ECU Phased Retirement Program
Frequently Asked Questions (FAQs)
Updated August 2017

Questions From Faculty Members

Q1: What are the basics of the Phased Retirement Program (PRP)?
A: The ECU Phased Retirement Program (PRP) allows a full-time, tenured faculty member who meets certain age and service conditions to change her or his employment status to half-time employment. Such employment consists of a half-time workload and a half-time salary based on her or his final year of full-time service. After retiring, and upon entering the PRP, a faculty member relinquishes her or his permanent tenure in exchange for a term contract of three (3) years.

Q2: Who is eligible for the PRP?
A: A full-time tenured faculty member at ECU who meets the following set of conditions is eligible to apply for participation in the PRP:

Participant in Teachers’ and State Employees’ Retirement System (“TSERS”) –
1. has at least five years of full-time service at ECU, and
2. is at least age 62 by August 1 (9-month faculty) or July 1 (12-month faculty) in year of entry to PRP, and
3. is eligible to receive retirement benefits through the Teachers’ and State Employees’ Retirement System (“TSERS”)

OR

Participant in the Optional Retirement Program (“ORP”) -
1. has at least five years of full-time service at ECU, and
2. is at least age 59 ½ by August 1 (9-month faculty) or July 1 (12-month faculty) in year of entry to PRP, and
3. is eligible to receive retirement benefits through the Optional Retirement Program (“ORP”)

Q3: I think I am eligible for the PRP but did not receive a PRP eligibility for enrollment letter. What should I do?
A: Contact Linda Ingalls (Academic Affairs) at 252-943-8584 or Lisa W. Hudson (Health Sciences) at 744-1910.

Q4: Is it possible for a faculty member to receive a PRP eligibility for enrollment letter and not be eligible to participate?
A: Yes, if the personnel data file elements are not correct for a faculty member. The determination of who received a PRP enrollment letter assumes the date of birth (DOB), tenure status, years of service, retirement plan, and employment status in the university’s personnel database are correct. However, there may be incorrect or incomplete data in the personnel data file that could affect these required data eligibility criteria. The UNC Program states that it is the individual faculty member’s responsibility to provide to the institution all information necessary for it to determine their eligibility.

Q5: How do I apply for the PRP and what is the deadline for applying?
A: The ECU Phased Retirement Policy number (7) explains the application and enrollment process. An eligible faculty member may apply by submitting the UNC PRP Application and Reemployment Agreement to his/her department/unit head. Applications for
participation commencing Fall Semester 2018 [July 1 for 12-month and August 16 for 9-month faculty] may be submitted only after September 1, 2017, and not later than February 1, 2018. Applications for participation in the Phased Retirement Program from Eligible Faculty Members will be accepted on a first-come, first-served basis.

**Q6:** What resources are available to learn more about the PRP?

*a:* ECU Phased Retirement Program materials may be found at [http://www.ecu.edu/cs-acad/provostvc/formsandinfo.cfm](http://www.ecu.edu/cs-acad/provostvc/formsandinfo.cfm)

In addition, interested faculty members are strongly encouraged to consult one of the Program officials noted in **Q7** below. Interested faculty members may also consult the UNC Policy Manual, 300.7.2 at the web site [http://www.northcarolina.edu/apps/policy/index.php?pg=toc&id=s232](http://www.northcarolina.edu/apps/policy/index.php?pg=toc&id=s232)

**Q7:** If I have questions after I read the guidelines and benefits information, whom do I contact?

*a:* For Program questions, contact Linda Ingalls (Academic Affairs) at 252-943-8584 or Lisa W. Hudson (Health Sciences) at 744-1910. For Benefits questions, contact a Benefits Counselor in Human Resources at 328-9889 (Academic Affairs) or 328-9845 (Health Sciences).

**Q8:** Can I start the PRP in January?

*a:* No, the PRP follows the academic year, and program participation begins at the start of the fall semester [July 1 for 12-month and August 16 for 9-month faculty].

**Q9:** How much do I earn while on Phased Retirement?

*a:* You earn 50% of your previous year full-time faculty base salary, excluding temporary stipends or other temporary compensation.

**Q10:** How long will I be re-employed under PRP?

*a:* ECU’s reemployment period for PRP is three (3) academic years, with beginning and ending dates consistent with either a 9-month or 12-month appointment period.

**Q11:** How will I be notified if I am approved or disapproved for PRP?

*a:* The appropriate Vice Chancellor’s office (Academic Affairs or Health Sciences) will notify you by letter.

