



NOVA SOUTHEASTERN UNIVERSITY
PHASED RETIREMENT PROGRAM
for
FULL-TIME FACULTY AND ADMINISTRATIVE FACULTY

PROGRAM DESCRIPTION

1. Phased Retirement Program	<p>The Phased Retirement Program (“PRP”) is a special program that permits a half-time course load assignment for a period of one or two years (referred to as the “phased retirement period”) as a transition into full retirement. During the phased retirement period faculty will receive 55% of their regular full-time base salary and will maintain full-time benefit eligibility as described below. The program is offered at the discretion of each College Dean and is open to full-time faculty and administrative faculty in participating colleges.</p>
2. Eligibility	<p>You are eligible to be apply for the PRP if:</p> <ul style="list-style-type: none">• Your Dean elects to offer the program in his/her college;• You are a full-time faculty member or full-time administrative faculty member*;• You hold a continuing contract track or continuing contract appointment or in the College of Law College a vested contract, tenure track or tenured appointment;• You are at least 55 years of age; and• You have at least ten years of NSU full-time service. <p><u>*Note:</u> Administrative faculty will be required to relinquish their administrative duties and fulfill a course load assignment during the phased retirement period.</p> <p>For the purposes of the PRP, “full-time service” will be calculated based upon your combined full-time NSU service in faculty, administrative faculty and non-faculty staff positions from your most recent date of hire.</p>
3. Faculty on Leave of Absence Status	<p>If you are currently on an approved family medical leave, other medical leave, or discretionary leave of absence and satisfy the eligibility criteria described above, you are eligible to apply for the PRP. However, if approved for the PRP, your sick leave or short-term disability payments will not continue beyond your retirement date.</p>
4. Application Period & Application Process	<p>The application period and application due date will be determined and communicated to the College Faculty by the Dean.</p> <p>A completed and signed Application Form and Reduced Workload Worksheet must be submitted to the Dean of the College by hand or NSU email.</p>

5. Approval Process	Approval of your PRP application is based upon the recommendation of your Dean and the Provost and approval of the President. Factors considered include but are not limited to the College's faculty compliment, enrollment projections, the applicant's expertise and discipline, etc. Notifications of approved applications will be made no later than 30 days after submission of the application.
6. Revocation of Approved Application	<p>You have three (3) calendar days following the approval of your application to revoke your decision to enter into the Phased Retirement Program. If not revoked, your decision becomes effective on the fourth (4th) calendar day following the date of approval and cannot be modified or revoked thereafter.</p> <p>Your revocation must be in writing and received by the third (3rd) day following notification of acceptance. <u>Any revocation must be hand-delivered or sent from your NSU email address to your Dean's office.</u></p> <p><u>Your revocation must be received no later than the 4th day following the date of the application approval date.</u></p>
7. Period of Phased Retirement	You may elect to enter the PRP for one or two years as your phased retirement period. This election may not change once your application is approved.
8. Teaching Load Reduction	<p>A. Teaching loads for faculty entering the PRP will be reduced to 50% of the College's standard full-time teaching load.</p> <p>B. If you revoke your election, the University will have no obligation to provide a reduced teaching load or any of the benefits available under the PRP.</p>
9. New Appointment Letter	Following approval, you will receive a new faculty appointment letter that confirms your reduced course load assignment, phased retirement period, retirement date and any other terms and conditions of your phased retirement.
10. Separation from Service	The retirement date for PRP participants will be the final date of the phased retirement period as stipulated in their new appointment letter and following completion of faculty responsibilities for the phased retirement period.
11. Salary Reduction	During the phased retirement period, a PRP participant will receive 55% of his/her regular full-time base salary (i.e., "regular earnings" as shown on your pay statement in effect at entry into the PRP). Stipends, overload payments, and other special payments are not considered a part of a faculty member's base salary for purposes of the PRP.

EMPLOYEE BENEFITS DURING PHASED RETIREMENT	
12. Medical Insurance Premium Subsidy	<p>A. You Are <u>Not</u> Enrolled in an NSU Medical Plan upon entry into the PRP</p> <ul style="list-style-type: none"> ➤ If you are not enrolled in one of NSU's medical insurance plans when you enter the PRP, you will <u>not</u> receive a Medical Insurance Premium Subsidy. <p>B. You Are Enrolled in an NSU Medical Plan upon entry into the PRP</p> <ul style="list-style-type: none"> ➤ If you are enrolled in one of NSU's medical insurance plans when you enter the PRP, you may continue to participate in the same plan and coverage tier you are enrolled in. The University will increase its contribution to your premium cost to offset your reduction in compensation during the phased retirement period. The additional premium contributions will continue for the duration of the phased retirement employment period. ➤ The University will increase its premium contribution by 45% (the same % amount as your compensation will decrease) for all coverage tiers and all plans. ➤ After the phased retirement period ends, you have options to continue coverage for yourself, spouse, and domestic partner or family members under an ICUBA medical insurance plan. Available ICUBA plans include its <i>Retiree Health Plan</i>, <i>Retiree Medicare Supplemental Plan</i> and COBRA extension of the <i>current in-force ICUBA plans</i>. Alternatively, you may purchase health insurance for you and your family through a public exchange.
13. Dental and Vision Coverage	<p>A. PRP participants may continue their dental and/or vision plan coverage during the phased retirement period as if they were employed full-time.</p> <p>B. At the conclusion of your phased retirement period, dental and/or vision plan coverage for you and your covered dependents, if any, may be continued as a retiree or under COBRA regulations.</p>
14. Life Insurance	<p>A. Your basic life insurance coverage will continue through your phased retirement period. The life insurance coverage amount will be \$75,000. The benefit amount will reduce by 50%, to \$37,500, for covered faculty who are age 70 or older.</p> <p>B. If you currently have supplemental life insurance, this coverage will continue during the phased retirement period at your current coverage levels, subject to salary reduction provisions found in the current in-force policy. It will not be possible to increase the amount of supplemental life insurance during your phased retirement period.</p> <p>C. You will have 30 calendar days from your retirement date to convert your basic and supplemental life insurance to an individual plan. For conversion information, rates and options, please contact the carrier, Reliance Standard Life Insurance Company via their Customer Care Center at 800-351-7500. The policy holder name is Nova Southeastern University, and the policy number is GL 152576.</p>
15. Disability Insurance & Accidental Death Insurance	<p>A. Eligibility for the NSU Short-term Disability program and Long-term Disability/Accidental Death will continue during the phased retirement period. Benefits will be calculated based upon your reduced salary.</p> <p>B. No coverage will apply after you retire.</p>

