- g. To the extent that Employee takes less than 45 calendar days to consider this Agreement prior to signing it, Employee acknowledges that Employee had sufficient time to consider this Agreement with legal counsel of Employee's own choosing and that Employee expressly, voluntarily, and knowingly waives any additional time;
- h. The waivers and releases set forth in this Agreement shall not apply to any rights or claims that may arise under the ADEA and OWBPA after the Effective Date of this Agreement; and,
- i. Employee is aware of Employee's right to revoke this Agreement at any time within the seven (7) calendar day period following the date Employee signs the Agreement, and that the Agreement shall not become effective or enforceable until the seven calendar day revocation period expires. Employee must give written notice of revocation, which must be received by the District through Alexis Carter, Senior Director Labor Relations and Employee Services, 1100 N. Grand Avenue, Walnut, CA 91789, or [hroperations@mtsac.edu](mailto:hroperations@mtsac.edu), no later than the close of business on the seventh calendar day after Employee signs this Agreement.

**EMPLOYEE ACKNOWLEDGES BY EMPLOYEE'S SIGNATURE THAT EMPLOYEE FULLY UNDERSTANDS EMPLOYEE RIGHT TO DISCUSS THIS WAIVER WITH LEGAL COUNSEL, THAT EMPLOYEE HAS CAREFULLY READ AND FULLY UNDERSTANDS THE WAIVER, AND THAT EMPLOYEE IS VOLUNTARILY AGREEING TO WAIVE ANY CLAIMS EMPLOYEE HAS OR MAY HAVE UNDER THE AGE DISCRIMINATION IN EMPLOYMENT ACT, THE OLDER WORKERS BENEFIT PROTECTION ACT, AND ANY OTHER LAWS PROHIBITING AGE DISCRIMINATION IN EMPLOYMENT ARISING FROM OR IN ANY WAY OR ATTRIBUTABLE TO EMPLOYEE'S EMPLOYMENT WITH THE DISTRICT OR SEPARATION FROM EMPLOYMENT WITH THE DISTRICT.**

This Agreement does not limit Employee's ability to bring an administrative charge with an administrative agency, but Employee expressly waives and releases any right to recover any type of personal relief from the Employer, including monetary damages or reinstatement, in any administrative action or proceeding, whether state or federal, and whether brought by Employee or on Employee's behalf by an administrative agency, related in any way to the matters released in this Agreement. Furthermore, nothing in this Agreement prohibits Employee from reporting possible violations of law or regulation to any government agency or entity, or making protected disclosures of violations of law.

13. The Effective Date of this Agreement shall be the last date on which all of the following occurs: all Parties have signed this Agreement and the seven-day revocation period has expired without receipt of any written revocation as set forth in Section 12.i above.

- a. Should the Governing Board not approve the final offer for this retirement consideration, this Agreement shall become null and void upon the date the Board rejects offering this consideration. Employees will need to resubmit retirement resignations should they continue to wish to leave District service.

14. Employee represents that Employee has thoroughly discussed the terms of this Agreement with representative(s) of Employee own choosing, that Employee has carefully read and fully understands all of the provisions of this Agreement, and that Employee is voluntarily

entering into this Agreement without coercion. Employee understands that the waiver Employee has made and the terms Employee has agreed to herein are knowing, conscious, and with the full appreciation that Employee is forever foreclosed from pursuing any of the rights so waived. No promise, inducement, or agreement not expressed herein has been made to Employee in connection with this Agreement.

15. This Agreement is made and entered into in the State of California, and shall be governed, interpreted, and enforced under the laws of the State of California. The Parties agree that jurisdiction and/or venue of any action involving the validity, interpretation, or enforcement of this Agreement or any of its terms, provisions, or obligations, or claiming breach thereof, shall exist exclusively in a court or government agency located within the County of Los Angeles, State of California. The Parties further agree that this Agreement may be used as evidence in any subsequent proceeding in which any of the Parties allege a breach of this Agreement or seek to enforce its terms, conditions, provisions, or obligations. No waiver by any party of any breach of any term or provision of this Agreement shall be construed to be, nor shall be, a waiver of any preceding, concurrent or succeeding breach of the same or any other term or provision of this Agreement.

