

The University is pleased to announce that we recently concluded an agreement with the Professional Staff Congress/CUNY (“PSC”) on the implementation of a three-year pilot program of voluntary Phased Retirement for eligible members of the PSC-represented teaching and non-teaching instructional staff.<sup>1</sup> The pilot program is effective from the 2013-2014 academic year through the 2015-2016 academic year.<sup>2</sup>

This Program will enable long-standing members of the faculty and staff to continue to work for the University on a part-time basis while they transition into retirement or explore new opportunities. Inasmuch as phasing is contingent upon the employee’s irrevocable commitment to retire at the end of his/her phasing period, the phasing program will also provide the colleges with advance notice of an employee’s departure and will facilitate appropriate planning.

This memorandum contains a brief overview of the phased retirement program. The complete program is set forth in the letter of agreement and accompanying side-letter, which may be accessed through the following link: <http://www.cuny.edu/about/administration/offices/lr.html>

#### Eligibility Criteria

- Tenured faculty, including Librarians and Counselors, and Lecturers with a Certificate of Continuous Employment (“CCE”) who will have attained the age of 65 years and will have completed 15 or more years of full-time, continuous service as of the start of their phasing period are eligible to participate. Higher Education Officer (“HEO”) title series employees who hold a Certificate of Continual Administrative Service (“13.3b”) and tenured employees in the College Laboratory Technician (“CLT”) series must meet the same age and service requirements.
- Eligible faculty and staff must be participants in the Optional Retirement Program, that is, TIAA-CREF (including the alternative funding vehicles MetLife and Guardian), in order to apply. This program is not available to members of the Teachers’ Retirement System.
- A faculty member serving as a Department Chair or as an Executive Officer of a Ph.D. program is not eligible to participate while serving in such a position; he/she may apply to participate, and upon approval of his/her phased retirement application, he/she must submit his/her resignation from the Department Chair/Executive Officer position.

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<sup>1</sup> This program is not available to members of the ECP or other instructional staff in titles/functions that are excluded from representation by the PSC.

<sup>2</sup> The agreement with the PSC provides that the program is to continue unless one of the parties provides written notice to the other by June 30, 2015, that it is electing to terminate the program effective the end of the 2015-2016 academic year.

- A faculty member who is serving in a predominantly administrative position, such as Director of an Institute or Center, and wishes to enter phased retirement, must consult with the College President or his/her designee to determine the feasibility of a mutually acceptable phasing arrangement of an appropriate configuration and duration, as set forth in the side-letter agreement.

#### Work Commitment and Salary during the Phasing Period

- Faculty Members – 50% of the contractual full-time workload for their titles (that is, 50% of the teaching load and 50% of other professional responsibilities). Salary shall be 50% of the full-time salary.
- HEO- or CLT-series employees – 80% of the contractual full-time workload for their titles. Salary shall be 80% of the full-time salary.

#### Length of the Phasing Period

- Faculty Members – May elect to phase for one, two, or three years and must begin their phasing period on the first day of the fall semester. Travia Leave may be scheduled in the final spring semester of the phasing period or be paid out in a lump sum following the phasing period. The combined period of phasing and Travia Leave, however, may not exceed three years.
- HEO- or CLT-series employees – May elect to phase for either six months or one year and may apply to phase starting on the first day of the fall or spring semester. Travia Leave may be scheduled after the phasing period or be paid in a lump sum at the end of the phasing period.

#### Application/Review Process

The respective application/review processes for the faculty and professional staff are spelled out in the letter agreement. The College President has final authority to approve or disapprove an employee's application to phase. However, if a faculty member's initial request to phase is denied, he/she has the right to begin phasing one-year later, as originally requested. The decisions made by Department Chairs and other College administrators, including the President, in the review process are not grievable.