16. Retirement Plan Contributions	<p>A. PRP participants are eligible to participate in NSU's Defined Contribution 401(k) Retirement Plan and are eligible for the University's Matching Contributions.</p> <p>B. Contact your Fund Sponsor (TIAA-CREF or VALIC) to discuss options available to you as you prepare for your full retirement: TIAA CREF @ 1-800-842-2252 and VALIC @ 1-800-448-2542.</p>
16. Retirement Plan Distribution Options for PRP Participants	<p>A. In-service Distributions / 401(k) Plan</p> <p><u>Faculty who are age 55 to 59 ½</u> and participating in the PRP can take one in-service withdrawal each year. In-service distributions may only be made from the following accounts: (1) accounts attributable to Employer Matching Contributions; accounts attributable to Employer Non-elective Contributions and (3) Rollover Accounts. Employer Safe Harbor Contributions and to Employee Elective Deferrals (employee contributions) cannot be accessed through an in-service distribution until age 59 ½.</p> <p>Distributions to participants under the age of 59 ½ may have to pay a 10% early distribution tax on the on the distributed amount in addition to the usual income tax.</p> <p>This early distribution tax can be avoided by having the distribution directly rolled into an Individual Retirement Account.</p> <p><u>Faculty who are over the age of 59 ½</u> and participating in the PRP can take one in-service withdrawal each year or request a full distribution of their account. In-service distributions may be made from accounts attributable to both employer and employee contributions.</p> <p>B. In-service Distributions / 403(b) Plan</p> <p><u>Faculty who are age 55 to 59 ½</u> and participating in the PRP can take one in-service withdrawal each year. In-service distributions may only be made from the following accounts: (1) accounts attributable to Employer Matching Contributions and (3) Rollover Accounts. Employer Non-elective Contributions and Employee Elective Deferrals (employee contributions) cannot be accessed through an in-service distribution until age 59 ½.</p> <p>Distributions to participants under the age of 59 ½ may have to pay a 10% early distribution tax on the on the distributed amount in addition to the usual income tax.</p> <p>This early distribution tax can be avoided by having the distribution directly rolled into an Individual Retirement Account.</p> <p><u>Faculty who are over the age of 59 ½</u> and participating in the PRP can take one in-service withdrawal each year or request a full distribution of their account. In-service distributions may be made from accounts attributable to both employer and employee contributions.</p> <p>C. Loans / 401(k) Plan / 403(b) Plan</p> <p>Loans are available to faculty participating in the PRP subject to the usual terms and conditions of the Plan.</p> <p>D. Hardship Distributions / 401(k) Plan / 403(b) Plan</p> <p>Hardship Distributions are available to faculty participating in the PRP subject to the usual terms and conditions of the Plan.</p> <p>E. Investment Provider Contact Information</p> <p>Contact your Investment Provider (TIAA-CREF or VALIC) to discuss options available to you as you prepare for your full retirement: TIAA CREF @ 1-800-842-2252 and VALIC @ 1-800-448-2542.</p>

17. Vacation & Sick Leave	<p>A. Continued accrual of vacation and sick leave will be based upon your reduced schedule.</p> <p>B. Accrued and unused vacation and sick leave will be available for use during your phased retirement period.</p> <p>C. At retirement, accrued vacation days that have not been used by the date of your retirement will be paid out and calculated based on your reduced salary.</p> <p>D. Pursuant to NSU policy, your accrued but unused sick leave time is not paid at the time of retirement.</p>
18. Tuition Waiver	<p>The tuition waiver benefit is available during the phased retirement period but will end at the time of retirement.</p>
19. Voluntary Benefits	<p><i>Legal Shield</i> and <i>AFLAC Supplemental Insurance</i> will continue for enrollees during the phased retirement period.</p> <p>After retirement, these policies are convertible to individual policies. Please contact the providers directly if you would like to arrange for individual coverage. AFLAC c/o Joe Evans @ 954-560-6000 and Legal Shield c/o Kelly Rheault @ 954-214-0327.</p>
20. Benefits after Retirement	<p>As described above, select benefit plans may be continued after retirement subject to the terms of the applicable policy. ICUBA health plans, including Flexible Spending Accounts may be continued under a retiree plan or under COBRA rules. Vested participants will retain access to their Health Reimbursement Account balance which can be used to pay for retiree premiums. Life insurance policies and voluntary insurance policies are convertible to individual policies.</p> <p>Visit the Phased Retirement Program website for complete details The page can be accessed at: https://www.nova.edu/hr/phased-retirement.</p>
21. Reemployment with Nova Southeastern University	<p>21. Reemployment</p> <p>PRP participants may be hired to teach as an adjunct faculty member at the discretion of the Dean and with written approval of the Provost.</p>