16. This Agreement is fully integrated and contains and constitutes the entire understanding and agreement between the parties hereto with respect to Employee's Incentive and the settlement of any and all claims against the District. This Agreement cancels all previous oral and written negotiations, agreements, commitments and writings in connection therewith.

17. This Agreement has been submitted to the scrutiny of, and has been negotiated by, both Parties, following an opportunity to consult with their counsel or bargaining representative of their choice. Any uncertainty or ambiguity shall not be construed for or against any party passed upon attribution of drafting to any party.

18. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. A photocopy or facsimile transmission of the Agreement, including signatures, shall be deemed to constitute evidence of the Agreement having been executed.

**ATTENTION: Read this Agreement carefully. You are advised to consult with an attorney prior to signing this Agreement.**



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Date

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Employee

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Date

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Martha Garcia, College President/CEO  
Mt. San Antonio Community College

**APPENDIX A: LIST OF ELIGIBLE AND NON-ELIGIBLE EMPLOYEES**

The following is a listing of the ages and job titles of classifications that are eligible and ineligible for this voluntary exit incentive within each classification.

Classification Unit (Alpha Order)	Classification (Alpha Order)	Employee Ages within Classification	Number of Employees NOT Eligible for the Retirement Incentive within the Classification	Number of Employees Eligible for the Retirement Incentive within the Classification
Confidential	Executive Assistant I	33	1	0
		36	1	0
		38	1	0
		47	1	0
		58	0	1
	Executive Assistant II	36	1	0
		39	1	0
		45	1	0
		51	1	0
		54	0	1
	Human Resources Analyst	62	0	1
		36	1	0
		45	1	0
		46	2	0
		48	2	0
		50	0	1
Faculty Association	Counselor	34	2	0
		36	2	0
		37	3	0
		38	3	0
		40	2	0
		41	2	0
		43	5	0
		44	2	0
		45	2	0
		46	4	0
		47	1	0
		48	3	0
		49	3	0
		50	0	1
		51	0	1
		52	1	1
		53	2	0
		54	3	1
	Instructional Specialist	56	0	1
		58	0	2
		60	0	2
	Librarian	40	1	0
		38	1	0
		39	1	0
		52	1	0
		54	0	1
	Professor	55	0	1
		27	1	0
		31	1	0
		32	2	0
		33	7	0
		34	6	0
		35	5	0
		36	7	0
		37	6	0
		38	5	0
		39	12	0
		40	11	0
		41	7	0
		42	15	0
		43	15	0
		44	13	0
		45	9	0
		46	8	0
		47	6	0
		48	16	0
		49	15	0
		50	14	1
		51	16	1
		52	15	0
		53	10	1
		54	16	1
		55	1	18
		56	1	9
		57	1	13
		58	0	19
		59	0	9
		60	0	10
		61	1	16
		62	0	11
		63	0	3
		64	0	5
		65	1	6
		66	0	2

