

Morrell, David

From: SUNY ORP List [SUNYORP-L@LS.SYSADM.SUNY.EDU] on behalf of Morrell, David [David.Morrell@suny.edu]
Sent: Wednesday, June 30, 2010 5:52 PM
To: LIST, SUNY ORP List
Subject: SUNY 2010 Early Retirement Incentive Program

Greetings, everyone. The SUNY Board of Trustees has voted to adopt Resolutions authorizing campus participation in the Chapter 45 and Chapter 105 of the Laws of 2010 Early Retirement Incentive programs. There are three components of the 2010 Early Retirement Incentive, one of which is mandatory for all campuses and two of which must be adopted by individual campuses. Here is a brief overview of the different components of the 2010 Early Retirement Incentive program:

- **Part A** - For members of ERS, TRS, or the SUNY ORP who are at least age 50 with 10 or more years of credible service. Provides up to an additional 36 months of service credit (normal age reductions apply) for ERS/TRS members or an additional cash contribution for members of the ORP. Campuses wishing to participate must formally adopt Part A, must establish an open period of 30-90 days ending no later than December 31st, must develop a communications plan for ascertaining level of interest, and must establish a mechanism for targeting positions.
- **Part B** - For members of ERS or TRS only who are between ages 55-61 and who have between 25-29 years of service. This program will allow eligible employees to retire without the lifetime reduction of their retirement benefit imposed for retiring prior to reaching age 62 or acquiring 30 or more years of service credit. Campuses must formally adopt Part B in order to participate. The Open Period for Part B must be 90 days in length, which has been established as running from **July 2nd** through **September 30th** for State operated campuses. Participating community college campuses may establish their own 90 day window period ending no later than December 31st.
- **NYSUT** - The NYSUT incentive program is virtually identical to the Part B program, but is open only to employees represented by NYSUT affiliated bargaining units (e.g., UUP). This program is mandatory for all campuses and will have a fixed Open Period between October 3rd and December 31st. Because this program offers virtually identical benefits to the Part B program and has a later Open Period, campuses may wish to encourage eligible NYSUT represented employees to participate in this program instead in order to allow for more efficient program administration as well as to reduce the impact of mid-semester departures.

Campuses will now need to take certain actions related to the adoption, implementation, and administration of the SUNY 2010 Early Retirement Incentive Program. Some of these key actions will include:

- Adopt participation in the Part A and/or Part B programs. This will be done by campus presidents for State-operated campuses and the campus BOT and/or local sponsor (depending on local agreement) for community college campuses.
- If adopting, establish Open Periods for Part A of 30-90 days between now and 12/31/10 and for Part B (community college campuses only) for 90 days between now and 12/31/10. The **Open Period** for the **Part B** incentive for State-operated campuses has been established as **7/2/10-9/30/10** and the Open Period for the **NYSUT** incentive has been established as **10/3/10-12/31/10** for all campuses.
- Notify the Retirement System, System Administration, and OSC or payroll agency of adoption, Open Period designation, employees excluded from Part B for health and safety reasons, and eligible employees.
- Communicate with eligible employees regarding the availability of these programs and ascertain initial interest in participation.
- Develop a plan for targeting positions eligible for participation in the Part A program.
- Work with retirement systems and OSC or payroll agency to ascertain incentive costs, verify ORP incentive payment amounts, and determine the amount of ORP incentive payments deferrable into employees' ORP/403(b) contracts.
- Notify employees of eligibility or ineligibility for participation in the Part A program.
- Assist and provide resources for employees planning to retire under one of the incentive programs.
- Submit all documents required by the retirement systems and control agencies.
- Submit a final participation roster and a campus cost and savings plan to System Administration upon conclusion of the program.

In order to assist campuses with the implementation and administration of these programs, we have developed **SUNY Implementation Guidelines** and have created a **SUNY 2010 Early Retirement Incentive resource web page** (direct link is: www.suny.edu/benefits/sunyearlyretirementincentive.cfm) containing most of the resources and documents that campuses should need to implement and manage these programs.

The **SUNY ERI Web Site** is broken down into several section in order to help you better navigate the site and locate the information you need, as you need it. The key sections in the new site include:

- **2010 EARLY RETIREMENT INCENTIVE GUIDELINES** - This section contains the SUNY ERI Implementation Guidelines, estimated incentive administration timelines, and the NYS Budget Bulletin for the Chapter 105 programs.
- **BACKGROUND** - This section contains copies of the actual incentive legislation along with related SUNY BOT Resolutions and announcements.
- **INCENTIVE ADOPTION** - This section contains sample local BOT Resolutions for community college campuses seeking to adopt participation in the Part A and/or B programs.
- **OPEN PERIOD NOTIFICATION** - This section contains sample Open Period notification letters to retirement systems, OSC, and SUNY. Please note that some retirement systems may send campuses their own Affidavits for completion, which may be used in lieu of these letters.
- **LOCAL INCENTIVE ADMINISTRATION** - This section contains the materials that campuses may need to manage existing local incentive programs.
- **EMPLOYEE COMMUNICATION MATERIALS** - This section contains sample communications to employees related to initial eligibility for, final notification of intent to participate in, and ineligibility for the various incentive programs.
- **INCENTIVE COST AND SAVINGS DATA** - This section contains information necessary for ascertaining incentive costs and for reporting campus savings plans and participation rosters.
- **EMPLOYER INCENTIVE RESOURCES** - This section contains resources to help campuses manage and report retirement system-specific information, calculate ORP incentive payments, and policies and forms related to the re-employment of retired NYS public employees.
- **EMPLOYEE INCENTIVE FORMS AND RESOURCES** - This section contains most of the resources and forms that retiring employees will need to request incentive estimates, file for retirement, and activate NYSHIP retiree health coverage (where applicable).
- **RESOURCES FOR EMPLOYEES PLANNING TO RETIRE** - This section contains general resources for employees planning to retire including planning guides, check lists, sick leave calculators, retirement system contacts, and information about Social Security and Medicare.

We hope that this information will be useful in helping you manage the complexities of implementing and managing these programs at your campus.

If you have any questions, or require assistance with the administration of these programs at your location, please do not hesitate to contact me.

Dave

David M. Morrell
 University-Wide Benefits Administrator
 University-Wide Human Resources
 SUNY System Administration
 SUNY Plaza, Room N-437
 Albany, NY 12246
 Office: (518) 320-1430
 Cell: (518) 221-7984
 Fax: (518) 320-1546
David.Morrell@suny.edu
<http://www.suny.edu/benefits>

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