**Purpose**

SUNY Geneseo has developed a phased retirement program designed to allow eligible faculty to move into retirement gradually through a voluntary reduction in teaching obligation and commensurate reduction in pay. It also enables departments to plan for the replacement of long-term colleagues.

**Eligibility**

Full-time faculty who have at least ten years of full-time service at SUNY Geneseo and who are age 55 or older are eligible to apply for this program.

**Program**

The Program allows participants to teach at a reduced load during the three years immediately following retirement, upon the request of the faculty member and after recommendation of the department chair and of the provost, and approval of the president. Such recommendations and approval shall be based on the needs of the department, availability of resources, and the qualifications (including past performance) of the faculty member.

Faculty members who participate in the program will have all faculty rights and privileges granted to emeritus faculty, including participation in department activities, use of available office space, and eligibility to request travel funds as well as other kinds of resources to perform their academic-related work. Additionally, the participant’s campus title will reflect the faculty member’s pre-retirement rank with *emeritus* appended to it, e.g. Distinguished Teaching Professor Emeritus.

**Teaching Agreement** – The phased reduction in teaching assignment will be established by the faculty member in consultation and agreement with the department chair and/or dean, and is subject to approval by the provost. The teaching assignment will not exceed two courses for a given academic year (i.e. one course per semester for two semesters, two courses in one semester, or one course in an academic year).

**Compensation** – Compensation will be at 12.5% of pre-retirement annual base salary per course up to a maximum of 25% of base pay, but may not exceed the maximum allowed under the New York Retirement and Social Security Law §211 and §212 (see also the Salary section below). Salary will be paid in bi-weekly installments over each semester having a course assignment. Participants will be ineligible to earn additional compensation through summer session, winter session, overload, etc.
Appointment Status – Teaching appointments under this program will be part-time temporary status in accordance with the SUNY Board of Trustees' Policies. Appointments will be for one semester or one year increments and shall not exceed a total of three years total additional service. (All teaching appointments beyond the three-year term of the phased retirement period will be at the standard adjunct rate.)

Mutually Voluntary – The Phased Retirement Program is entirely voluntary. Any eligible faculty member considering participation is encouraged to discuss the program with their department chair and the Office of the Provost. Additionally, eligible faculty members may elect to discuss retirement benefits with the human resources office and/or a financial advisor, pension fund representative, and attorney regarding the effects of participation before making a decision.

This program should not be considered an entitlement, as participation by any individual is at the discretion of the college. Participation shall be allowed only after a determination by the chief administrative officer or her/his designee, in consultation with appropriate college officials, that part-time continued employment is manageable and beneficial to the college.

Bargaining Unit – Employees who take advantage of this program remain represented by the United University Professions and are covered by the agreement between UUP and the State of New York. Union dues will be calculated in accordance with the UUP Bargaining Agreement.

Salary – The starting salary for the phased retirement program is calculated as a percentage of the full-time base salary of the employee’s position upon retirement (see the Compensation section above). The salary will be the corresponding percentage of effort, but will not exceed the maximum allowed under the New York Retirement and Social Security Law ($30,000 for 2017) if the retiree is a member of the Employees’ Retirement System or the Teachers’ Retirement System. If the retiree is a member of the Optional Retirement Program, the retiree is subject to the earnings limitations only if he/she is receiving money through the ORP in any form (e.g., annuity, partial cash outs, rollovers, etc.).

Negotiated salary increases – Phased retirement program participants remain eligible for negotiated salary increases applicable to part-time employees.

Benefits eligibility as a retiree – Participants of this program are no longer eligible for the benefits of an active employee. Employees who are currently enrolled in the New York State Health Insurance Program (NYSHIP) can elect to continue participation and receive their health insurance as retirees. Premiums for health insurance are established by the Department of Civil Service and sick leave calculations are used to offset the premiums for retirees. Retirees will not be eligible to receive the dental and vision benefits of an active employee. Faculty who wish to obtain dental and vision insurance in retirement should contact the UUP Benefit Trust Fund for rate information and application procedures. There will be no further employer contributions or service credit to the retirement systems. Participants will be retired from SUNY Geneseo and will not be eligible to participate in any legislated retirement incentives. Participants should call (5616) Human Resources & Payroll Services to schedule a retirement information meeting with the health benefits administrator.
**Sick leave** – Participants will continue to accrue sick leave, but will earn on a part-time basis as outlined in Article 23 of the UUP Agreement.

**Sabbaticals and leaves of absence** – Phased Retirement Program participants are not eligible for sabbatical leaves or Title F leaves. A faculty member who returns from sabbatical is not eligible to enter the phased retirement program until after the one-year service obligation is fulfilled. Participants may be eligible for other leaves, such as Family and Medical Leave Act leave, if eligibility requirements are met as defined by law.

**Application Process:**

Faculty wishing to participate in the phased retirement program should first consult with their department and/or the office of the Provost and then complete the Phased Retirement Eligibility Form and forward it for approval. Final approval of all requests shall rest with the President.

Upon approval of eligibility, the faculty member shall develop a program (workload) in consultation with the department chair/dean and submit it to the Provost for review and approval.

Applications should be completed at least six months prior to beginning the program. Final decision for faculty assignment (course workload or other assignment) shall rest with the provost.

After the application is approved, the employee will be granted a one-semester or one-year temporary appointment. The employee must sign the appointment letter and return it with an irrevocable letter of retirement prior to beginning the phased retirement program. Faculty with approved plans for phased retirement will also be required to sign the Phased Retirement Program Agreement.