



Human Resources

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To: Eligible Instructional Faculty and Staff

From: Gloria Chao 

Date: October 6, 2017

Re: Phased Retirement Program

The University is pleased to announce that the Voluntary Phased Retirement Program for eligible members of the PSC-represented teaching and non-teaching instructional staff will be continued for the period of 2018-2021.

The forms for Faculty and Professional Staff are attached.

This memorandum contains a brief overview of the phased retirement program.

Eligibility Criteria

1. Tenured faculty, including Librarians and Counselors, and Lecturers with a 'CCE' who will have attained the age of 65 and will have completed 15 or more full-time pensionable years, continuous service as of the start of their phasing period are eligible to participate.
2. Higher Education Officer (HEO) title series employees who hold a '13.3b' and tenured employees in the College Laboratory Technicians (CLT) series who will have attained the age of 65 and will have completed 15 or more full-time pensionable years, continuous service as of the start of their phasing period are eligible to participate.
3. Eligible faculty and staff must be participants in the Optional Retirement Program, that is TIAA-CREF in order to apply. The program is **not available** to members of the Teachers' Retirement System, NYC Employees' Retirement System and Board of Education System.
4. A faculty member serving as a Department Chair is not eligible to participate while serving in such a position; he/she may apply to participate, and upon approval of his/her phased retirement applications, he/she must submit a resignation from the Department Chair position.
5. Employee must be represented by the PSC

Work Commitment and Salary during the phasing period

1. Faculty members: 50% of the contractual full-time workload for their titles (that is, 50% of the teaching load and/or other professional responsibilities). Salary shall be 50% of the full time salary.
2. HEO or CLT series employees: 80% of the contractual full-time workload for their titles. Salary shall be 80% of the full-time salary.

Length of the Phasing Period

1. Faculty Members – may elect to phase for one, two, or three years and must begin their phasing period on the first day of the fall semester. Travia Leave may be scheduled in the final spring semester of the phasing period or be paid out in a lump sum following the phasing period. The combined period of phasing and Travia Leave, however, may not exceed three years.
2. HEO or CLT series employees – may elect to phase for either six months or one year and may apply to phase starting on the September 1 or February 1. Travia Leave may be scheduled after the phasing period or be paid in a lump sum at the end of the phasing period.

Application/Review Process

1. Faculty who wish to phase beginning with the 2018-2021 academic year must submit completed application by November 15, 2017 to Human Resources; final arrangements with department chairperson shall be in place by February 1, 2018.
2. HEOs or CLTs who wish to begin phase September 1, 2018 must submit their applications to Human Resources by November 15, 2017; final arrangements with department head shall be in place by February 1, 2018.
3. HEOs or CLTs who wish to begin phase February 1, 2019 must submit their applications to Human Resources by May 1, 2018; final arrangements with department head shall be in place by October 1, 2018.

Miscellanea:

1. The decision to phase is irrevocable and is contingent upon an irrevocable commitment to retire at the end of the phasing period.
2. Teaching faculty and faculty counselors will retain their annual leave period. Salary during the annual leave period over the summer will be paid at 50% of the full time salary.
3. Library Faculty will continue to accrue annual leave at a 50% rate; HEOs and CLTs series will continue to accrue annual leave at a 80% rate.
4. Faculty members will not be eligible for Fellowship Leaves, Scholar Incentive Awards or PSC-CUNY Research Awards.

5. HEOs and CLTs series employees shall be eligible to apply for and receive grants from the HEO-CLT Professional Development Fund.
6. Faculty may teach multiple positions, in addition to his/her 50% pay, **ONLY** during the summer or intersession periods.
7. During the phasing period, an employee may choose to retire sooner than originally planned, so long as he/she has completed the full phasing workload commitment for the given year.
8. Employees will continue to receive: movement within salary schedule and applicable contractual salary on a pro-rata basis (Faculty at 50% and HEOs and CLTs at 80%)
9. Pension contributions will continue to be made by the employer and employee, based on the employee's pro-rata biweekly pay.
10. Health insurance and PSC-CUNY Welfare Fund benefits will continue as before phasing.

All other questions, please contact Gloria Chao (8304), Amparo Lopez-Moreno (8301) of Office of Human Resources or Anna Krupitskiy (212 776-6226) of Office of Academic Affairs.