

**Joining the Ranks of the Emeriti: The Nuts and Bolts of Academic Retirement**  
**Pre-Retirement Planning Workshop for Senate Faculty**  
**Tuesday, March 22, 2016**  
**2:30 to 4:00 – Bay Tree Conference Center, Cervantes and Velasquez Room**

The purpose of this workshop is to address issues that are specific to Senate faculty. In-depth UC Retirement Plan (UCRP) and retiree health & welfare benefits information is covered in other workshops offered through the campus Benefits Office, from the UC Retirement Administration Service Center (RASC), and in written information and webinars available online. An electronic version of this handout with live links will be available on the Academic Personnel Office website [apo@ucsc.edu](mailto:apo@ucsc.edu) and via a link from the Committee on Emeriti Relations webpage.

**LEARNING ABOUT RETIREMENT OPTIONS AND BENEFITS**

**1) Online Retirement Resources:**

**Retirement – Frequently Asked Questions**  
UCSC Benefits Office Website  
<http://shr.ucsc.edu/benefits/retirement-faq.html>

**UCnet Website on Retirement Benefits**  
<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/retirement-benefits/index.html>  
Includes a step-by-step guide to help prepare for retirement

**UC Retirement Handbook**  
<http://ucnet.universityofcalifornia.edu/forms/pdf/retirement-handbook.pdf>

**UC Retirement Plan 1976 Tier Summary Plan Description for Members with Social Security**  
<http://ucnet.universityofcalifornia.edu/forms/pdf/ucrp-1976-tier-summary-plan-description.pdf>

**UC Retirement Plan 1976 Tier Summary Plan Description for Members without Social Security**  
<http://ucnet.universityofcalifornia.edu/forms/pdf/ucrp-for-members-without-social-security.pdf>  
UC employees who were Plan members on April 1, 1976 and elected in 1976 or 1977 not to have Social Security coverage (this election applies even for those who have since had a break in service)

**Retirement Estimates Calculator**  
<https://atyourserviceonline.ucop.edu/ayso/>  
Log into your personal account in At Your Service Online (AYSO) to estimate your retirement benefits and model the various contingent annuitant options. Choose "Retirement Estimates" under Retirement & Savings.

**2) Person-to-Person Pre-Retirement and Retirement Counseling**

**UC Retirement Administration Service Center (RASC)**  
800-888-8267, press option #3 to be connected directly to the retirement counseling unit  
8:30-4:30 Monday-Friday  
Located in Oakland, it is also possible to schedule an in-person meeting with a retirement counselor

You can request a *Preliminary Retirement Worksheet* from RASC and be assigned a retirement counselor at any time. However, April, May, and June are heavy months for RASC due to the popular July 1 retirement date, and there may be a delay in service time if you are not retiring that year.

**3) Academic Personnel Policies**

**Campus Academic Personnel Manual (CAPM)**  
Recall of Academic Appointees (CAPM 500.205)  
<http://apo.ucsc.edu/policy/capm/500.205.html>

**Academic Personnel Manual (APM)**  
Emeritus Titles (APM-120)  
[http://www.ucop.edu/academic-personnel-programs/\\_files/apm/apm-120.pdf](http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-120.pdf)  
Recall for Academic Appointees (APM-205)  
[http://www.ucop.edu/academic-personnel-programs/\\_files/apm/apm-205.pdf](http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-205.pdf)

## **DECIDING ON A RETIREMENT DATE**

*Important considerations for faculty, especially for academic-year (9-month) faculty*

**1) Selecting and announcing a retirement date**

- ✓ department curriculum planning
- ✓ your graduate students and employees
- ✓ pre-retirement discussions with dean and department chair
- ✓ pay dates are different from service dates
- ✓ notify department chair and dean in writing three to four months prior to your separation and retirement dates – you must resign from tenured appointment using your separation date
- ✓ process retirement paperwork through RASC 60-90 days in advance of retirement date

**2) What is the difference between a separation date and a retirement date?**

- **Separation date** = The last day that you are in regular paid employee status with the University. Use the separation date in written resignation from your professorial appointment.
- **Retirement date** = The first day of that you start receiving retirement income from UCRP, either monthly or lump sum payments.
- These do not have to be consecutive dates
- **UCRP Inactive Members** = Individuals who are vested in UCRP and separated from University employment, but who have not yet retired.

