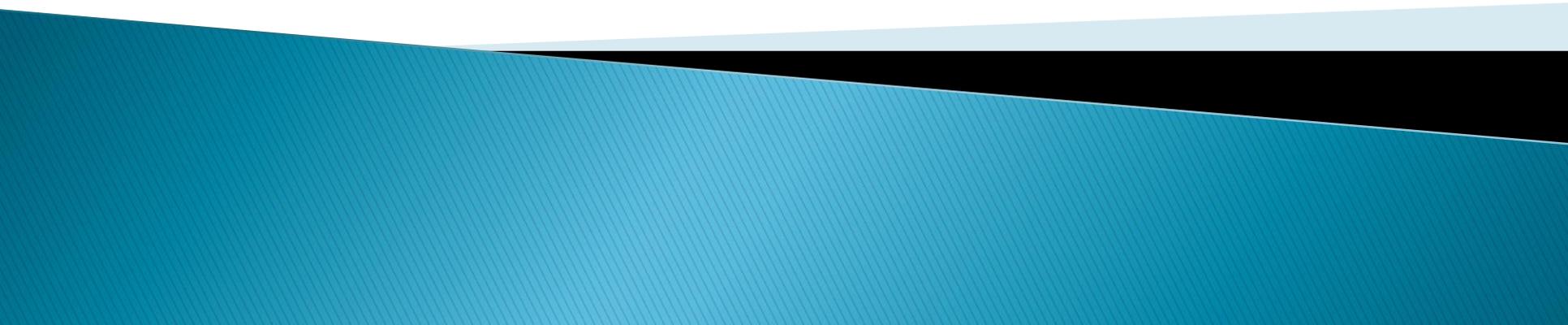


AR 3:2 – Phased Retirement Policy and Program

(Approved by the Board of Trustees)



AR 3:2 HISTORY

July 1, 1996 – Phased Retirement Program established

- ▶ Full-time tenured faculty only
- ▶ 15 years of service + age 65
- ▶ .5 FTE (half-time) only
- ▶ Up to 3 years duration

December 10, 2002

- ▶ Reduced age eligibility to age 60 (+15 years of service)
- ▶ Up to 5 years duration
- ▶ Note: Phased retirement still available only to full-time tenured faculty AND .5 FTE (half-time) still the only option

June 12, 2007

- ▶ Added Staff Employees
- ▶ Note: the AR continues to apply to full-time tenured faculty only, and .5 FTE (half-time) is only option

October 16, 2007 (current policy)

- ▶ Eliminated “tenured” as a requirement for faculty
- ▶ Expanded to .5 FTE and above
- ▶ Clarified that merit increases and promotions are unavailable during phased retirement

Proposed Revisions:

Clarify Application and Approval Process:

1. Employee confirms eligibility with HR *prior* to submitting request for phased retirement.
2. Employee submits a written *proposal* to their unit administrator for determination of the unit's ability to accommodate their request.
3. If necessary, the administrator meets with employee to discuss terms of proposal and bests interests of department/University.
4. If unit administrator approves, the request is forwarded to the appropriate Dean, VP, EVP, Provost.
5. *Final* approval remains with President, Provost, or executive vice president). Agreement is "executed" (final) once it is signed by all necessary parties.

Other Proposed Revisions:

- ▶ Move to more prominent place in AR – “*the program does not create an absolute right of employees to phased retirement...shall be granted only when in the best interests of the University.*”
- ▶ Correction – salary and vacation leave are proportional to the employee’s new FTE, not limited to 50%.
- ▶ Clarification – disability, life insurance, and accidental death & dismemberment (AD&D coverage) remain at level of full-time salary prior to phased retirement.
- ▶ Clarification – the agreement to retire at the end of the phased retirement is irrevocable, but FTE, schedule, duties may be amended by mutual agreement during the phased retirement.
- ▶ Establish a maximum FTE of 80 percent while on phased retirement.

Employee Benefits Committee:

- ▶ Supports maximum .80 FTE. .80 FTE seen as reasonable and meaningful because generally equivalent to one day per week.
- ▶ Recommends clearer language that the duration of Phased Retirement can be year-to-year (renewable annually) or for a multi-year term (i.e. 1-year, 2-years, 3-years, etc.) but cannot exceed 5 years total. Clarify that a request for a 5-year Phased Retirement does not mean 5 years will be approved.
- ▶ Recommends clearer language that HR confirmation of “eligibility” for Phased Retirement is not an *approval* – it is confirmation that the employee has met the required years of service and age to request Phased Retirement.
- ▶ Recommends FAQ’s and campus-wide education once the AR revisions are final.

Staff Senate

- ▶ Recommends “grandfathering” anyone who is in process of requesting Phased Retirement so they can request more than .80 FTE.
 - ▶ Recommends if the administration is unwilling to approve more than 3 years, that the AR limit Phased Retirement to 3 years.
 - ▶ Otherwise agrees with the proposed changes.
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