


PROCEDURE MANUAL

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	Last Revision Date:	07-05-04	
Effective Date:			
Section:	Personnel	Subject:	Retirement Program

PURPOSE

The College provides employees with a retirement program.

DEFINITION

A retiree from the College is any person who voluntarily leaves employment after 10 years of full-time employment with Arizona Western College. An Arizona State Retirement System retiree is any person who has begun receiving a retirement allowance or other benefit resulting from service rendered to an employer while a member of the Arizona State Retirement System. An individual may hold both statuses at the same time.

PROCEDURE

1. Information

An employee contemplating retirement from the College should contact the Office of Human Resources for current information.

- 1.1 Full-time employees may elect retirement from the College after ten years of full-time employment with the College. Employees in this category may or may not be eligible for retirement from the Arizona State Retirement System at the time of separation.
- 1.2 Employees may be eligible for retirement from the Arizona State Retirement System in accordance with ASRS retirement eligibility rules prior to completing ten years of full-time employment with the College. Employees in this category who leave employment with the College in order to begin receiving a benefit from ASRS will not be considered retirees for the purposes of section two below.
- 1.3 In either instance, the employee will provide adequate written notice to the College of intent to retire.

2. Benefits


Any employee electing retirement with a minimum of ten (10) years full-time service to the College is entitled to the following:

- 2.1 Tuition-free enrollment in all College courses on a space available basis for retiree and eligible dependents.
- 2.2 Lifetime pass for College events.
- 2.3 Listing as “Emeritus” in the College Catalog for faculty.
- 2.4 Other privileges as deemed appropriate.

3. Employment of Retirees

An employee who elects retirement from the College or termination of employment from the College to begin receiving ASRS benefits has no further rights to employment. Employees

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who elect retirement are eligible for reemployment through the regular employment process for externally posted vacancies.

- 3.1 Compensation is according to the current salary schedule and the employee will be treated as a new hire for the purposes of experience credit and salary schedule placement.
- 3.2 An ASRS retiree rehired through the regular employment process shall be employed on a non-continuing, year-by-year basis, and may exercise one of two options with regard to retirement contributions:
 - 3.2.1 They may resume ASRS active status and forego their status with ASRS as a retiree. Under this option, retirees must make contributions to ASRS.
 - 3.2.2 If they meet ASRS requirements regarding “sitting out,” they may sign an agreement with the College to not have retirement contributions withheld.