**3) Why do pay dates differ from service dates? Does it matter?**

Academic year (9-month) faculty are paid in advance of actually doing work. Monthly (12) paychecks are issued for 9-months of work.

Service Period	Pay Period	Checks Issued (unless a weekend or holiday)	Retiring at the end of the quarter?
<b>Fall Quarter</b> September-December	July August September October November	August 1 September 1 October 1 November 1	Separation date = October 31 Retirement date = November 1 Last paycheck = November 1 First retirement check = December 1*
<b>Winter Quarter</b> January-March	November December January February	December 1 January 2 February 1 March 1	Separation date = February 28/29 Retirement date = March 1 Last paycheck = March 1 First retirement check = April 1*
<b>Spring Quarter</b> March-June	March April May June	April 1 May 1 June 1 July 1	Separation date = June 27/28/29 (see Inactive COLA below) Retirement date = July 1 Last paycheck = July 1 First retirement check = August 1*

\*Date of first retirement check depends on timely completion of all retirement paperwork with RASC.

**4) What happens if I retire at the end of fall or winter quarter?**

Since you are paid in advance, the service period (fall or winter quarter) ends after the pay period. You are required to work until the end of the quarter in order to fulfill your pre-paid obligation.

**Plan ahead!** Arrange for a separation date at the end of the pay period and a retirement date immediately after. This will avoid having to repay the University for services paid in advance, and your first retirement check to be issued on the next pay date (no month without a payment).

**5) Why consider a late June separation date and a July 1 retirement date?**

**The “Inactive COLA”**

UCRP provides that the salary rate used in the calculation of Basic Retirement Income is the “Highest Average Plan Compensation” (HAPC – see below) at the separation date.

For individuals in the 1976 Retirement Tier who are inactive members of UCRP (they are vested, have separated, but haven't yet retired), their HAPC is increased by a cost-of-living adjustment (COLA) that is applied **at the end of each June**. This COLA is tied to the Consumer Price Index.

- ✓ If you separate from the University **at least one working day** prior to your retirement date, you become an inactive member and therefore eligible for an "Inactive COLA."
- ✓ If your last day on paid status is not immediately prior to your retirement date, you will not be paid for the day(s) you are separated from the University.

**6) HAPC** is your highest full-time equivalent annual covered compensation averaged over 36 consecutive months. This includes your regular salary and stipends, such as a stipend for serving as department chair, but does not include other forms of compensation such as summer research/administrative salary or teaching for UNEX, summer session, or COSMOS.

There are limits on earnings used to calculate HAPC:

- \$395,000 if you became a UCRP member before July 1, 1994
- \$265,000 if you became a UCRP member on July 1, 1994 or later

**7) What if I'm on sabbatical leave?**

You cannot retire immediately after sabbatical leave, unless you reimburse the campus for your sabbatical pay. You must return to the University for at least the same amount of time as the length of your sabbatical (return to service requirement).

## **THE EMERITUS TITLE**

**1) How do I get the Professor Emeritus title?**

Associate Professors, Professors, and other members of the Academic Senate are automatically conferred the Emeritus title when they retire. There are no special criteria or review processes. However, you must notify your department chair and copy the dean on the dates of your separation and your retirement. The division will make the formal change in the payroll personnel system.

- ✓ One caveat: The effective date of retirement must be within 120 days of separation from the University (e.g., faculty who separate from UC to take another job and later retire after greater than 120 days will not be conferred emeritus status).

**2) What rights do I have as Professor Emeritus?**

- You continue to be a member of the Academic Senate with the same rights and privileges.
- You remain eligible to apply for Academic Senate grants.
- You can participate in teaching, research or creative activities, and service – as long as the work is uncompensated or you are not the instructor of record.
- You continue to be a member of your department; however, you no longer have the right to vote on personnel actions in your department – unless the department extends voting privileges to emeriti faculty.
- More information on Senate Bylaw 55 can be found at:  
<http://www.universityofcalifornia.edu/senate/manual/blpart1.html#bl55>

**3) Can I negotiate with my department or division for privileges after I retire?**

Yes – there are items that departments or divisions may grant to a retiree, including:

- You may be provided with office and/or lab or studio space **depending on availability**. This does not imply any claim upon a departmental or divisional budget.
- You may continue to have a mailbox.
- You may be eligible for computing support.
- You may be eligible for recall for teaching, research, or service, with or without pay.