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Classification Unit (Alpha Order)	Classification (Alpha Order)	Employee Ages within Classification	Number of Employees NOT Eligible for the Retirement Incentive within the Classification	Number of Employees Eligible for the Retirement Incentive within the Classification
		67	1	7
		68	0	9
		69	0	2
		70	0	3
		71	0	3
		72	0	3
		74	0	1
		75	0	2
		77	0	1
		79	0	1
Management	Assistant Director, Academic Technology	39	1	0
	Assistant Director, Admissions and Records	59	0	1
	Assistant Director, Adult Basic Education	43	1	0
	Assistant Director, Audio Visual Services	47	1	0
	Assistant Director, Capital Construction Programs	41	1	0
	Assistant Director, Child Development	45	1	0
	Assistant Director, Comm-Contract Education	35	1	0
	Assistant Director, Enterprise Application Systems	53	0	1
	Assistant Director, Facility Planning & Management	64	0	1
	Assistant Director, Financial Aid	53	0	1
	Assistant Director, NextUp/Guardian Scholars	40	1	0
	Assistant Director, Professional & Organizational Development	58	0	1
	Assistant Director, Public Safety Program	57	1	0
	Assistant Director, Student Life	35	1	0
	Assistant Director, Technical Services	40	1	0
	Assistant Director, Technical Support	51	1	0
	Assistant Director, Web and Portal Services	60	0	1
	Assistant Director, Writing Center	50	1	0
	Associate Dean, Arts	57	0	1
	Associate Dean, Business	49	1	0
	Associate Dean, Career Education and Strong Workforce	55	0	1
	Associate Dean, Counseling	50	1	0
	Associate Dean, Humanities	50	0	1
	Associate Dean, Kinesiology/Athletic Director	46	1	0
	Associate Dean, Natural Science	51	1	0
	Associate Dean, Student Engagement	47	1	0
	Associate Dean, Student Success and Equity	44	1	0
	Associate Dean, Technology and Health	70	0	1
	Associate Vice President, Administrative Services	46	1	0
	Associate Vice President, Human Resources	50	1	0
	Associate Vice President, Instruction	60	0	1
	Associate Vice President, School of Continuing Education	61	0	1
	Associate Vice President, Student Services	62	0	1
	Chief Compliance Budget Officer	62	0	1
	Chief Fiscal Services Officer	36	1	0
	Chief Technology Officer	49	1	0
	Construction Project Manager	56	0	1
	Dean, Access and Wellness	46	1	0
	Dean, Arts	50	1	0
	Dean, Business	61	0	1
	Dean, Continuing Education Programs and Services	45	1	0
	Dean, Counseling	49	1	0
	Dean, Enrollment Management	56	0	1
	Dean, Humanities and Social Sciences	68	0	1
	Dean, Instructional Services	64	1	0
	Dean, Kinesiology and Athletic	53	0	1
	Dean, Library, Learning Resources, and Distance Learning	56	0	1
	Dean, Natural Sciences	45	1	0
	Dean, Student Services	55	0	1
	Director, AANAPISI	55	0	1
	Director, Academic Technology	52	1	0
	Director, Accounting	43	1	0
	Director, Adult Basic Education	52	1	0
	Director, Athletics Special Events	54	0	1
	Director, Basic Needs Resource	40	1	0
	Director, Center for Black Culture & Student Success	44	1	0
	Director, Center of Excellence	43	1	0
	Director, Child Dev Center	51	1	0
	Director, Civil Infrastructure and Energy Management	65	1	0
	Director, Community and Contract Education	36	1	0
	Director, Deaf & Hard of Hearing Services	51	1	0
	Director, Development and Alumni Relations	45	1	0
	Director, Distance Learning and Instructional Technology	56	1	0
	Director, Dual Enrollment	43	1	0
	Director, Education for Older Adults and Adults with Disabilities Programs	30	1	0
	Director, El Centro	40	1	0
	Director, English Language Learners	48	1	0
	Director, Enterprise Application System	54	0	1
	Director, EOPS/CARE, CalWORKs, and NextUp/Guardian Scholars	40	1	0
	Director, Equal Employment Opportunity (EEO), Title IX, and Leaves Administration	39	1	0

