

CUNY PHASED RETIREMENT PROGRAM

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. The pilot program is effective from the 2013-2014 academic year through the 2015-2016 academic year.

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>

OVERVIEW OF THE PROGRAM

- This is a three-year pilot program covering the 2013-2014, 2014-2015, and 2015-2016 academic years.
- The program is voluntary.
- The program is open to full-time faculty and to full-time employees in the College Laboratory Technician series and in the Higher Education Officer series.
- Employees must be 65 years of age, represented by PSC, must be tenured or have a CCE or CCAS (13.3b) and must have at least 15 years of pensionable, continuous, full time CUNY service.
- Employees must be members of the Optional Retirement Program (TIAA-CREF, MetLife, Guardian). This program is not available to members of the Teachers' Retirement System.
- Pension contributions will continue to be made by the employer and employee, based on the employee's pro-rata biweekly pay.
- Deductions from the bi-weekly paycheck will be based upon a specified percentage of salary, on a pro rata basis, except as required by law. Other deductions, voluntary or involuntary, will remain at pre-phased levels, unless authorized adjustments are made through regular procedures. Health insurance and PSC-CUNY Welfare Fund benefits will continue as before phasing.

- The rules for faculty are different than the rules for employees in the College Laboratory Technician series and the Higher Education Officer series.
- For all participants, the decision to phase is irrevocable and is contingent upon the employee's irrevocable commitment to retire at the end of the phasing period.
- While there is no obligation on the part of CUNY or the PSC to provide such advice, it is agreed that it is in an employee's best interest to consult a financial professional and/or a retirement counselor before making the decision to phase.

ELIGIBLE TITLES

- Tenured faculty, including Librarians and Counselors, and Lecturers with CCE.
- Tenured employees in the College Laboratory Technician series.
- Employees in the Higher Education Officer series with a Certificate of Continual Administrative Service (13.3b).
- 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.
- 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.

*****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.**

*****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.**

PHASING PERIOD

- Faculty may have a phasing period of **one year, two years or three years.**
- Faculty may elect to take Travia Leave in the final spring semester of the phasing period or may elect to be paid for their Travia Leave as a lump sum.
- Employees in the College Laboratory Technician series and in the Higher Education Officer series may have a phasing period of **six months or one year.**

- Employees in the College Laboratory Technician series and Higher Education Officer series may elect to take Travia Leave immediately following the phasing period or may elect to be paid for Travia Leave as a lump sum at the end of their phasing period.
- If the employee fails to retire at the end of the phasing period (or the combined phasing and Travia Leave period), the employee will be deemed to have resigned as of the end date of said period.

WORKLOAD AND SALARY DURING PHASING PERIOD

FACULTY MEMBERS Workload during each academic year during the phasing period must equal 50% of the annual contractual full-time workload (i.e., 50% of the teaching load and 50% of other professional responsibilities). Salary shall be 50% of the full-time salary.

- In each year of the phasing period, the workload can be distributed in one of the following ways: Fall semester: 25% of annual workload; Spring semester: 25% of annual workload **or**
- Fall semester: 50% of annual workload; Spring semester: 0% of annual workload **or**
- Fall semester: 0% of annual workload; Spring semester: 50% of annual workload,

In the last phasing year, if the faculty member has elected to take Travia Leave (rather than receive a lump sum payout of Travia Leave):

- Fall semester: 25% of annual workload and Spring semester: Travia Leave.

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 AND CLT SERIES EMPLOYEES

Workload during the six month or one year phasing period must equal 80% of the contractual full time workload, i.e., employees must work 28 hours per week during the phasing period. Salary shall be 80% of the full-time salary.

Employee in these titles 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.

APPROVAL PROCESS FOR FACULTY MEMBERS

FACULTY MEMBER:



Application is available on the Hostos HR web.

Applicant completes Sections I (Personal Data), II (Phasing Period), III (Travia Leave Election), IV (Proposed Workload Configuration) and V (Attestation) of the application form and submits it to the Director of Human Resources.

DIRECTOR OF HUMAN RESOURCES:

Director of Human Resources confirms that the faculty member is eligible to participate. (Section VI)

Director sends approved application to the Department Chair.

DEPARTMENT CHAIR:

The Department Chair reviews the application.

**Scenario 1:**

The Department Chair recommends approval of the application to the President/Designee.

