



Partial/Phased Retirement Program

The Partial/Phased Retirement Program (PPRP) is available to University of Maine System employees who are

- full-time, represented faculty (AFUM unit)
- represented professional and administrative staff (UMPSA unit)
- non-represented faculty
- non-represented professional and administrative staff

A. Eligibility:

Employees in groups covered by this program are eligible to apply to participate in the Partial/Phased Retirement Program if either: (1) they are at least fifty-five (55) years of age and have at least ten continuous years of full-time regular University of Maine System service; or (2) their age in years and length of continuous full-time regular University of Maine System service in years totals seventy-three (73) or more years.

B. Application and Approval Procedures:

1. An employee who wishes to participate in the Partial/Phased Retirement program must submit a written, individual application in accordance with applicable campus procedures.
2. Such applications shall be reviewed by campus staff in accordance with campus administrative procedures. If it is not the president's recommendation that an application be approved, the application will in any event be forwarded to the Chancellor or designee(s) within CO/SWS for review. If it is the campus president's recommendation that an application should be approved, a proposed agreement for participation, including workload and salary reduction terms, and other details applicable to the individual, shall be prepared in writing and forwarded to the Chancellor or designee(s) within CO/SWS.
3. Such proposed agreements shall be reviewed by and subject to the approval of the Chancellor or designee(s).
4. An employee may request modification or withdrawal of his or her application at any time prior to final approval or disapproval of the proposed agreement.
5. After final approval of a proposed agreement, participation in the Partial/Phased Retirement Program shall be revocable only by mutual consent of the employee and the University.

C. Rights and Obligations of Program Participants:

1. The workload and salary reduction for each individual participant shall be specified in the individual's agreement for participation.
2. Employee benefits for participants shall be treated as follows:
 - a. Group term life insurance - Amount of insurance shall be based on the reduced salary. Allocation of premiums shall be unaffected by participation in the PPRP.

- b. Group health insurance - Eligibility for coverage and allocation of premiums shall be unaffected by participation in the PPRP.
 - c. TIAA-CREF or Alternate Approved Vendors - Eligibility for participation shall be unaffected by participation in the PPRP. Percentage contributions by the University and employee shall be unaffected by participation in the PPRP and shall be based on the reduced salary.
 - d. Federal Retirement - Participation and contributions shall be maintained and/or modified in accordance with applicable Federal and/or State laws and/or regulations.
 - e. Long-Term Disability Insurance - Eligibility for participation shall be unaffected by participation in the PPRP. Benefit levels shall be based on the reduced salary.
 - f. Employee and Dependent Tuition Waiver - Eligibility and benefits shall be unaffected by participation in the PPRP.
 - g. Disability leave and annual leave - the rate of accruals shall be based on the reduced workload.
 - h. Other paid and unpaid leaves - Eligibility and conditions shall be unaffected by participation in the PPRP. Pay, in the case of paid leaves, shall be based on the reduced salary.
 - i. Tax-sheltered annuities - Eligibility shall be unaffected by participation in the PPRP, subject to applicable IRS criteria.
- 3. Faculty who on the commencement of their participation in the PPRP, have tenure or continuing contract shall retain such appointment status while participating in the PPRP.
 - 4. Eligibility for any future salary increases which may be granted shall be unaffected by participation in the PPRP.
 - 5. Employees who participate in the PPRP may at their option elect to receive their annuity or pension from TIAA/CREF or Alternate Approved Vendors, or the Federal retirement system, whichever is applicable, subject to the following limitations:
 - a. Employees who elect to receive their Federal retirement system annuity shall receive salary and annuity amounts subject to applicable laws and/or regulations.
 - b. Employees who are within three years of the date of full retirement, who are working no more than 50% of full-time, and who have attained the age of 55 may also elect to receive cash distribution from TIAA-CREF or Alternate Approved Vendors in accordance with the procedures and regulations of the Internal Revenue Service and the vendor.

D. General Provisions:

- 1. The "normal retirement age" shall remain age 65 for other purposes.
- 2. The PPRP shall be independent of the current Incentive Retirement Plan (IRP). Eligibility to participate in the IRP shall be unaffected by participation in the PPRP. If an employee in the PPRP elects to participate in the IRP, computation of the incentive shall be based on the reduced salary at the time of early retirement increased on a proportionate basis to a full-time salary for the individual.
- 3. Participation in the PPRP may extend beyond the age of 65.

