

ROCHESTER INSTITUTE OF TECHNOLOGY
Retirement Transition Application/Change Form

Retirement Transition is a program for regular full-time employees who meet the eligibility requirements as described in Policy E.35. Refer to the retirement section of the HR website (www.rit.edu/benefits) for the [detailed procedure](#) employees and supervisors should take before completing this form.

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 Initial Application **Change** (*Faculty Percent of Load or Staff Annual Hours*) **Effective Date:** _____

Name: _____ **Employee #:** _____

Department: _____ **College/Division:** _____

Exempt Staff Nonexempt Staff Faculty

Eligible to retire as full-time employee: Yes, confirmed with _____ in HR-Benefits
(enter name)

SIGNATURES

I understand and affirm that

- I have read the current policy and understand the requirements of the program;
- **If approved, this election is not revocable;**
- The maximum duration of the program is three years and that at the end of the three-year period or sooner (as agreed to with my Supervisor,) I will retire from my position at RIT;
- It is my responsibility to contact a benefits representative in RIT Human Resources at least three months before my retirement date to ensure continuity of the applicable retirement benefits;
- If my employment category is that of a tenured faculty member, I understand that upon my retirement, I will no longer retain tenure;
- If the salary for a staff employee working in an exempt position is reduced to an amount below the Fair Labor Standards Act (FLSA) and/or the New York State salary threshold, RIT may be required to change the employee to a nonexempt status. Nonexempt employees are paid on an hourly basis on the bi-weekly payroll (paid every other Friday for 26 pay periods per calendar year). If you are changed to a nonexempt employee, you would need to record all hours worked, vacation, sick time, and holiday hours in the time reporting system, Kronos. You would be eligible for the same benefits, but the contribution amounts would change since you would be paid 26 times per year instead of 24.

Employee _____
Date

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 I have reviewed with the HR Manager and I approve I do not approve

Supervisor _____
Date

I approve I do not approve

Dean/Vice President (*needed for initial application only*) _____
Date

If approved, please complete remainder of form. If not approved, provide rationale: _____

Retirement Transition Dates: Start Date: _____ Anticipated End Date: _____

Anticipated Plan of Work and/or Redistribution of Work: *Attach summary of plans for initial application*

FACULTY

% of Load Amount: Fall _____% Spring _____% (average must be at least 50% of a load over the year)

STAFF

Current: Scheduled hours per week: _____
 Months Per Year (exempt): _____ **OR** Weeks Per Year (nonexempt) _____
 Annual Scheduled Hours: _____

Exempt Employee Base Pay: Current Pay: _____ Initial Retirement Transition Pay: _____

Retirement Transition Scheduled Hours (total annual scheduled hours in Retirement Transition must be at least 50% of the current annual scheduled hours). **Complete the table below:** enter the daily scheduled work hours (not the times) for each day and month below (e.g., if you intend to work 8 hours on Mondays every month except June and July, enter 8 in every Monday box, except for June and July; leave those Monday boxes blank).

If you are unable to complete table because the schedule is variable, include schedule details on the attached anticipated plan of work and check this box:

Annual Scheduled Hours: _____ (must be at least 50% of your current annual full-time hours)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Sun												
Mon												
Tue												
Wed												
Thu												
Fri												
Sat												

This plan complies with university compensation and benefits plans:

Benefits Manager

Date

NOTE: If there is a change in the percent of load for a faculty member or a change in the annual hours for a staff member, the employee and supervisor must complete and submit to Human Resources an updated Retirement Transition Application/Change Form; the Dean/VP does not need to sign change forms. The department must also complete and submit an Employee Action Form (EAF); the change EAF is required so the employee's pay and benefits are correct.