

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURE MANUAL

Phased Retirement
Procedure 3-39 (G)
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Effective: December 1, 2011

1. Program Request Process

- A written request to participate in the Phased Retirement Program (PRP) must be submitted to the Human Resources Department for verification of eligibility no less than six (6) months before the retirement date.
- Once verified, the employee must complete and submit a proposed work schedule, duties and terms of an agreement for approval by their direct supervisor. The Vice President of the division has final approval of the proposal.

2. Once the request and proposal to participate in the program has been approved, the Phased Retirement Agreement Form will be completed and signed by all parties involved up to and including the appropriate Vice President of the Department/Division.

- The agreement must include the employee's work schedule, duties, FTE, salary (prorated to reflect the FTE), and length of participation in the program.
- An agreement may be changed only by mutual consent of all parties. Any amendment to the original agreement must comply with the policy, be in writing, and be signed and dated by all parties.
- Additional agreed upon terms or conditions must be reflected on the signed agreement.

3. Failure to fulfill the responsibilities under an agreement may result in sanctions, including but not limited to, loss of Emeritus status or actions by the college to recoup any salary or cost of benefits paid under the agreement. The employee remains subject to all college policies and procedures.

4. The agreement may be discontinued by the employee or the college at any time with appropriate notice.

5. College Policy and Procedure 3-31 and 3-32 do not apply to those participating in the PRP.

New Procedure