

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

NON-DISCIPLINARY SEPARATION
FROM EMPLOYMENT - RETIREMENT
Procedure No. 3-30 (B)
Page 1 of 1

Effective April 15, 1999

- (1) Employees shall notify their manager of their pending retirement not less than thirty days prior to the effective date of their retirement.
- (2) Employees planning to retire are responsible for submitting appropriate documents to a state retirement system.
- (3) An employee who has retired, by not later than the final day of employment, shall remove personal property from the campus and return all college property to its rightful place, in accordance with Procedure 3-30 (E).
- (4) An employee who has retired will receive his/her final paycheck in accordance with Policy 3-30 (F).