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Classification Unit (Alpha Order)	Classification (Alpha Order)	Employee Ages within Classification	Number of Employees NOT Eligible for the Retirement Incentive within the Classification	Number of Employees Eligible for the Retirement Incentive within the Classification
	Director, Financial Aid	52	1	0
	Director, Fiscal Resources	47	1	0
	Director, Grants	45	1	0
	Director, Honors Program	37	1	0
	Director, Information Technology Project Implementation/Fiscal Integration	46	1	0
	Director, Infrastructure and Data Security	50	0	1
	Director, International Students	40	1	0
	Director, Learning Assistance Center	50	1	0
	Director, Marketing and Public Affairs	47	1	0
	Director, Off Campus High School Programs	57	0	1
	Director, Office of the President/CEO and Board of Trustees	50	0	1
	Director, Outreach & Entry Services	43	1	0
	Director, Payroll	44	1	0
	Director, Professional and Organizational Development	53	1	0
	Director, Promise+Plus	50	1	0
	Director, Public Affairs	54	0	1
	Director, Public Safety Programs	60	0	1
	Director, Purchasing, Print & Mail	45	1	0
	Director, Research and Institutional Effectiveness	45	1	0
	Director, Rising Scholars	40	1	0
	Director, Safety and Risk Management	58	0	1
	Director, Short-term Vocational	39	1	0
	Director, Special Program	37	1	0
	Director, Student Health Services	43	1	0
	Director, Systems and Operations, School of Continuing Education	39	1	0
	Director, Technical Services	46	1	0
	Director, Transfer Center	39	1	0
	Director, Writing Center	47	1	0
	Executive Director, Development	52	0	1
	Executive Director, Facilities Planning and Management	60	0	1
	Manager, Academic Support Coordination	52	1	0
	Manager, Broadcast Services	63	0	1
	Manager, Construction Projects	54	0	1
	Manager, English as a Second Language Instructional Support	55	0	1
	Manager, Environmental Safety and Emergency Services	56	1	0
	Manager, Farm	64	0	1
	Manager, Financial Aid and Special Programs	36	1	0
		46	1	0
	Manager, Maintenance and Operations	34	1	0
		38	1	0
		44	1	0
	Manager, Noncredit Workforce	45	1	0
	Manager, Planetarium and Astronomy Observatory Center	40	1	0
	Manager, Recruitment and Employment Services	58	0	1
	Manager, Regional Adult Education Consortium	44	1	0
	Manager, SCE Testing Center	31	1	0
	Manager, Tutorial Services	59	0	1
	President	47	1	0
	Senior Director, Labor Relations & Employee Services	38	1	0
	Senior Facilities Planner	43	1	0
	Senior Manager, Construction Project	53	1	0
		60	0	1
		74	0	1
	Sergeant, Police and Campus Safety	62	1	0
	Sergeant, Police/Public Safety	50	1	0
	Vice President, Administrative Services	61	1	0
	Vice President, Human Resources	43	1	0
	Vice President, Instruction	54	1	0
	Vice President, School of Continuing Education	63	0	1
	Vice President, Student Services	45	1	0
Unit A (CSEA 262)	Academic Application System Specialist	33	1	0
		48	1	0
	Academic Network Administrator	58	0	1
	Accompanist	35	1	0
		66	0	1
	Administrative Specialist I	22	1	0
		24	1	0
		25	1	0
		27	2	0
		28	1	0
		29	2	0
		33	1	0
		35	1	0
		36	1	0
		39	1	0
		40	1	0
		41	1	0
		43	1	0
		45	1	0
		48	1	0

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		50	1	0
		53	2	0
		54	0	2
		55	0	1
		58	0	1
		62	0	2
		63	0	1
		64	0	1
		65	0	1
	Administrative Specialist II	26	1	0
		28	1	0
		29	1	0
		31	1	0
		36	1	0
		38	1	0
		39	3	0
		40	1	0
		44	1	0
		45	2	0
		46	1	0
		48	1	0
		49	2	0
		52	0	2
		54	0	2
		56	0	3
		58	0	1
		66	0	1
	Administrative Specialist III	29	2	0
		31	1	0
		32	1	0
		33	2	0
		35	3	0
		36	2	0
		37	3	0
		40	1	0
		41	2	0
		42	5	0
		43	3	0
		44	2	0
		45	2	0
		46	3	0
		47	2	0
		48	2	0
		49	3	0
		51	0	1
		53	2	1
		54	1	2
		55	0	1
		57	0	2
		58	0	1
		60	0	2
		61	0	1
		62	0	1
		64	0	1
		66	0	1
	Administrative Specialist IV	33	1	0
		35	1	0
		37	1	0
		38	1	0
		41	2	0
		43	1	0
		44	2	0
		45	1	0
		47	1	0
		48	2	0
		49	1	0
		51	0	1
		53	1	1
		55	0	1
		58	0	1
		60	0	2
		61	1	0
		63	0	1
		67	0	1
	Admissions and Records Specialist I	30	1	0
		37	1	0
		58	0	1
		68	0	1
	Admissions and Records Specialist II	32	1	0
		37	1	0

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The following is a listing of the ages and job titles of classifications that are eligible and ineligible for this voluntary exit incentive within each classification.

