

## Santa Monica College – Reduction in Force Contract Non-Renewal Frequently Asked Questions (FAQs)

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### 1. What is a contract non-renewal for Educational/Academic Administrators?

Educational and academic administrators serve "**at the pleasure of the governing board,**" which establishes an "at-will" relationship regarding their management role. Under this legal framework, the board of trustees maintains the discretionary authority to non-renew an administrative contract without being required to prove "for cause" grounds. For the non-renewal to be legally valid, the district must provide formal written notice to the administrator no later than **March 15** of the year in which the current contract expires.

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### 2. What rules govern contract non-renewal for Educational/Academic Administrators at SMC?

California Education Code §§72411 and SMC Board Policy 7250.

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### 3. How much notice will contract non-renewal employees receive?

Per California Education Code §§ 72411, employees must be notified by no later than **March 15** for non-renewal positions scheduled to take place on July 1.

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### 4. How is it decided which contract non-renewal Educational/Academic Administrators will not be renewed?

The District identifies positions to be non-renewed. On February 3, 2026, The SMC Board of Trustees approved Recommendation #21, to decrease the number of employment agreements.

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### 5. Will contract non-renewal employees receive severance pay?

No.

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### 6. If my contract is not renewed by the District, when will my last day of employment be?

June 30, 2026.

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### 7. What happens to my vacation balance if my contract is not renewed?

Upon separation from the District, contract non-renewal employees will be paid for any vacation they earned but did not use.

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### 8. What happens to my sick time balance if my contract is not renewed?

Sick time is **not** paid out upon separation from the District.

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### 9. What happens to my District health care coverage if my contract is not renewed. When will it end?

If you are currently enrolled in the District's health care coverage (medical, dental and/or vision), your coverage will end on **August 1, 2026**. You will be eligible to continue your coverage via COBRA for up to 18 months. With COBRA, you have to pay 100% of the premium cost. The Office of Human Resources will mail COBRA information to your home in July 2026.

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**10. What happens to my Voluntary Benefits Policy if my contract is not renewed?**

If you currently have a voluntary benefit policy with Colonial Life and/or Pacific Educators (life insurance, disability, cancer, etc...) your last payroll deduction will be on the July paycheck. To inquire if your policy is eligible for a conversion to an individual policy, please contact Colonial Life directly at 800-325-4368 or Pacific Educators at 800-722-3365.

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**11. Are contract non-renewal employees eligible for unemployment insurance?**

Yes. employees whose contracts are not renewed may be eligible for **unemployment insurance benefits** through the California Employment Development Department (EDD), subject to EDD rules. Please visit the website at <https://edd.ca.gov/>.

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**12. Who do I contact regarding my retirement eligibility, service credit, or refund options.**

Please contact the appropriate [SMC Retirement Plan and/or System](#):

- California State Teachers Retirement System (**CalSTRS**) at (800) 228 - 5453 or <https://www.calstrs.com/>
  - California Public Employees' Retirement System (**CalPERS**) at (888) 225-7377 or <https://www.calpers.ca.gov/>
  - National Benefit Services (formerly MetLife/LARISA) at (800) 274 – 0503 or <https://www.nbsbenefits.com/non-erisa-403b-forms/>
  - Social Security Administration at <https://www.ssa.gov/>
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**13. Where can contract non-renewal employees get assistance or more information?**

For more information or assistance, employees can contact **The Office of Human Resources**.

For counseling assistance to manage anxiety or stress of the layoffs, employees can contact EASE at (800) 882-1341 or [SMC EASE Program website](#).

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*This FAQ is intended to provide general guidance and does not supersede the Merit Rules, Collective Bargaining Agreement, or applicable law.*