



Policy Name:	Voluntary Phased Retirement Policy and Procedures for Faculty and Staff (Non-Union)		
Associated Form(s):	In Mercy Connect	Policy Number:	2024-20
Reviewed:	Non-Academic Policy Committee	Approved:	August 29, 2024
Approval Authority:	President <i>Susan Parish</i>	Adopted:	September 4, 2024
Responsible Executive(s):	1. Provost 2. Executive Director of Human Resources	Revised:	N/A
Responsible Office(s):	1. Office of the Provost 2. Human Resources Department	Contact(s):	1. Associate Provost 2. Executive Director of Human Resources

I. Policy Statement

Voluntary Phased Retirement is a means of transitioning retirement-eligible core faculty and staff who are not members of the United Auto Workers (UAW) bargaining unit from full-time employment to retirement by permitting a reduced work schedule while preserving eligibility for many valuable University benefit programs. Requests to be placed on Phased Retirement must be voluntarily initiated by the faculty or staff member. Deans or Department managers/supervisors cannot impose a Phased Retirement agreement on a faculty or staff member. Phased Retirement enables the faculty or staff member's department to retain the knowledge and skills of the faculty or staff member during a period of transition and succession planning while also aiding the faculty or staff member in meeting their personal goals/obligations.

II. Eligibility

To be eligible for Phased Retirement, a faculty or staff member must meet the following service requirements:

- Faculty applicants must be members of the core faculty, as defined in the *Faculty Handbook*.
- Staff applicants must be non-union full-time staff members
- Faculty and Staff must be:
 - Minimum of 55 years old, and
 - Minimum of 10 years of full-time service as a non-union staff member and/or a core faculty at Mercy University
- Faculty or Staff members who are subject to collective bargaining agreements are not eligible for Phased Retirement.

Note: The existence of this Voluntary Phased Retirement Policy does not give faculty or staff members a contractual right or entitlement to Phased Retirement or continued employment. The University has sole discretion to approve or deny any request for Phased Retirement or terminate such arrangement at any time for any lawful reason.

III. Application & Review Timeline:

A. Core Faculty

- Applications should be made to the School Dean by September 1 for phased retirement beginning the following academic year.
- The School Dean (after consultation with AUH about program need) shall make a recommendation to the Provost by November 30.
- The Provost (after consultation with the Executive Director of Human Resources) shall make a recommendation to the President by December 15.
- The President shall send their final decision to the faculty member by January 5.

- Effective Date: Start of the next contract year (September 1)

B. Staff (Non-Union)

- Applications must be made by August 1 for phased retirement beginning January 1 or by January 1 for phased retirement beginning August 1.
- The Vice President (after consultation with the Executive Director of Human Resources) shall make a recommendation to the President within thirty (30) days of the request.
- The President shall send their final determination to the staff member within thirty (30) days.
- Effective date: August 1 or January 1

IV. Terms of Phased Retirement

- Submit application for voluntary phased retirement on or before a set date, and be approved by the President.
- Length of time: 6 months to 2 years from effective date.
- Workload reduction plus pro-rata salary adjustment (typically 50% workload).
- **Benefits:**
 - Retirement contribution at a percentage of pro-rata salary
 - Health benefits (equivalent to full-time core faculty or non-union staff)
 - Tuition remission eligibility
 - Pro-rated PTO (sick days)
 - In certain circumstances, may be eligible to become an adjunct faculty immediately upon retirement (for core-faculty)
 - Continued access to library services after retirement
 - Counted as full time years of service even though half-time through phased period for purposes of emeritus status for core faculty
- **Other Conditions:**
 - Faculty shall relinquish their current contract and receive a non-renewable appointment through retirement date.
 - Faculty and staff are ineligible for sabbatical, course releases or non-FMLA type leave during the phased retirement period.
 - Faculty shall relinquish formal academic management roles (e.g., academic unit department chair or program director) or other administrative assignments as described in 4.1.3 or 4.2.3 of the Faculty Handbook. The Provost may make an exception in extenuating circumstances.

- Faculty and staff shall relinquish any rights to other severance or compensation upon departure (other than payout of unused vacation days).