

## **GVSU Phased Retirement Agreements** (as currently administered)

The University recognizes that some regular faculty and staff may want to gradually phase into retirement by reducing their workload for a few years prior to full retirement. Additionally, it may be to the benefit of both the faculty/staff member and the University to enter into an arrangement where the faculty/staff member's workload and compensation are reduced as they approach retirement. When such arrangements are possible, the University and the faculty/staff member may elect to enter into a phased retirement agreement.

Arrangements for a phased retirement agreement require a mutual written agreement between the faculty/staff member and their respective or dean/appointing officer and are subject to the approval of the appropriate executive officer. Such arrangements must be designed to meet the mutual need of the faculty/staff member and his/her unit.

Although the terms of the phased retirement agreement may vary from individual to individual, the following guidelines apply:

- Must meet the official retiree status prior to the start of the agreement (age plus GVSU years of service equal at least 75).
- The reduced workload must be a minimum of half-time or greater (.5 FTE).
  - The faculty member's workload must be specifically stated in the agreement; a half-time appointment is typically, teaching 9 hours with significant scholarship and service detailed in the agreement, or, teaching 12 hours with limited scholarship and service.
  - A staff member's workload will be specifically stated to demonstrate the appropriate FTE appointment.
- The faculty/staff member must declare his/her actual retirement date at the time the phased retirement agreement.
- The duration of the agreements are normally three years.
- The faculty/staff member's pay shall reflect his/her adjusted workload.
- Benefits based on pay will reflect the faculty/staff member's adjusted salary.
  - Retirement and FICA Contributions
  - Life Insurance Coverage
  - Salary Continuation and Long-term Disability Insurance Coverage, only available with a .5FTE phased retirement agreement or more.
  - Holiday pay
- Benefits not based on the faculty/staff member's pay shall continue in full.
  - Medical Plan Coverage
  - Dental Plan Coverage
  - Academic Participation and Dependent Tuition Reduction.
  - Flexible Spending Accounts
  - Eligibility for voluntary optical and long-term care insurance plans
  - Campus Wellness Program and use of facilities
  - Relocation Assistance Program
- Office arrangements on phased retirement may need to be shared offices.
- Notice of the intent to enter into such agreement shall normally be provided at least six (6) months prior to the anticipated start of the phased retirement.

Upon signature of the agreement, the terms and conditions of the document shall be binding on the University and the faculty/staff member and may be only be amended by mutual agreement.