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## 4.713 Administrative Staff Phased Retirement

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# ANTIOCH UNIVERSITY

Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <b>Interim</b>		<b>Administrative Staff Phased Retirement</b>  <b>Policy 4.713</b>	
<b>Human Resource Policies</b>		Effective date: February 26, 2011	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date:</b>
Approved	Board of Governors	2.26.11:10	February 26, 2011
Revised			
<b>Responsible Office:</b>	<b>Responsible Administrator:</b>	<b>Contact information:</b>	<b>Applies to:</b>
Office of University Human Resources	Univ. Director of Human Resources	937-769-1375	All University Administrative Staff

## I. Introduction and Purpose

The Antioch University Phased Retirement Program (the “program”) is designed to provide an opportunity for administrative/administrative associate staff to make an orderly transition to retirement through half-time (or equivalent) service. The goals of the program are to promote succession planning in order to assure institutional viability and to provide additional flexibility to participants who are nearing retirement. Participation in the program is contingent upon receiving the approval of the President and/or University Chancellor.

## II. Eligibility and Approval

- A. The program is available to only benefited administrative / administrative associate staff. Those employees who are non-benefited, or who are already working a part-time schedule, are not eligible for the program.
- B. Participants must be at least 59.5 years of age and have a minimum of 10 years of full-time service at Antioch University.
- C. Eligible administrative/administrative associate staff members can participate in the program for a period of not less than one fiscal year or no more than three fiscal years.

D. Eligible administrative / administrative associate staff members do not have an absolute right to participate in the program. The university may limit participation in the program based upon the financial impact of the reduced work schedule and the needs of the university.

E. An application to enter the program must be made during the application period of January 1, through February 15, of each calendar year to begin participating in the program at the start of the next fiscal year. If multiple applicants apply from an eligible department they will typically be considered on a first come first serve basis. However, once again, the application for participation may be denied based upon the needs of the department or the financial impact of the transition to part-time status.

F. An application to enter the program must be submitted to the eligible employee's supervisor for initial approval. In addition an application from a campus-based employee must be approved by the President and the Chancellor, while an application from a central employee must be approved by the Chancellor.

G. If an eligible administrative/administrative associate staff member and the university tentatively agree to the employee's participation and a mutual "work plan", the decision to enter or not enter the program rests with the employee. The final decision by the employee must be made within 30 days of the tentative agreement or the institution has the right to cancel the agreement.

H. Once made, a decision to enter the program is binding, with the exception of the provisions in paragraph 2 of General Provisions below.

### **III. Terms and Conditions**

A. Upon entering the program, eligible administrative/administrative associate employee's employment contract will reflect the reduced work schedule. The employee terminates full-time employment and contracts for a set period (not to exceed three fiscal years) for a half-time (or equivalent) service to their institution. Half time service may consist of full-time work for one half of a year or half time service in each of the fiscal years. Conditions of the work period must be detailed and agreed upon by all parties prior to entering a final agreement of participation.

B. Participation in the program is voluntary. Therefore, as a condition to entering the program, the university will require a release of claims, including but not limited to age discrimination claims.

C. Participating administrative / administrative associate staff members receive a salary equal to fifty percent (50%) of the base salary they received immediately prior to part-time work schedule.

D. Participating administrative/administrative associate staff members will receive the same employer-provided benefits including TIAA-CREF contributions as they received during full-time employment. For example, the administrative/administrative associate employee will receive the same health benefits as is received for full-time employment. Institutional contributions to the retirement program will be based upon the salary received while in the program.

E. Participating administrative/administrative associate staff members will be eligible, at their discretion, to withdraw funds from their TIAA-CREF accounts.

#### **IV. General Provisions**

A. Nothing in the program precludes an administrative / administrative associate staff member from terminating his or her employment during the duration of the agreement.

B. A participating employee may initially petition the President or Chancellor, as applicable, to terminate the agreement and return to the previous employment status. A President's approval will be forwarded to the Chancellor for decision. The ruling of the Chancellor is not subject to appeal.

C. Participating administrative/administrative associate staff members are expected to maintain high levels of professional commitment to their institution during the period of reduced work schedules which shall include continued performing their job duties as outlined in their job description.

D. The Antioch University Board of Governors may suspend this program at any time. In the event of program suspension, those employees participating in the program shall complete the terms of their participation and no new applications shall be entertained.

#### **Forms Cross Reference**

Phased Retirement Agreement (Admin – NH, OH, WA Campuses)	Form # 4.713:01
Phased Retirement Agreement (Admin – CA campuses)	Form # 4.713:02