Classification Unit (Alpha Order)	Classification (Alpha Order)	Employee Ages within Classification	Number of Employees NOT Eligible for the Retirement Incentive within the Classification	Number of Employees Eligible for the Retirement Incentive within the Classification
		40	1	0
		53	0	1
		56	0	1
	Admissions and Records Specialist III	38	1	0
		41	2	0
		50	0	1
	Admissions and Records Systems Analyst	60	0	1
	Advancement Services Specialist	48	1	0
	Alternate Media Specialist	32	1	0
		60	0	1
	Applications Training Specialist	35	1	0
		40	1	0
	Athletic Eligibility Specialist	47	1	0
	Athletic Trainer	30	1	0
		31	1	0
		33	1	0
		39	1	0
		48	1	0
	AV Support Tech	35	1	0
	Benefits Specialist	45	1	0
		62	0	1
	Business Analyst	36	2	0
		40	1	0
		44	1	0
		56	0	1
		60	0	1
	Buyer	35	1	0
		49	1	0
	Career Services Specialist	32	2	0
		40	1	0
		58	0	1
		59	0	1
		60	1	0
	College Sports Publicity Specialist	53	0	1
	Communications Specialist	55	1	0
	Community Services Officer	44	1	0
		45	1	0
		48	1	0
		60	0	1
		65	0	1
	Computer Facilities Assistant	25	1	0
		27	1	0
		28	1	0
		29	1	0
		31	1	0
		40	1	0
		42	1	0
		45	1	0
		46	1	0
		55	1	0
		58	0	1
	Construction Project Specialist	45	1	0
		47	1	0
		49	1	0
		65	1	0
	Coordinator, Assessment Center	57	0	1
	Coordinator, Audio Visual System	30	1	0
		35	1	0
		44	1	0
	Coordinator, Budget and Accounting	48	1	0
	Coordinator, Career Services Projects	60	0	1
	Coordinator, Cashier's Office	46	1	0
	Coordinator, Computer Facilities	29	1	0
		41	1	0
		49	3	0
		52	0	2
		57	0	1
		78	0	1
	Coordinator, Construction Projects	45	1	0
		47	1	0
		50	0	1
	Coordinator, Deaf Hard Hearing Services	35	1	0
		36	1	0
	Coordinator, ESL	52	0	1
	Coordinator, Events	29	1	0
		47	1	0
	Coordinator, Flight Training	55	0	1
	Coordinator, Grants	46	1	0
	Coordinator, Graphic Design	68	0	1
	Coordinator, Health & Fitness	56	1	0

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Classification Unit (Alpha Order)	Classification (Alpha Order)	Employee Ages within Classification	Number of Employees NOT Eligible for the Retirement Incentive within the Classification	Number of Employees Eligible for the Retirement Incentive within the Classification
	Coordinator, Health Programs	52	0	1
	Coordinator, High School Programs	52	0	1
	Coordinator, IT Services	47	1	0
	Coordinator, Language Learning	60	0	1
	Coordinator, Learning Lab	67	0	1
	Coordinator, Matriculation	52	0	1
	Coordinator, Multimedia	46	1	0
	Coordinator, Printing Services	64	0	1
	Coordinator, Project Program	36	1	0
		44	1	0
		48	1	0
	Coordinator, Project/Program	30	1	0
		31	1	0
		32	3	0
		33	1	0
		35	2	0
		37	1	0
		38	1	0
		40	2	0
		42	1	0
		43	1	0
		44	1	0
		49	1	0
		50	0	1
		51	1	0
		53	1	1
		57	0	1
		60	0	2
		73	0	1
	Coordinator, School of Continuing Education	43	1	0
	Coordinator, Specialist Project-Tech & Health	62	0	1
	Coordinator, Specialist Project-Tech and Hlth	43	1	0
	Coordinator, Student Activities	31	1	0
	Coordinator, Supplemental Inst Prog	44	1	0
	Coordinator, Ticketing & Patron Services	56	1	0
	Coordinator, Vocational ESL	52	0	1
	Curriculum Specialist	56	0	1
	Curriculum Specialist I	38	1	0
	Curriculum Specialist II	33	1	0
	Data Engineer	42	1	0
	Database Administrator	52	0	1
		56	0	1
	Dispatcher I	27	1	0
		52	0	1
	Dispatcher II	58	0	1
	Driver	36	1	0
		37	1	0
	Early Child Develop Specialist I	32	1	0
		35	1	0
		38	1	0
		40	1	0
		48	1	0
		55	0	1
	Early Child Develop Specialist II	44	1	0
		51	0	1
	Educational Advisor	31	1	0
		36	1	0
		39	1	0
		46	1	0
		50	0	1
	English as a Second Language Instructional Support Assistant	25	1	0
		55	1	0
		61	0	1
	Enterprise Network Administrator	48	1	0
		51	0	1
		61	0	1
	Enterprise Network Security Analyst	48	1	0
	Equipment Technician	43	1	0
		45	1	0
		52	0	1
		53	1	0
		55	0	1
		56	0	1
	Event Services Technician I	36	1	0
	Event Services Technician II	30	1	0
		38	1	0
	Financial Aid Specialist	32	1	0
		34	2	0
		35	2	0
		38	1	0