Scenario 2:

The Department Chair determines that the proposed workload configuration would impede the department's ability to meet its academic responsibilities and discusses possible alternative workload configurations with the faculty member.

The Department Chair and faculty member agree on a revised workload configuration.

The Department Chair recommends approval of the revised application to the President/Designee.

Scenario 3:

The Department Chair and faculty member are unable to identify a mutually agreeable workload configuration.

Faculty member may submit an appeal to the President/Designee with the initially proposed workload configuration.

PRESIDENT/DESIGNEE:**Scenario 1:**

President/Designee approves the Department Chair's recommendation that the faculty member be permitted to phase in the upcoming academic year, based either on the faculty member's initial or revised workload configuration.

Scenario 2:

President/Designee upholds the faculty member's appeal to phase in the upcoming academic year.

Scenario 3:

If the President/Designee disapproves the application or denies the appeal:

- The faculty member is entitled to begin phasing one year later, with the configuration initially requested.
- The faculty member may retire without phasing.
- The faculty member may withdraw the application to phase.

APPROVAL PROCESS FOR FULL HEOS AND CHIEF CLTS

EMPLOYEE:



Application is available on the Hostos HR web.
Applicant completes Sections I (Personal Data), II (Phasing Period), III (Travia Leave Election), IV (Attestation) of the application form and submits it to the Director of Human Resources.

DIRECTOR OF HUMAN RESOURCES:



Director of Human Resources confirms that the employee is eligible to participate (Section V).
Director sends approved application to the Supervisor.

SUPERVISOR:



The Supervisor reviews the application.

Scenario 1:

The Supervisor approves the proposed workweek configuration and determines that the employee can perform his/her job on less than a full-time basis without adversely affecting the area or program and recommends approval of the application to the President/Designee.

Scenario 2:

The Supervisor determines that the proposed workweek configuration would adversely affect the area or program and suggests an alternative workweek configuration and comes to a mutual agreement with the employee.
The Supervisor recommends approval of the revised application to the President/Designee.

Scenario 3:

The Supervisor and employee are unable to identify a mutually agreeable workweek configuration and the Supervisor does not approve the application.
The employee may submit an appeal to the President/Designee.

PRESIDENT/DESIGNEE:



Scenarios 1 and 2:

President/Designee approves the Supervisor's recommendation that the employee be permitted to phase, based either on the initial or revised workweek configuration.

Scenario 3:

President/Designee upholds the employee's appeal.

Scenario 4:

If the President/Designee disapproves the application or denies the appeal:
-The employee may retire, without phasing.
-The employee may withdraw the application to phase.

APPROVAL PROCESS FOR FULL CLTS, SR. CLTS, aHEOS, HEaS, HEAS

EMPLOYEE:



Application is available on the Hostos HR web.
Applicant completes Sections I (Personal Data), II (Phasing Period), III (Travia Leave Election), IV (Attestation) of the application form and submits it to the Director of Human Resources.

DIRECTOR OF HUMAN RESOURCES:



Director of Human Resources confirms that the employee is eligible to participate (Section V).
Director sends approved application to the Supervisor.

SUPERVISOR:



The Supervisor reviews the application.

Scenario 1:

The Supervisor approves the proposed workweek configuration and determines that the employee can perform his/her job on less than a full-time basis without adversely affecting the area or program and recommends approval of the application to the Vice President of Administration.

Scenario 2:

The Supervisor determines that the proposed workweek configuration would adversely affect the area or program and suggests an alternative workweek configuration and comes to a mutual agreement with the employee.
The Supervisor recommends approval of the revised application to the Vice President of Administration.

Scenario 3:

The Supervisor does not approve the application.
The employee may submit an appeal to the Vice President of Administration.

VICE PRESIDENT OF ADMINISTRATION:



Scenarios 1 and 2:

The Vice President of Administration approves the Supervisor's recommendation that the employee be permitted to phase, based either on the initial or revised workweek configuration.

Scenario 3:

The Vice President of Administration does not approve the application. The employee may appeal to the President/Designee.

Scenario 4:

The Vice President of Administration upholds the employee's appeal and approves the application.

Scenario 5:

The Vice President of Administration denies the appeal. The employee may appeal to the President/Designee.

PRESIDENT/DESIGNEE:



Scenario 1:

President/Designee upholds the employee's appeal.

Scenario 2:

President/Designee denies the appeal:

- The employee may retire without phasing.
- The employee may withdraw the application to phase.

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.