

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURE MANUAL

PHASED RETIREMENT

Effective: July 28, 2011

Policy 3-39

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(A) PURPOSE

To establish a program that plans the exit strategy of identified key employee(s)/positions that balance the needs of both the college and the employee before they decide to leave the college or retire. The program allows the college to protect against unplanned loss of institutional expertise and provides the opportunity to transfer that knowledge to other individuals or sources. In addition, the program will allow the college to provide stability within departments by retaining important knowledge and competencies of long-term employees while also providing mentoring and training of new or junior employees.

(B) DEFINITION

An employment arrangement designed to allow an employee who is approaching retirement age or years of service to continue working at the college with a modified or reduced workload and eventually transition from full-time work to full-time retirement. The Phased Retirement Program (PRP) may include Pre-Retirement Activities (PRA) such as but not limited to:

- Gradual reduction in duties
- Change in duties/role
- Mentoring of a replacement
- Modified work hours or days

(C) ELIGIBILITY REQUIREMENTS

- Must hold a key position as designated by the president/designee;
- Full-time employee;
- Must have at least five (5) years of continuous service at Columbus State Community College;
- Must be eligible to receive retirement benefits through any of the state systems or ARP.

(D) DURATION OF PHASED RETIREMENT PARTICIPATION

Phased Retirement may continue for a period of up to three (3) years. The reduced work schedule shall not be less than 50% of full-time work schedule.

(E) SALARY AND BENEFITS

- Salary during (PRP) will be based on the participant's rate at the beginning of the program and determined by the percent time of appointment.
- Group insurance will be available to the extent provided by current college policy.
- The college's contribution to life insurance will continue while under (PRP).
- Leave time will accrue on a pro-rated basis determined by the percentage of time worked while in the program.

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The following benefits will be determined on a case-by-case basis:

- Sabbatical Leave
- Tuition Reimbursement
- Professional Development

(F) SPECIAL TERMS AND CONDITIONS

- All Phased Retirement Agreements will be reduced to writing and maintained in the Human Resources Office.
- Should a faculty member be accepted into the (PRP), they must forfeit Tenure.
- Employees who are covered by an employment contract may have to modify the contract to meet the joint needs of the (PRP).
- Participants will be subject to the regular appraisal system and eligible for the annual increase under that system, which may be prorated for the percent of full-time work load.
- Participation in the (PRP) is not an entitlement or a right automatically available to all employees who meet the eligibility criteria, but is subject to administrative approval.

(G) The President will establish procedures to administer this policy.