## **RECALL APPOINTMENTS**

### **1) Who can be recalled to active service in an academic position?**

Recall appointments are limited to individuals returning to an academic title who have retired from a UC academic appointment. This includes academic retirees who elected to receive their UCRP benefits in the form of monthly payments or as a lump sum cashout.

### **2) When is a recall appointment required?**

If you will **receive pay** or will be an **instructor of record**, you must have a recall appointment. Recall to an academic title may be for one or more of the following duties: teaching, research or creative activities, service, or faculty administrator service.

However,

- ✓ You must have a break in service of at least 30 days after your retirement date.
- ✓ The University can enter a pre-retirement agreement to recall an employee, only if...  
...you are age 60 or older and have at least 5 years of retirement service credit.
- ✓ When you retire, you must intend to separate permanently or you could jeopardize the tax status of the retirement plan, which could result in tax for all participants.

### **3) What are the parameters of recall appointments?**

There are two payroll titles for recalled academic senate members: *Recall Teaching* and *Recall Faculty*. A working title such as Research Professor or Director Recalled may be used.

*Recall Teaching:* Senate faculty who are recalled for teaching only.

*Recall Faculty:* Senate faculty who are recalled for non-teaching duties (research or administrative), but may also include assigned teaching duties.

- Appointments limited to 43% time or 43% of salary rate per month, cumulative.
- Term appointments; usually for one year or less.
- Appointments involving active research grants can be made for a term up to the period of secured funding.
- Pre-retirement agreements can be made for up to three years, with possible annual renewal thereafter.
- Appointment file is required.
- Reappointment is not automatic – a review is required.
- Deans have authority for most recall appointments in the division; CAP or DCAP review is not required.
- Currently, recall appointees who are receiving pay are required to take the online UC Sexual Violence and Harassment Prevention Training and the UC Ethical Values and Conduct Compliance Briefing (or UC Ethical Values and Conduct/Conflict of Interest for Researchers Compliance Briefing).

### **4) What is the pay rate for a recall appointment?**

Recall appointments are often paid a flat-rate, by-agreement amount, particularly for teaching. In some cases, a funding agency may require a documented percent effort.

The maximum salary rate for recall appointments is the individual's annual base salary rate (including any off-scale) for the academic position held at the time of retirement, range adjusted forward. Other compensation earned, including stipends and summer salary, is not included.

However, the salary rate for recall to faculty administrator titles (e.g., director, interim dean or vice provost) is a negotiated rate based on the nature and scope of the duties assigned.

### **5) What happens to my retirement if I'm recalled?**

Recall appointments are not eligible to accrue health benefits or UCRP service credit; therefore, you keep receiving your retirement income. However, if you are hired into a career or long-term

position that is benefits eligible, you must suspend retirement payments and be reinstated as an active UCRP member. A retiree who took a lump sum cashout with a retirement date of January 1, 2009 or later may not be hired into a career or long-term appointment.

- ✓ University policy for retirees who are recalled into academic positions limits the percent time of the appointment to 43% in order to prevent re-entry into or eligibility for benefits.

## **OTHER PERKS CURRENTLY PROVIDED TO EMERITI**

***NOTE: THESE PERKS ARE REVIEWED EACH YEAR AND MAY BE DISCONTINUED OR CHANGED, PARTICULARLY DUE TO BUDGET CONSTRAINTS (verified 3/1/16)***

- **E-mail**

You are eligible to continue your UCSC email account.

- **Library Borrower Account**

You retain full faculty privileges for library access.

- **Transportation**

You are eligible for a free "A" parking permit –or– a bus pass, valid from July 1 through June 30 of each year. You must apply each year to receive the complimentary permit or bus pass.

✓ *However, if recalled with a paid appointment, you must turn in your retiree parking permit or bus pass and pay for the permit or pass.*

Information and the annual application form can be found online at

<http://taps.ucsc.edu/parking/parking-permits/retiree-permits.html>

- **Continuing Education**

You qualify for reduced fee enrollment for academic classes offered through UCSC Training and Development (this does not include UNEX classes).

Enroll through <http://shr.ucsc.edu/training/index.html> and click on "reduced fee programs" on the left side of the page.