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Classification Unit (Alpha Order)	Classification (Alpha Order)	Employee Ages within Classification	Number of Employees NOT Eligible for the Retirement Incentive within the Classification	Number of Employees Eligible for the Retirement Incentive within the Classification
		40	1	0
		44	1	0
		46	1	0
		63	0	1
	Financial Aid Systems Analyst	54	1	0
	Financial Aid Systems Tech	53	0	1
	Fiscal Services Analyst	39	1	0
	Fiscal Specialist	55	0	1
		32	1	0
		40	1	0
		44	1	0
		47	1	0
		48	1	0
		49	1	0
		50	1	0
		52	0	1
		57	0	1
		59	0	1
		60	1	0
		62	0	2
		68	0	1
	Fiscal Technician I	35	1	0
	Fiscal Technician II	47	1	0
		33	1	0
		39	1	0
		45	2	0
		55	1	0
		56	1	0
		59	0	1
		61	0	1
		65	0	1
	Foods Laboratory Technician	43	1	0
	Grants Specialist	54	1	0
		64	0	1
	Graphic Design Studio Specialist	40	1	0
	Graphic Designer	58	0	1
	Help Desk Support Technician	35	1	0
		57	0	1
		66	0	1
	Human Resources Technician	28	1	0
		34	1	0
		35	1	0
		39	1	0
		40	1	0
		41	1	0
		49	1	0
		51	1	0
		56	0	1
	Information Technology Specialist	47	1	0
	Information Technology Support Technician	36	1	0
		38	2	0
		40	1	0
		55	0	1
		58	0	2
	Instructional Designer	44	1	0
		48	1	0
		54	0	1
	Instructional Services Analyst	40	1	0
		45	1	0
	International Student Services Specialist	37	1	0
		53	0	1
		63	0	1
	Kinesiology/Athletic Technician I	38	1	0
		65	0	1
	Kinesiology/Athletic Technician II	35	1	0
		44	1	0
	Laboratory Assistant, Child Development Observation	45	1	0
	Laboratory Tech II - Bio Sci	33	1	0
	Laboratory Tech II, Bio Sci	52	0	1
		59	0	1
	Laboratory Tech II-Chemistry	34	1	0
		36	1	0
		47	1	0
	Laboratory Technician - Aeronautics	28	1	0
	Laboratory Technician - Arts	33	1	0
		34	1	0
		40	1	0
	Laboratory Technician - Child Dev Observa	34	1	0
	Laboratory Technician - Digital Arts	30	1	0
		37	1	0



