

Human Resources

ORP Phased Retirement Program Instructions

Eligibility

To participate in the Phased Retirement Program (PRP), ORP participants must be at least 62 years of age, be fully vested in the ORP, and enter into a written [Phased Retirement Agreement and Release](#) (PRAR) with the University.

Process

1. **Participant** negotiates the specific terms of PRAR with Dean or Director. Negotiations must include beginning date of phased retirement period, future effective date of full retirement, hours to be reduced, anticipated workload and salary reflective of reduced hours.
2. The **Dean** or **Director** reviews the proposed PRAR with their Vice President, who retains the authority to balance the division business continuity need with the request for phased retirement.
3. After the Vice President agrees to the terms of the PRAR the **Participant** submits the PRAR to Human Resources for the eligibility signature (see p. 5 of the PRAR).
4. **Participant** and **Dean** or **Director** complete and sign PRAR.
5. **Dean** or **Director** submits signed PRAR to Provost or appropriate Vice President for final approval and signature.

Upon Approval from Provost or Vice President:

6. **Provost** or **Vice President** sends signed document back to Dean or Director.
7. **Participant's Department** submits electronic Personnel Action Request (ePAR) form to Budget Office with copy of PRAR. The e-PAR must indicate:
 - **Action Requested:** Pay Rate Change
 - **Explanation of Action:** Phased Retirement Program

ePAR must also include new FTE, salary, beginning date of phased retirement period and future effective date of full retirement contained in PRAR.

8. **Dean** or **Director** holds original PRAR in department.
9. **Budget Office** generates new contract based on PRAR and ePAR.
10. **Budget Office** submits the following to Human Resources:
 - Copy of signed and approved PRAR
 - Copy of new Contract
 - Approves and forwards ePAR
11. **Human Resources** processes ePAR and retains copies of above documents in Participant's employment file.