- **OPERS (Office of Physical Education, Recreation and Sports)**

Reduced cost Facility Usage Membership recreation pass (provides access to all facilities). As of 3/1/16: \$2.50 per day or \$11.05 per month, subject to change. For more information and to apply online see: <http://opers.ucsc.edu/memberships/ucsc-retirees.html>

- **Eligible Affiliations**

UCSC Emeriti Association: <http://emeriti.ucsc.edu/>

UCSC Retirees Association: <http://retirees.ucsc.edu/>

## **RETIREMENT PROCESS IN A NUTSHELL**

1. Learn about your retirement benefits.
2. Review your finances. Can contact Fidelity for a personal retirement consultation.
3. Decide on a retirement date.
4. Inform your department chair, dean, and divisional academic personnel coordinator ***in writing*** 3-4 months in advance. Include your separation date and your retirement date.
5. Contact RASC 60-90 days in advance of your retirement date. You will be assigned a retirement counselor, if you don't already have one.
  - Fill out the online Request for Retirement Initiation Packet form: <http://ucal.us/retirementform> or
  - Contact the UC Retirement Administration Service Center (RASC) at 1-800-888-8267 and request a Retirement Initiation Packet
6. You will receive from RASC a Retirement Initiation Packet and your Personal Retirement Profile by mail outlining your options.
7. Consider your options; consult with your RASC counselor as needed.  
Allow yourself time. There are many options to consider, including:
  - ? Monthly income or lump-sum cashout
  - ? Annuitants – Who? How much?
  - ? Beneficiaries
  - ? Taking out money for taxes
8. Gather any required documents: Marriage certificate; Domestic partner documentation; Birth certificate for contingent annuitant; Birth certificate for eligible children.
9. Complete a retirement election worksheet; sign and return it with required documents to your RASC counselor to prepare the final forms.
10. You will receive confirmation letter in about 45 days.
11. You can change or cancel election up to retirement date or 15 days after confirmation letter sent, whichever is later.

## **ADDITIONAL ITEMS TO CONSIDER**

### **1. Health Benefits**

- UC's contribution to retiree health insurance is not a vested guarantee. However, UC intends to continue retiree health insurance, albeit with adjustments to premiums due to rising costs.
- Medical and dental coverages continue *only* if retiree elects monthly retirement income (not a lump sum cashout) and retires within 120 days of separation date.
- Vision plan (VSP) employee coverage ends. A retiree paid plan option is available direct from VSP.
- ✓ Retirement itself is not a "qualifying event." Your current health plans will be in effect when you retire, if eligible. Changes are only allowed during open enrollment – consider changing medical plans during the previous employee open enrollment.
- ✓ You may need to coordinate with Medicare.

### **2. Other Insurance Options**

- Legal Plan: Coverage can continue
- Accidental Death & Dismemberment: Available directly from Chartis
- Life Insurance: Coverage ends, conversion to a private plan is available
- Auto/Home/Renter's Insurance: Coverage can continue, paid direct to A+/California Causality
- Health FSA (Flexible Spending Account): Coverage ends; retirement income is not eligible income for pre-tax Health FSA contributions. Spend what is in your account or may be eligible for COBRA directly from CONEXIS.