**Q12:** If I decide not to enter into PRP once I turn in my application, what steps do I take?

*a:* Please contact your unit head (department chair, dean, director) immediately to withdraw your application. You should contact your division vice chancellor’s office for additional guidance.

**Q13:** If I meet the eligibility criteria and apply for the PRP, am I guaranteed participation?

*a:* No. Sections (2) and (3) of the ECU Phased Retirement Program explain that financial exigency and academic program compromise considerations are the means by which a PRP applicant may be denied entry to the PRP.

**Q14:** Why do I relinquish my tenure?

*a:* A PRP participant retires from the regular faculty in order to enter the Program; relinquishing tenure is required for all retired faculty.

**Q15:** Once I enter into the PRP and decide I would no longer like to participate, what
steps do I take?
A: By mutual agreement and upon resignation by the faculty member, the agreement may be
terminated at the end of an academic year.

Q16: How do I apply for emeritus status?
A: Since retirement is required immediately prior to entering the Phased Retirement Program,
emeritus status should be considered at the time of retirement not at the end of the Phased
Retirement Program. Therefore, upon executing the contract letter to enter the Program, a
faculty member who is interested in emeritus status should provide a written request to the
unit head, who will then notify the unit personnel committee to consider whether emeritus
status will be recommended. Consult your unit code for additional guidance regarding the
process. Link to Faculty Manual provisions regarding emeritus status:

Q17: Why is no salary increase awarded during the first year of PRP?
A: With respect to the initial year of participation in Phased Retirement, the participant’s
salary, as stated in both the Announcement to Eligible Faculty and the Application and
Reemployment Agreement is one-half (50%) of the salary that faculty member earned
during the last 9- or 12-month period of full-time employment prior to entering the
program. Subject to any limitations imposed under the State Retirement System, the
legislative appropriations process, or the UNC Board of Governors, participating faculty
members are eligible for salary increases and merit pay in subsequent years of Program
participation based on annual evaluations. Participants retired with the State Retirement
System will also need to monitor earnings in order not to exceed the earnings limitation
(earnable allowance) with the State Retirement System.

Q18: If a faculty member decides to enter PRP employment and delay receiving a
retirement benefit, will the university pay for the employee’s medical insurance?
A: No. The State of North Carolina pays the full cost of medical insurance only for full-time
(.75 time or greater) active employees or for an individual receiving a retirement benefit
who elects the 70/30 health insurance benefit option (for those retirees electing any other
health plan premium costs may apply). PRP participants who choose to defer retirement
benefits from an Optional Retirement Program until a later date are responsible for paying
the full cost of health insurance premiums.

Q19: Do faculty in the PRP participate in departmental activities as before?
A: Participants in PRP are responsible for services negotiated and approved in the
Application and Reemployment Agreement, including teaching, research, and/or
service. Participation of PRP faculty in other departmental activities is at the
discretion of the unit, with the exception of those areas in which participation is
limited to tenured faculty and other policies or regulations govern.

Q20: How much am I paid for teaching in Summer Sessions outside my PRP workplan?
A: Summer session teaching is a separate contract. Compensation is provided for on-campus
instruction at the currently approved rate for full- or part-time summer school teaching.
Compensation for online summer school teaching is at a similar rate. Re-employed retirees
in the Teachers’ and State Employees’ Retirement System (TSERS) are strongly cautioned
to carefully consider separate summer teaching, as the amount of money earned for
teaching summer session courses could jeopardize the monthly TSERS retirement benefit.
Please consult the State Retirement System earnable allowance.
Q21: How do I apply for my retirement benefits once I am approved for PRP?
A: Start by reviewing the Guidelines for Retirement, and contact a Benefits Counselor in Human Resources at 328-9889 (Academic Affairs) or 328-9845 (Health Sciences).

Q22: How do I find out how much creditable service I have?
A: Contact Human Resources Benefits Office for this information.

Q23: Do I still contribute into my retirement plan while on PRP?
A: No. You will no longer contribute to a State mandated retirement plan; however, you may continue participation in your 403(b) or 457 supplemental retirement plan.

Q24: What benefits may I maintain while on PRP?
A: You may continue participation in benefits that are available to half-time faculty employees. For more details, review the Continuation of Benefits chart on the Phased Retirement web site.

