


MEMORANDUM

To: CCNY Community

From: John Siderakis, Assistant Vice President, Human Resources 

Date: May 13, 2013

Re: **Announcement of the CUNY Phased Retirement Program**

I am pleased to announce the implementation of The City University of New York (CUNY) voluntary Phased Retirement Program for eligible permanent full-time members represented by the Professional Staff Congress (PSC)¹. This three year pilot program begins with the 2013-2014 through the 2014-2015 and 2015-2016 academic years.

This program enables long-standing members of the faculty and staff to continue to work for the college on a part-time basis while they transition into retirement or explore new opportunities. Phasing is contingent upon the employee's irrevocable commitment to retire at the end of his/her phasing period. The phasing program provides the college with advance notice of an employee's departure allowing the facilitation of timely planning.

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.

¹ 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.

- 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.
- 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.

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 (phasing employee will have a workweek of 28 hours per week). 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 Process for the 2013-2014 Phasing Period:

- Those who qualify and are interested in participating for the 2013-2014 phasing period must present a “Notice of Intent” either by email or memo to their Department Chair (faculty) or Supervisor (HEO series, CLT’s) by **May 15, 2013**. Applications must be submitted to Human Resources by **June 7, 2013**. HEO or CLT series employees who wish to phase beginning with the Spring 2014 semester must submit their applications by September 1, 2013; final arrangements shall be in place by November 1, 2013.
- Faculty Members - Application is submitted to Human Resources. Human Resources verifies eligibility. Human Resources forwards eligible application to the Department Chair. If approved, the Department Chair forwards application to the President/Designee for approval.
- Full HEO’s and Chief CLT’s - Application is submitted to Human Resources. Human Resources verifies eligibility. Human Resources forwards application to supervisor. If approved, supervisor forwards application to the President/Designee for approval.
- CLT’s, Senior CLT’s, aHEO’s, HEa’s and HEA’s - Application is submitted to Human Resources. Human Resources verifies eligibility. Human Resources forwards eligible application to supervisor. If approved, supervisor forwards application to the Vice President of Administration.

Applications (click links below):

- For Eligible Faculty - [Faculty Phased-Retirement Application](#).
- For Eligible HEOs and CLTs - [HEOs and CLTs Phased-Retirement Application](#).

Additional Information:

Please review the provisions of the program in order to assess the program in depth and to obtain specific information regarding participation. An employee’s participation in this program is voluntary. The decision to phase is irrevocable and is contingent upon an irrevocable commitment to retire at the end of the phasing period. The complete program is set forth in the letter of agreement and accompanying side-letter, which may be accessed through the following link: [CUNY Phased-Retirement Agreement](#).

Human Resources Benefits Unit:

Kim Ferguson, Benefits Officer, kferguson@ccny.cuny.edu, 212-650-7963 or stop by Shepard Hall, Room 50.

Elie Yoesoep, Benefits Coordinator, eyoesoep@ccny.cuny.edu, 212-650-7515 or stop by Shepard Hall, Room 50.