### 3. Retirement – Frequently Asked Questions

#### UCSC Benefits Office Website

<http://shr.ucsc.edu/benefits/retirement-faq.html>

- [What is the timing for planning to retire?](#)
- [I'm thinking about retirement, but want to learn more first. What do I do?](#)
- [Is retirement counseling from RASC confidential?](#)
- [Is there a difference between separation and retirement?](#)
- [What are my responsibilities around notification that I plan to retire?](#)
- [How do I pick a retirement date?](#)
- [Does my retirement require special handling if I am an academic working in a quarterly appointment?](#)
- [How do I start the retirement process?](#)
- [What is UCRP?](#)
- [What is vesting?](#)
- [How is my retirement benefit calculated?](#)
- [What is HAPC?](#)
- [What is UCRP service credit?](#)
- [What if I worked at another UC? What if I worked at UCSC previously and returned? Is my UCRP service credit still there?](#)
- [Where can I see my UCRP service credit?](#)
- [What if I have a question about my UCRP service credit?](#)
- [What is the effect if I was employed in a position that was furloughed \(a Partial Year Career appointment\)?](#)
- [I had a Leave Without Pay during my career. What are my options?](#)
- [What happens to my UCRP contributions?](#)
- [Are there Cost of Living adjustments to retirement income?](#)
- [What documents do I need for retirement?](#)
- [What decisions will I have to make in the retirement process?](#)
- [I have a CAP account. What happens to CAP when I retire?](#)
- [What do I do with my 403b, 457b, and/or DCP accounts?](#)
- [I'm re-paying a 403b loan. How does retirement effect loan re-payment?](#)
- [I'm being laid-off. What are my options? Can I retire?](#)
- [What benefit premiums will be deducted from final paycheck?](#)
- [What happens to my Vacation and Sick Leave Accruals?](#)
- [What are my options for my Vacation accrual pay out?](#)
- [How can I verify that my sick and vacation accruals are accurate?](#)
- [Am I eligible for health and welfare coverage as retiree?](#)
- [Are my current dependents eligible for retiree health?](#)
- [How much does retiree health coverage cost?](#)
- [Can I change my health plans or add dependents to health plans at or after retirement?](#)
- [I'm planning to move after retirement. What do I need to consider? How do I change my address?](#)
- [I have \(or my dependent has\) Medicare eligibility. What do I need to do?](#)
- [Is COBRA available?](#)
- [I'm thinking about a Lump Sum Cashout of my retirement benefit. What should I consider?](#)
- [What happens to my Health FSA enrollment at retirement?](#)
- [What about my medical plan with HSA \(Health Savings Account\)?](#)
- [What happens to my UC life insurance and/or AD&D \(Accidental Death & Dismemberment\)?](#)
- [What happens to my Supplemental Disability enrollment?](#)
- [What about my non-benefits deductions from pay \(e.g. parking, housing, Cal Casualty, United Way, additional taxes, UCSC loan repayments, wage garnishments, etc.\)?](#)
- [What if I change my mind and decide not to retire?](#)
- [What tax forms will I receive after retirement?](#)
- [What happens when I die?](#)
- [Who do I contact after retirement for help?](#)
- [What about returning to UC employment after retirement?](#)
- [How do I stay connected to UCSC?](#)

## **RESOURCES**

<b>UC Retirement Administration Service Center (RASC)</b>	Retirement Counseling Services	800-888-8267 8:30-4:30 M-F (Best route for contact)	<a href="https://secure.ucop.edu/secur_eapps/ays/csform.html">https://secure.ucop.edu/secur_eapps/ays/csform.html</a> (Web-based question form; may take up to 5 days for a reply)
<b>UCSC Benefits Office</b>		459-2013	<a href="http://shr.ucsc.edu/benefits/index.html">http://shr.ucsc.edu/benefits/index.html</a>
<ul style="list-style-type: none"> <li>• Health Plan Problems &amp; Billing Issues</li> <li>• Medicare Question</li> </ul>	Frank Trueba Benefits Manager Health Care Facilitator	459-3573	<a href="mailto:ftrueba@ucsc.edu">ftrueba@ucsc.edu</a>
<ul style="list-style-type: none"> <li>• UCRP Disability counseling</li> <li>• UCRP payroll deduction questions</li> <li>• Counseling for survivors of deceased employees</li> </ul>	Marianne McIvor Principal Benefits Analyst	459-3993	<a href="mailto:memcivor@ucsc.edu">memcivor@ucsc.edu</a>
<b>Academic Personnel Office</b>		459-5579	<a href="mailto:apo@ucsc.edu">apo@ucsc.edu</a>
<ul style="list-style-type: none"> <li>• Recall Appointments</li> </ul>	Pamela Peterson Assistant Vice Chancellor	459-5579	<a href="mailto:pgpeters@ucsc.edu">pgpeters@ucsc.edu</a>
<b>Divisional Academic Personnel Coordinators</b>			
Arts Division	Jan Cloud	459-3272	<a href="mailto:jcloud@ucsc.edu">jcloud@ucsc.edu</a>
Baskin School of Engineering	Kathy Beattie	459-2263	<a href="mailto:kathy@soe.ucsc.edu">kathy@soe.ucsc.edu</a>
Humanities Division	Marilyn Chapin	459-2429	<a href="mailto:mchapin@ucsc.edu">mchapin@ucsc.edu</a>
Physical and Biological Sciences Division	Nicolle Laird	459-4757	<a href="mailto:nlaIRD@ucsc.edu">nlaIRD@ucsc.edu</a>
Social Sciences Division	Emily Johnson	459-2912	<a href="mailto:ejohnso3@ucsc.edu">ejohnso3@ucsc.edu</a>
<b>UC Net (At Your Service Online)</b>	Retirement Calculator		Log into AYS Online <a href="https://atyourserviceonline.ucop.edu/ayso/">https://atyourserviceonline.ucop.edu/ayso/</a>