

**BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

POLICY B-20

PHASED RETIREMENT PROGRAM

Section 1. General

- 1.1. Scope — This policy establishes a Phased Retirement Program for implementation by BridgeValley Community and Technical College (BridgeValley) according to the purposes set forth in West Virginia State Code §18B-1-1d.
- 1.2. Authority — W. Va. Code §18B-1-1d
- 1.3. Effective Date — June 1, 2015.

Section 2. Definition

- 2.1 Phased retirement is defined as a period of part-time employment preceding retirement. The phased retirement program includes a prorated salary equivalent to the appropriate percentage of full-time work.

Section 3. Purpose

- 3.1 The purpose of the Phased Retirement Program at BridgeValley is to:
 - a. promote the transitional well-being of long-term employees moving toward retirement;
 - b. provide faculty and staff an opportunity to devote increased time to personal interests by reducing their hours while continuing to provide service to the college; and
 - c. allow the institution to project and fill critical positions in a responsible manner.

Section 4. Eligibility

- 4.1 To be eligible for Phased Retirement, an employee must:
 - a. be a full-time employee;
 - b. have completed at least ten years of service to the college;
 - c. be at least 60 years of age; and
 - d. be eligible for retirement upon conclusion of the phased retirement period.

Section 5. Conditions for Participation

- 5.1 The appropriate party to initiate discussion about Phased Retirement participation is the individual faculty or staff member.
- 5.2 Participation in the Phased Retirement Program is not an entitlement or a right automatically available to all persons who meet the eligibility criteria. It is subject to administrative review, endorsement by the executive level administrator and approval by the President of the terms and conditions reflected in a written contract. The contract specifies the arrangements under which the individual will be placed in phased retirement status.
- 5.3 Administrators will consider all requests for participation in the Phased Retirement Program. However, participation will depend upon the needs of the department and the institution, as well as the conditions prevailing in the department and the institution at the time, including the availability of coverage for assigned duties, disruption that such participation may create in the department, the availability of funding, and operational needs of the department.

Section 6. Operating Guidelines

- 6.1 The individual who enters the Phased Retirement Program must agree to a reduced FTE (full-time equivalent) employment status with the college, with the clear understanding that the total FTE percentage for all services performed as an employee cannot thereafter be increased, although it may thereafter be decreased. If the FTE is further decreased, an addendum to the contract would then be negotiated between the individual and the immediate supervisor, endorsed by the executive level administrator, and approved by the President. The decision to participate in the phased retirement program is irrevocable.
- 6.2. For a faculty or staff member to enter a Phased Retirement Program, the FTE percentage assignment for that employee must be reduced by at least one-fourth, to a level of 0.75 or less, but no less than 0.53, over the same or a reduced appointment period (i.e., a nine-month appointment may not be extended to twelve months, but a twelve-month appointment may be reduced to nine months). Exceptions to the limitations specified in this paragraph must have the approval of the President.
- 6.3 For faculty and staff members who enter a Phased Retirement Program, all benefit plans will be continued at the same level available for personnel holding like positions, consistent with age and the terms of the controlling Plan Document.
- 6.4 The maximum period for phased retirement shall be two years. At the end of the second year, the participant will enter full retirement.
- 6.5 The employee may opt out of phased retirement and progress to full retirement at any point during the phased retirement period with 90 days' notice.

- 6.6 Employees on phased retirement are not eligible for salary increases or merit pay. The base salary at the time of phased retirement will remain constant for computing the prorated salary.
- 6.7 In lieu of the standard evaluation process, faculty on phased retirement will complete an annual self-reflection report to be submitted to the Dean of the Division.
- 6.8 The specific arrangements for a Phased Retirement Program must be detailed in a written agreement. A copy of the agreement will be maintained in the Human Resources Office.
- 6.9 When the Phased Retirement period concludes, employees become “fully retired,” but are eligible to continue PEIA insurance only if they have completed 30 years of contributory service (and are at any age), or have completed at least 5 years of contributory service and are at least age 60. The terms of the controlling Plan Document must also be met in order to apply sick leave and/or teaching credit toward PEIA retiree premiums.

Section 7. Terms of Contractual Agreement

- 7.1 While it is anticipated that each agreement for a Phased Retirement Program will include its own individual terms, tailored to the needs of the department and the individual, the following topics should be specifically included and agreed upon between the parties:
 - a. Date upon which phased retirement will commence and end (upon entering full retirement).
 - b. The percentage of FTE, and specific working assignments, which will represent the individual's working effort for the college during the period covered by the phased retirement agreement.
 - c. The amount and source of the compensation to be paid to the faculty or staff member during the period of phased retirement.
 - d. Provisions, if applicable, for office space, laboratory facilities, and support services during the term of the agreement.
 - e. Specific terms and conditions under which a further reduction in FTE status may be agreed upon, if appropriate.

Section 8. Procedures

- 8.1. Individuals may apply for participation in the Phased Retirement Program according to the procedures established by the institution. The institution will also provide specific information to participants regarding the phased retirement program as it relates to participation in the TIAA/CREF retirement plan, the State Teachers Retirement plan, Social Security and Medicare benefits.