



Human Resource Services **POLICY RESOURCES**
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Applies to:	Marshall University
Title:	Phased Retirement Program
Number:	MU-HR-39
Effective Date:	
Last Revision Date:	

BASIC POLICY PROVISIONS

Purpose: Marshall University's Phased Retirement Program is designed: (1) to provide faculty and staff with an opportunity for transition into retirement within defined levels, (2) to provide faculty and staff an opportunity to devote increased time to personal interests by reducing their hours while continuing to provide service to the University in their area of greatest expertise, and (3) to encourage efficient staffing, consistent with overall University and individual departmental needs.

Written Contract: Participation in the Phased Retirement Program is not an entitlement or a right automatically available to all persons who meet the eligibility criteria. It is subject to administrative review and approval of the terms and conditions reflected in a written contract. The contract specifies the arrangements and which the individual will be placed in phased retirement status.

Requests for Consideration: University administrators will give consideration to all requests for participation in the Phased Retirement Program. However, participation will depend upon the needs of the work unit and the University and the conditions prevailing in the work unit and the University at this time.

Criteria Considered: The work unit and the University may consider any relevant factors when reviewing the request, including: the availability of coverage for assigned duties, disruption that such participation may create in the unit, the availability of funding, and operational needs of the unit. Work units may identify additional criteria for review of requests.

BASIC PRINCIPLES OF PHASED RETIREMENT

Age Requirements: The Phased Retirement Program is available to all University personnel who meet the minimum age and West Virginia service requirements of age 55 and 30 years of service or age 60 with 15 years of service. Participation is subject to administrative approval of the terms and conditions reflected in a written contract specifying the arrangements under which the individual will be placed on phased retirement status. While it is anticipated that University administrators will give fair consideration to requests by individual to participate in the Phased Retirement Program, the nature of the working assignment of the individual may not lend itself to a reduced schedule or a reduction in responsibilities, and other practical considerations (e.g., lack of office space or laboratory facilities) may preclude approval in specific cases.

FTE Work Assignments: The individual who enters the Phased Retirement program on a permanent basis must agree to a reduced FTE (full-time equivalent) employment status with the University, with the clear understanding that the total FTE percentage for all services performed for the University as an employee cannot thereafter be increased, although it may thereafter be decreased. If the FTE is further decreased, and addendum to the contract would be negotiated between the individual and the department head.

For a University faculty or staff member to enter a Phased Retirement Program on either a one-year trial basis or a permanent basis, the FTE percentage assignment for that employee must be reduced by at least one-fourth (i.e., to a level of .75 or less, but no less than .53, depending on current FTE) over the same or a reduced appointment period (i.e., a nine-month appointment may be extended to twelve months, but a twelve month appointment may be reduced to nine months). Exceptions to the limitations specified in this paragraph must have the approval of the appropriate vice president.

Benefits: For faculty and staff members who enter a Phased Retirement Program, all benefits plans will be continued at the same level available for personnel holding like positions, consistent with age and the applicable program.

Contract: The specific arrangements for a Phased Retirement Program must be detailed in a written contract. Copies of the agreement will be maintained in the appropriate vice president's office and the Department of Human Resources.

ONE-YEAR TRIAL OPTION

Trial Basis: Phased Retirement may be initiated on a one-year trial basis at reduced pay. In such cases, however, the faculty or staff member will not be permitted to initiate payment of retirement benefits from a retirement program. The payment of the retirement benefits may be initiated only when the faculty or staff member enters upon either full or phased retirement on a permanent basis.

PROCEDURAL STEPS

Application: An individual who wishes to be considered for participation in the Phased Retirement Program should submit an application for such consideration to the department head or director at least six months in advance of the date upon which phased retirement is to be initiated. After consultation with the dean and appropriate vice president, the department head will advise the employee whether the request has a tentative approval. If it appears that the request has no reasonable likelihood of achieving ultimate administrative approval, the employee should be so advised at the earliest possible date.

Request Denial: Denial of a request does not preclude the filing of a subsequent request. If it appears reasonably likely that arrangements can be agreed upon for phased retirement, the employee should be encouraged to proceed with the application.

Tentative Approval: Upon receiving tentative approval, the employee should be advised to make an appointment to visit with the benefits representative in Human Resource Services, 696-6240, to obtain information regarding the details of retirement income and, in particular, the nature of the various retirement income options that may be elected at the time the phased retirement option is initiated.

Retirement Data: With the assistance of the benefits representative, a formal request should be made to the appropriate retirement program for specific financial estimates as to the amounts of retirement income that would be received by the individual, commencing on the specified date. It will take approximately four to six weeks to obtain this information. Upon receipt of the necessary retirement data, the individual should again initiate discussions with the benefits representative in Human Resource Services.

Final Approval: After meeting with the benefits representative, the employee should finalize the details of his/her contract with the appropriate dean or vice president and University General Counsel if needed. After final approval, the contractual agreement will be signed by the individual, the dean or director, and the appropriate vice president.

TERMS OF CONTRACTUAL AGREEMENT