
TO: AP Executive Committee
FROM: AP Salary & Benefits Sub-Committee
SUBJECT: Phased Retirement
DATE: March 16, 2022
CC: AP Salary & Benefits Sub-Committee Members: Mitch Eastlick (Vice-chair, Group 1 - 2024), Megan Treadway (Group 2 – 2023), Chelsea Ridge (Group 3 - 2024), Jacklyn Rander (Group 4 - 2022), Katie Branch (Chair, Group 5 - 2022), Sarah Tibbe (Secretary, Group 6 – 2023), John Offerman (AP CMTE Representative/Liaison), Nick Ekstrom (HR Benefits Liaison)

Please consider this memorandum a reflection of the Administrative Professional (AP) Salary and Benefits Sub-Committee’s support of GVSU reinstating the optional phased retirement benefit for AP staff members. Whereas, eligible AP staff members may choose to gradually phase into retirement typically lasting a duration of three years by reducing their workload according to the stipulations of the previously instated Phased Retirement Agreement. During this timeframe, salary would be proportional to the AP staff member’s reduced workload yet healthcare and other benefits of a full-time employee would be retained.

The AP Salary and Benefits Sub-Committee have discussed the phased retirement option and note the following merits:

1. It provides an opportunity for departments to plan for AP staffing changes which creates a bridge to transfer knowledge and work responsibilities overtime from retiring AP staff to existing AP staff members until a staff replacement is identified.
2. It provides AP staff members eager to retire early a means to reduce work hours and maintain benefits without having to retire completely.
3. It affords a recruitment and retention benefit for new and existing AP staff members.

The only compelling reasons identified by the AP Salary and Benefits Sub-Committee not to reinstate the phased retirement option would be if; existing staff positions are eliminated as a result of phased retirement, phased retirement causes excessive budgetary burden to the University, or phased retirement agreements cause an undue workload burden to existing AP staff members. When providing phased retirement, the AP Salary and Benefits Sub-Committee recommends that; AP staff positions be retained after the conclusion of the phased retirement period, phased retirement considerations only be approved if workload of the phased retiree can be distributed as to not cause undue burden to remaining AP staff members or when feasible, additional resources be identified or salary cost savings be utilized to provide supplemental monetary support to those AP staff members who are assigned additional workload as a result of an approved phased retirement agreement.