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Classification Unit (Alpha Order)	Classification (Alpha Order)	Employee Ages within Classification	Number of Employees NOT Eligible for the Retirement Incentive within the Classification	Number of Employees Eligible for the Retirement Incentive within the Classification
		56	0	1
	Laboratory Technician - Food & Service	32	1	0
		37	1	0
	Laboratory Technician - Foods	35	1	0
		36	1	0
	Laboratory Technician - Radio	59	1	0
	Laboratory Technician - Theater	50	1	0
	Laboratory Technician- Bus and Computer Info	23	1	0
		28	1	0
	Laboratory Technician I - Chemistry	28	1	0
	Laboratory Technician II - Bio Sci	40	1	0
	Laboratory Technician II -Phys Sci and Eng	48	1	0
	Laboratory Technician-Audio	40	1	0
	Laboratory Technician-Earth Sciences	73	0	1
	Laboratory Technician-Math Activ Res Ctr	58	0	1
		63	0	1
	Laboratory Technician-Math and Computer Sci	44	1	0
	Laboratory Technician-Photography	31	1	0
		33	1	0
		50	1	0
	Laboratory Technician-Physic Sci and Engin	33	1	0
	Laboratory Technician-Registered Vet Tech	58	0	1
		77	0	1
	Lead Broadcast Engineer	50	1	0
	Lead Computer Facilities Assistant	46	1	0
		55	0	1
	Lead Information Technology Support Technician	41	1	0
		45	1	0
	Lead Interpreter	51	0	1
		60	0	1
	Lead Library Technician	41	1	0
		44	1	0
		49	1	0
		53	0	1
		60	0	1
	Lead Mail Room Operator	54	0	1
	Lead Printing Services Technician	62	1	0
	Lead Telecommunications Support Technician	56	1	0
	Learning Lab Assistant	23	1	0
		41	1	0
		44	1	0
		47	1	0
		55	0	1
	Library Technician	25	1	0
		30	1	0
		37	1	0
		45	1	0
		54	0	1
		67	0	1
	Library Technician - Cataloging	58	0	1
	Library Technician-Cataloging	40	1	0
	Mail Room Operator	33	1	0
		46	1	0
	Master Carpenter/Stage Manager	53	0	1
	Master Electrician	33	1	0
	Media Production Specialist	36	1	0
		48	1	0
		54	0	1
	Medical Assistant	58	0	1
	Mental Health Clinician	33	1	0
		37	1	0
		59	1	0
	Payroll Coordinator	37	1	0
	Planetarium and Observatory Specialist	38	1	0
	Printing Services Technician	25	1	0
		43	1	0
	Procurement Specialist	37	1	0
		55	1	0
	Program Account Specialist	33	1	0
		45	1	0
		47	1	0
		55	0	1
		60	0	1
		70	0	1
	Program Account Technician	52	0	1
	Project/Program Specialist	27	1	0
		30	2	0
		31	1	0
		32	1	0
		35	3	0

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Classification Unit (Alpha Order)	Classification (Alpha Order)	Employee Ages within Classification	Number of Employees NOT Eligible for the Retirement Incentive within the Classification	Number of Employees Eligible for the Retirement Incentive within the Classification
		36	2	0
		40	1	0
		42	2	0
		43	1	0
		49	1	0
		53	0	1
		54	0	1
	Public Safety Officer I	52	0	1
		60	0	1
		63	0	1
	Public Safety Officer II	32	1	0
		46	1	0
		49	1	0
		55	0	1
		57	0	1
		58	0	2
		61	1	0
	Registration Specialist	38	1	0
		44	1	0
		45	1	0
		49	1	0
		67	0	1
	Research Analyst	46	1	0
		56	0	1
		57	0	1
		65	0	1
	Retirement Specialist	38	1	0
	Risk Management Specialist	44	1	0
	Senior Research Analyst	36	1	0
		44	1	0
		62	0	1
	Senior Systems Analyst/Programmer	33	1	0
		46	1	0
		50	1	0
		51	0	1
		55	1	1
		58	0	1
		61	0	1
		62	0	1
		63	0	1
		64	0	1
	Senior Systems Integrator	54	0	1
	Simulation Laboratory Specialist	31	1	0
	Specialist, ESL Instructional Support	33	1	0
	Staff Nurse	46	1	0
		51	1	0
		55	0	1
	Student Center Specialist	32	1	0
	Student Services Outreach Specialist	26	2	0
		27	1	0
		29	1	0
		32	1	0
		34	1	0
		39	1	0
	Student Services Program Specialist I	30	1	0
		49	1	0
		64	0	1
	Student Services Program Specialist II	26	1	0
		27	1	0
		29	1	0
		30	2	0
		31	1	0
		32	5	0
		34	2	0
		35	1	0
		39	2	0
		40	1	0
		43	1	0
		44	1	0
		50	0	1
		52	1	1
		54	0	1
		55	0	1
		58	0	1
	Systems Administrator	53	1	0
		64	0	1
	Systems Analyst	35	1	0
	Systems Analyst/Programmer	37	1	0
		46	1	0
		53	0	2

