Policy Number: E35.0

Policy Name: RETIREMENT TRANSITION PROGRAM

I. Scope

This policy applies to all regular full-time employees who meet RIT's retirement eligibility criteria.

II. Policy Statement

The Retirement Transition Program is a phased-in approach to full retirement status designed to recognize and reward long and successful university service while continuing to utilize the skills of employees approaching retirement. Because this program is intended to provide a transition to retirement, it is available for a maximum of three consecutive years. Once approved, this election is not revocable. The employee is required to retire at the end of the retirement transition period.

A. Eligibility: In order to be considered for the program, an employee must be eligible to retire under age and service criteria established by RIT.

B. Requirements: During an RIT fiscal year, an employee in retirement transition status must work at least the equivalent of half-time for the employee’s position:

For faculty, this means working a minimum of 50% of the annual normal workload in a fiscal year for the employee’s position, as defined by the employee’s department head and dean. Similar to faculty not in retirement transition, a faculty member in retirement transition is under contract during the January intersession each year.

For staff, this means working a minimum of 50% of the employee’s scheduled annual hours during each fiscal year while in retirement transition.

C. Compensation and Benefits: During the retirement transition period, the employee is considered to be a full-time employee. RIT provides an employee with non salary-based benefits (e.g., medical, dental) as if he or she were working full-time throughout the fiscal year. The employee's salary and salary-based benefits (e.g., life insurance, long term disability) are reduced in proportion to the time actually worked. The basis for RIT's matching contributions to the RIT Retirement Savings Plan is the actual base salary paid to the employee while in retirement transition.
### III. Procedures

| Employee                          | • Contacts Human Resources (HR) to verify retirement eligibility.  
|                                  | • Requests consideration for the program using Retirement Transition Request Memo. |
| Employee’s Manager/Department Head | • If approved, forwards request to division vice president or college dean. |
| Vice President/Dean              | • If approved, forwards request to HR. |
| Benefits Manager                 | • Verifies that eligibility requirements have been met.  
|                                  | • Processes status change. |

Responsible Party: Human Resources

Effective Date: Personnel Policy 3.14  
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Policy History:  
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