

	Responsible Executive: Vice President and Chief Human Resource Officer	
	Responsible Office: Human Resources	
	Effective Date: 07/01/2024	Last Revised: n/a
	Policy Title: Retiring from NAU	

Definitions

Primary Retirement Plans: Retirement plans sponsored by the State of Arizona or the Arizona University System, including the Arizona State Retirement System (ASRS), Optional Retirement Plan (ORP) and Public Safety Personnel Retirement System (PSPRS).

Policy

Section I: Retirement Status

To be considered an official NAU retiree, an individual must:

- A. Start receiving a distribution from a Primary Retirement Plan recognized by the State of Arizona within 31 days of the employee’s last day worked.
- B. Be at least fifty (50) years of age (with exceptions for PSPRS participants).
- C. Have completed five (5) years of continuous, benefits-eligible employment in the Arizona University System (including approved leave of absence or long-term disability) immediately preceding retirement.
- D. Have not been terminated for cause by the University.

Section II: Retirement Date

An employee’s retirement date is based on their employment category.

- A. The retirement date for **classified and appointed staff** will be the day following the employee’s last day worked. Employees must work some portion of their last day unless they are on an approved leave of absence for medical reasons.
- B. The retirement date for **non-tenured faculty** will be the last day of their contract or the mid-point of the academic year. Faculty must work some portion of their last day unless they are on an approved leave of absence for medical reasons.

- C. The retirement date **for tenured faculty or professionals with continuing status** will be the last day of their contract, the mid-point of the academic year or the last working day of the fiscal year. Faculty must work some portion of their last day unless they are on an approved leave of absence for medical reasons.

Section III: Phased Retirement

A phased retirement program is available to participants of the Optional Retirement Plan with appropriate university approval as outlined in [ABOR Policy 6-602 Optional Retirement Plan](#).

Section IV: Notice

At least 30 days prior to retirement, employees should submit a written notification of their retirement to their supervisor and departmental business office to arrange for a smooth transition.

Section V: Tenure and Continuing Status Rights

A tenured faculty member or professional with continuing status irrevocably relinquishes all status rights upon retirement.

Section VI: NAU Retiree Benefits

Retirees who qualify for NAU Retirement Status have access to the following benefits.

- A. NAU retirees are eligible for retiree **medical, dental, and vision insurance** through the Arizona Department of Administration (ADOA) or ASRS. To enroll in coverage, retirees must complete the ADOA or ASRS enrollment process.
- B. NAU retirees with ASRS and PSPRS are eligible for a **Health Care Insurance Premium Benefit**. The amount of the benefit is based on the retiree's Medicare status, coverage level, and years of service.
- C. The **Retiree Accumulated Sick Leave (RASL) Program** offers eligible NAU retirees the opportunity to receive a partial payment of accumulated (unused) sick leave at retirement. The program is administrated by the State of Arizona General Accounting Office.
- D. Additional retiree benefits and discounts are listed on the [NAU Retiree Benefits webpage](#).

Section VII: Working at NAU After Retirement

NAU retirees may be eligible to return to work at NAU if they have completed the waiting period and have complied with their retirement plan's Return-to-Work rules. It is

the employee's responsibility to ensure that they follow their plan's Return-to-Work Rules. A retiree's income and benefits can be affected if they do not follow their plan's Return-to-Work Rules.

- A. **NAU ASRS retirees** must have a 30-day break between retirement and rehire. Retirees must comply with the ASRS Return-to-Work rules which include the submission of a Return-to-Work Form via their [myASRS](#) account.
- B. **NAU ORP retirees** must have a 30-day break between retirement and rehire. Under the ORP there can be no oral, written, or implied agreement to work after retirement made before the retiree's retirement date.
- C. **NAU PSPRS retirees** receiving a benefit must have 60-day break between retirement and rehire.

Related Information*

Arizona Revised Statutes

- Arizona State Retirement System [Title 38, Chapter 5, Article 2](#)
- Optional Retirement Plan: [§15-1628](#)
- Retiree Accumulated Sick Leave: [§38-615](#) and [§38-616](#)

Arizona Board of Regents Policies

- [6-601 Retirement Plans](#)
- [6-602 Optional Retirement Program](#)

Retirement Plan Documents and Guides

- Arizona State Retirement System: [Website](#)
- Public Safety State Retirement System [Website](#)
- Optional Retirement Plan: [NAU web page](#) [ORP Plan document](#)

Retiree Health Care

- [Arizona Department of Administration Retiree Health Care](#)
- [Arizona State Retirement System Retiree Health Care](#)
- [ASRS Retiree Health Insurance Benefit webpage](#)
- [NAU Retiree webpage](#)

Retiree Accumulated Sick Leave Payout (RASL)

- [Forms and Information](#)

Policy History*

07/01/2024 – Created to define NAU retirement status, retirement date and rules to return to work at NAU.

* Related Information and Policy History are solely for the user's convenience and are not part of the official university policy.