

# CHANCELLOR FOR COMMUNITY COLLEGES MEMO

CCCM # 3000 (Revised May 1998)

SUBJECT: **INCENTIVE EARLY RETIREMENT (IER)**

A. References:

1. *Board of Regents Bylaws and Policy (BORP)*, Section 9-13, Health Fund, Retirement and Other Benefits, and f. Incentive Early Retirement Program (March 1983).
2. Executive Policy E9.204, Incentive Early Retirement, revised March 1995.

B. Purpose:

1. To provide guidelines on incentive early retirement application process.

C. Responsibilities:

1. Senior Vice President, University of Hawai'i and Chancellor for Community Colleges (hereinafter Chancellor):
  - a. Approves of IER agreements for the Community Colleges retirees on behalf of the University of Hawai'i.
2. Provost/Director of ETC:
  - a. Establishes campus procedures for faculty and staff to be considered for the Incentive Early Retirement (IER) program.
  - b. Determines the most appropriate form of post-retirement employment for those interested in IER employment.
  - c. Assures that all agreements:
    - (1) Are mutually agreeable as to terms between the college and the employee.
    - (2) Meet the test of being beneficial to the college.
    - (3) Do not exceed the equivalent of .40 FTE in post-retirement employment.

- (4) Are contracted for no more than one year at a time for a maximum of three (3) years. Any extensions beyond three (3) years require BOR approval.
- (5) Are negotiated and approved before the effective date of the pending retirement.
- (6) Are in conformance with Executive Policy E9.204, revised March 1995.

d. Submits the following documents to the Chancellor:

- (1) Original copy of the agreement (Attachment 1).
- (2) Payroll Notification Form (PNF) or Overload and Casual Notification of Personnel Action Form (UH Form 6).

3. Revisions:

CCCM 3000, dated December 1986.

Joyce S. Tsunoda  
Senior Vice President, University of Hawai'i and  
Chancellor for Community Colleges

Attachment

MEMORANDUM OF AGREEMENT

THIS AGREEMENT is made by and between the University of Hawai'i (University

Name \_\_\_\_\_(Appointee), \_\_\_\_\_, Rank \_\_\_\_\_  
\_\_\_\_\_ of the  
\_\_\_\_\_  
(Department/Unit)

\_\_\_\_\_ to provide the Appointee part-time,  
School or College)  
post-retirement employment under the University's Incentive Early Retirement Program.

The University and the Appointee agree to the following:

(1) The Appointee shall retire or be retired from the service of the State of Hawai'i under the applicable rules and procedures of the State of Hawai'i Employees' Retirement System prior to his or her appointment.

(2) The Appointee will be reappointed:

In the rank and salary rate in effect at time of retirement for the period \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_ FTE (maximum .40) at \$ \_\_\_\_\_ per month.

OR

As a Lecturer with rank equivalency of \_\_\_\_\_ for the period \_\_\_\_\_ to \_\_\_\_\_ teach credit hours per semester (maximum six credits per semester) at \$ \_\_\_\_\_ per credit hour.

(3) The rate of compensation will be increased automatically if the established rate for other Appointees is increased.

(4) The Appointee's duties shall consist of:  
\_\_\_\_\_

(5) The Appointee's salary shall be paid semi-monthly subject to all applicable federal and State taxes.