Q25: How will being reemployed in the PRP impact my parking permit?
A: The parking privileges for retired faculty are outlined in The Parking and Transportation Policy (200-0070) under “Special Parking Situations”, sections “Phased Retirement” and “Retired Faculty”. Refer to the link below to obtain current information on parking privileges for retirees: [http://www.ecu.edu/cs-admin/parkingandtransportation/retired.cfm](http://www.ecu.edu/cs-admin/parkingandtransportation/retired.cfm)

Q26: May I earn money outside my PRP contract with the University?
A: No, except for summer school teaching. It is important to note that members of the Teachers’ and State Employees’ Retirement System (TSERS) are subject to an “Earnable Allowance Limit.” If you are re-employed on a part-time, interim, temporary, or contractual basis, or otherwise engaged to perform services on any basis that does not require membership in the Retirement System, your retirement payment and your health insurance will be stopped immediately if your earnings during the 12-month period following the effective date of retirement or during any calendar year after retirement exceed the earnable allowance limit. Set by TSERS, the limit is reviewed and may be adjusted on January 1 each year based on the Consumer Price Index. Members of the Optional Retirement Plan are not subject to this limit.

Questions from Deans and Department Heads

Q1: Why did I, as a dean or department head, receive a copy of the PRP eligibility for enrollment letter?
A: All academic deans and department heads received a copy of the PRP eligibility for enrollment letter, whether or not he or she is otherwise eligible for PRP to assure that all parties have the same Program materials. An Eligible Faculty Member will negotiate his or her work plan with the department head. It is important that both parties receive, read, and understand the same PRP information. As the Phased Retirement Program materials explain, after the faculty member and department head sign a PRP application, it is sent to the dean for review and signature.

Q2: Can I receive a list of all eligible faculty members for this year and future years?
A: No. UNC General Administration’s review of the Age Discrimination in Employment Act (ADEA) indicates that individual age-related data cannot be shared by the vice
chancellor’s office with any administrative party involved in the PRP work plan negotiation process. Therefore, deans and department heads will not receive such information from the vice chancellor’s office. In fact, the list of eligible and ineligible faculty members is prepared by ITCS using the ECU personnel data file; it is not compiled by the vice chancellors’ offices.

Q3: A faculty member in my department says she/he is eligible and should have received a PRP eligibility for enrollment letter but did not. What do I do?
A: Refer the faculty member to your vice chancellor’s office (Academic Affairs or Health Sciences).

Q4: Is it possible for a faculty member to receive an eligibility for enrollment letter and not be eligible?
A: Yes, if the personnel data file elements are not correct for a faculty member. The determination of who received a PRP enrollment letter assumes the date of birth (DOB), tenure status, years of service, retirement plan, and employment status in the university’s personnel database are correct. However, there may be incorrect or incomplete data in the personnel data file that could affect these required data eligibility criteria. The UNC Program states that it is the individual faculty member’s responsibility to provide to the institution all information necessary for it to determine their eligibility.

Q5: When do the 45-day review and 7-day revocation time periods begin?
A: Section (7) of the ECU Phased Retirement Program explains that after the vice chancellor has approved the preliminary UNC Phased Retirement Program Application and Reemployment Agreement, the faculty member will be provided an Agreement and Release package by the vice chancellor. The date the vice chancellor signs the preliminary Agreement begins the individual’s faculty member’s review period. The faculty member will have at least forty-five (45) calendar days to sign and return the Agreement and the Release to the vice chancellor. An additional seven-day revocation period follows the 45-review period. Program participation is only executed by the Eligible Faculty Member after the 7-day revocation period ends.

Q6: When does the unit consider emeritus status for a faculty member who is enrolling in the Phased Retirement Program?
A: Since retirement is required immediately prior to entering the Phased Retirement Program, emeritus status should be considered at the time of retirement not at the end of the Phased Retirement Program. Therefore, upon executing the contract letter to enter the Program, a faculty member who is interested in emeritus status should provide a written request to the unit head, who will then notify the unit personnel committee to consider whether emeritus status will be recommended.

Q7: What happens to the FTE and salary funds associated with a PRP position?
A: During PRP participation:
1. One-half (0.50) of the salary, benefits, and position remains with the unit (department, school, college) to fund the PRP participant while that participant remains in the PRP (up to the maximum 3-year period).
2. One-half (0.50) of the salary, benefits, and position that becomes vacant when a faculty member enters the PRP is governed by the respective Division’s existing policies and procedures for all other vacant faculty positions.