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	Telecommunications Technician	52	1	0
		61	0	1
	Test Administration Clerk	51	0	1
		59	0	1
	Testing Center Clerk	29	1	0
	Theatrical Audio Engineer	43	1	0
	Transfer Specialist	25	1	0
		37	1	0
		41	1	0
	Tutorial Services Assistant	33	1	0
		51	1	0
		54	1	0
		61	0	1
		62	0	1
		77	0	1
		81	0	1
	Tutorial Services Specialist	39	2	0
		42	1	0
		48	1	0
	Upward Bound Academic Specialist	29	1	0
Unit B (CSEA 651)	Veterans Services Specialist	38	1	0
	Web Designer	45	1	0
		49	1	0
	Animal Farm Operations Specialist	72	0	1
	Building Automation Technician	59	0	1
	Coordinator, Warehouse	46	1	0
	Custodian I	21	1	0
		23	1	0
		30	1	0
		31	1	0
		32	1	0
		33	2	0
		42	2	0
		43	2	0
		44	1	0
		45	1	0
		47	3	0
		48	2	0
		49	1	0
		51	1	0
		52	1	0
		53	1	0
		56	0	1
		58	0	1
		59	0	1
		60	1	1
		61	0	1
		62	0	1
		63	0	2
		66	0	1
		67	0	2
		68	0	1
		69	1	1
	Custodian II	27	1	0
		31	1	0
		38	1	0
		39	1	0
		43	3	0
		44	1	0
		47	1	0
		51	0	2
		52	0	1
		53	0	1
		54	0	1
		55	1	2
		57	0	1
		60	0	1
		61	0	1
		62	0	1
		63	0	1
		68	0	1
	Electrician	36	1	0
		46	1	0
	Grounds and Horticultural Technician - Athletic and Sports Fields	32	1	0
		55	0	1
		58	0	1
	Grounds and Horticultural Technician - Campus	32	1	0
		38	1	0
		40	2	0
		43	1	0

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		48	1	0
		55	0	2
		59	0	1
	Grounds Equipment Operator	40	1	0
	Grounds Heavy Equipment Operator	29	1	0
		56	0	1
		65	1	0
	Horse Training Technician	54	0	1
	Horticulture Operations Specialist	66	0	1
	Horticulture Production Assistant	40	1	0
	HVAC Mechanic	46	1	0
	Irrigation Specialist	54	0	1
	Lead Carpenter	48	1	0
	Lead Custodian	43	1	0
		52	0	1
		56	0	1
		59	0	1
		62	0	1
	Lead Grounds Equipment Operator	54	0	1
		60	0	1
		62	0	1
	Lead HVAC Mechanic	60	0	1
	Lead Irrigation Specialist	51	0	1
	Lead Landscape Chemical Specialist - Campus Grounds and Sports Fields	64	0	1
	Lead Mechanic	60	0	1
	Lead Painter	50	1	0
	Lead Plumber	47	1	0
	Lead Skilled Trade Crafts Work	43	1	0
	Locksmith	54	1	0
	Plumber	66	0	1
	Preventative Maintenance, A/C and Heating Mechanic	31	1	0
		57	0	1
		48	1	0
	Refuse & Recyclable Collector	59	0	1
	Skilled Trade Crafts Worker	45	1	0
		47	1	0
		64	0	1
		53	0	1
	Stage Technician	28	1	0
	Warehouse Worker II	35	1	0
		38	1	0

**APPENDIX B: NOTICE OF RESIGNATION**

Dear Dr. Martha Garcia:

I, \_\_\_\_\_, voluntarily and irrevocably resign from my employment with the Mt. San Antonio Community College District, effective \_\_\_\_\_, 2024 [June 16, 2024 (*Spring 2024 term*), August 1, 2024 (*Summer 2024 term*), or December 15, 2024 (*Fall 2024 term*)], and understand and consent to separation from services as of that date.

Dated: \_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE