

GCCC Policy Add Template

Category: Personnel

Division: HUMAN RESOURCES

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Policy Title: RETIREMENT

Policy Statement: Retirement is voluntary and at the discretion of the employee. Written notification of the employee's retirement date must be filed with the President.

Procedures: The Payroll Coordinator should be contacted 60 days before the anticipated retirement date. The exact date of retirement can be influenced by a number of factors. The KPERS office will provide financial information concerning the best quarter to retire for benefit purposes. Employees can utilize the KPERS retirement calculator at www.kpers.org.

Contacts: Payroll Coordinator

Approved Date: 1/1/2014

Policy History: [1/28/2014](#)

Keywords: retirement, KPERS

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