



University of North Carolina Wilmington

September 2, 2008

MEMORANDUM

TO: Tenured & Tenure-Track Faculty

FROM: William A. Fleming
Assistant to the Chancellor for Human Resources

SUBJECT: Phased Retirement Program
Open Enrollment Period for Academic Year 2009-2010

ACTION REQUIRED TO PARTICIPATE:

- **Request Phased Retirement Materials by November 26, 2008**
- **Attend a Group or Individual Meeting in HR by November 26, 2008**
- **Submit Application & Work Plan to Chair by December 12, 2008**
- **Sign General Release within 45 Days of Final Agreement**

On behalf of Provost Chapman, Human Resources is pleased to announce the open enrollment period for academic year 2009-2010 for the Phased Retirement Program (the "Program"). **The open enrollment period for academic year 2009-2010 is September 1 – November 26, 2008. This will be the only open enrollment period for academic year 2009-2010.**

1. Eligibility

Only full-time tenured nine month teaching faculty who meet certain age and service requirements ("Eligible Faculty Members") may participate in the Program. Moreover, tenured faculty occupying full-time administrative or staff positions are not eligible to participate in the Program until they vacate such positions.

In general, Eligible Faculty Members are full-time tenured faculty who, by August 1, 2009:

- Have at least five years of full-time service at the constituent institution of the University of North Carolina at which they are currently employed; **and**
- Are age **62** or older for members of the Teachers' and State Employees' Retirement System ("TSERS") or **59 ½** or older for participants in the University of North Carolina Optional Retirement Program (the "ORP"); **and**
- Are eligible to receive retirement benefits through either TSERS or the ORP, as applicable.

HUMAN RESOURCES

2. Limitations

Subject to certain enrollment caps and annual application time "windows," eligible faculty may apply to participate in the Program with the start of the next academic year that follows the date of their application, if approved. No one has an absolute right to participate in the Program. Rather, UNCW (the "University") may limit participation in the Program in response to a *bona fide* finding that financial exigencies prohibit enrollment in the Program or that further enrollment will substantially weaken academic quality or disrupt program sequence.

Enrollment is subject to participation limits equal to 10% of total tenured and tenure-track faculty within the University and 20% of such faculty within a given department. Should interest by eligible faculty exceed these limits, priority will be given to eligible faculty with the greatest length of service within the UNC system.

If Program participation limits preclude enrollment in the year for which an eligible faculty member first applies, that individual will have priority for the following year and before consideration of faculty who first apply for participation in the subsequent year. However, faculty may not apply "in advance" of their intended participation year.

Application is subject to final approval by Provost Chapman following evaluation of the conditions referenced above and the development of a mutual "work plan" with an Eligible Faculty Member. That work plan and other terms, if accepted, must then be set forth in a UNC Phased Retirement Program Application and Reemployment Agreement and Release, to be executed by an Eligible Faculty Member prior to participation.

3. Process

If eligible faculty are interested in participating in the Program beginning Fall, 2009, an applicant packet and Plan description may be picked up from Human Resources or downloaded from the HR website www.uncw.edu/hr/PRP.html by November 26, 2008. Because of federal statutory and UNC program requirements, failure to meet specified deadlines will result in the loss of eligibility to participate in the program for the 2009-2010 academic year.

If interested in potentially pursuing this retirement transition option, individuals are strongly encouraged to attend an informational meeting **on September 23rd from 2:00 – 3:30 pm or October 1st from 9:00 to 10:30 am in the Human Resources Training Room, 5051 New Centre Drive.** Packets will be available during these sessions to help ensure compliance with the November 26th deadline; however, individuals may call Human Resources, 962-2033, at any time during the open enrollment period to have a packet provided through campus mail.

To ensure consistent and accurate information concerning the Program, questions concerning eligibility for Program participation, retirement eligibility, or continuing benefits must be directed **only** to the individuals listed below. Questions concerning half-time work plans should be directed to department chairs.

Patti Hale	Salary and Benefits Manager 962-2033	halep@uncw.edu
JoAnn McDowell	Director HR Administration 962-3712	mcdowellj@uncw.edu
Dr. Manuel Avalos	Associate Vice Chancellor 962-3137 for Faculty Support and Development	avalosm@uncw.edu

Eligible individuals who decide to participate in the Program give up tenure and terminate their current full-time position. In return, the University would contract with the approved participant for half-time (or equivalent) service for a period of three years.

Participants negotiate individually with their department chair to determine the specific teaching and other duties and the time frame for fulfilling them. For example, the participant may be contracted to teach a full schedule for either fall or spring semester each year or teach a half schedule for both semesters. Half-time responsibilities and duties may vary among departments, but all enrollments in the Program commence with the start of the next academic year and do not include summer school duties.

A completed Application and Reemployment Agreement, including agreed upon half-time work plan, must be submitted to the department chair by December 12, 2008. Completed applications and work plans will be forwarded by the department chair to the Dean and Provost for final approval and conveyed to individual faculty by February 28, 2009.

Program participants have forty-five (45) calendar days to review the final Agreement. The General Release must be signed, notarized, and returned to Human Resources within forty-five (45) days of the participant's receipt of the final Agreement. The Agreement and Release may be revoked within seven (7) calendar days of the date both documents are fully executed by all parties.

4. Compensation

The participant's salary is equal to fifty percent (50%) of the last full-time 9-month or equivalent salary the participant received immediately prior to phased retirement. Salary would be paid over a twelve-month period irrespective of the pattern of duties/service under the agreed-to work plan. Subject to any limitations imposed under the State Retirement System, participants are also eligible for salary increments and merit pay in subsequent years of Program participation based on annual evaluations.

5. Benefits

Program participants are eligible for certain employee benefit programs.

In addition, Eligible Faculty Members who enroll in the Program may elect to begin receiving benefits they have accrued under either TSERS or the ORP, as applicable, but they are not required to do so. **However, faculty members must be in receipt of a monthly TSERS or ORP retirement benefit to be eligible for a retiree health benefit.**

Note: If a faculty member does not elect to receive a monthly retirement benefit from TSERS or ORP, he/she may continue participation in the State Health Plan as a permanent halftime employee on a fully contributory basis.

6. Other Conditions

Participants are encouraged to consult with their attorneys and financial advisors before making such a decision. A decision to enter the Program is irreversible once made. However, the period of phased retirement may be later terminated at any time if the participant and the University mutually agree in writing.

Participants continue to be subject to annual and/or other performance reviews. In addition, participants remain subject to The Code and Policies of the University of North Carolina and UNCW.

The Phased Retirement Program represents an additional benefit to tenured faculty considering retirement by allowing individuals to maintain an on-going academic role within the University. Academic Affairs and Human Resources staff are pleased to assist faculty members in exploring this option to continue participating in academic life while affording them a transition to full retirement.

Again, any questions on the Program should be directed to Patti Hale, Salary and Benefits Manager at 962-2033 halep@uncw.edu, JoAnn McDowell, Director of HR Administration at 962-3712 mcdowellj@uncw.edu or Dr. Manuel Avalos, Associate Vice Chancellor for Faculty Support and Development at 962-3137 avalosm@uncw.edu.

cc: Chancellor DePaolo
Provost Chapman
Administrative Cabinet