

## FAQ for Miami Faculty Considering Retirement

Academic Personnel Services is a good starting point for faculty with questions about retiring from Miami. Payroll Services and Benefit Services can also provide answers to particular questions. If you have questions not answered here, please call Academic Personnel Services (513-529-7268). Celia Ellison will be happy to talk with you.

The following MUPIM citations and definitions are pertinent: Retirement (section 3.17); Retiree (section 3.2); Retirement with Rehiring Contracts (section 9.1); Transfer/Cash Out of Sick Leave (section 4.5.D); Professor Emeritus/Emerita (section 9.3). See end for specific citations.

### DEFINITIONS

Q: What is the definition of “retiree”?

A: An employee who applies for and receives a service retirement benefit from an Ohio public employees retirement system (e.g., State Teachers Retirement System [STRS], Public Employees Retirement System [PERS]) or an employee who is a participant in the Miami University Alternative Retirement Plan (ARP), is 59 ½, and who applies for and receives a retirement distribution from the ARP.

Q: What does “fully retire” mean?

A: That phrase is used when a faculty member retires and does not choose to participate in the Miami Retirement with Rehiring Program.

Q: How does the Miami Retirement with Rehiring Program work?

A: The tenured faculty member has retired (from STRS/ARP) and is continuing to teach full time at Miami for one semester during each of the three years following retirement.

Q: What is “early retirement”?

A: This phrase was used when Miami had a mandatory retirement age. Today there is no mandatory retirement age. Most of the time when faculty use the phrase “early retirement” they are referring to the “Retirement with Rehiring Program.”

### PROCEDURES

Q: How do I fully retire?

A: (1) Send written notice to your chair and/or program director, with a copy to your dean and to the Provost (via Academic Personnel). If you have chosen not to participate in the Miami Retirement with Rehiring Program, it is helpful if this notice indicates that decision. You will receive a written acknowledgement from the Provost.  
(2) Contact your retirement plan (for most faculty, this will be STRS) and complete an application for retirement benefits.

**Q:** How much notice do I have to give?

**A:** (1) Miami requests written notice at least ninety (90) days prior to date of full retirement (without participation in the Retirement with Rehiring Program).  
(2) Check with your retirement plan for specific dates. STRS requests the completed application ninety (90) days before your retirement becomes effective. (Retirement is effective on the first day of the month following the last date for which you were paid, see [www.strsoh.org](http://www.strsoh.org) or 888-227-7877.)

**Q:** How do I retire and participate in the Miami Retirement with Rehiring Program?

**A:** (1) Send written notice to your chair and/or program director, with a copy to your dean and to the Provost (via Academic Personnel) indicating the date of retirement and that you will be participating in the Retirement with Rehiring Program. In order to establish your exact rehiring assignment, you will need to have a conversation with your chair and/or program director, or campus dean for regional campus faculty, to determine the semester that your teaching should occur. It is helpful if the written notice indicates the semester of your teaching assignment. You will receive a written acknowledgement from the Provost.  
(2) Contact your retirement plan (for most faculty, this will be STRS/ARP) and complete an application for retirement benefits.

**Q:** How much notice do I have to give?

**A:** (1) Miami requests notification of intent to retire and participate in the Retirement with Rehiring Program at least six (6) months prior to the retirement date. This six-month lead allows sufficient time to schedule teaching assignments.  
(2) Check with your retirement plan for specific notice dates. STRS requests the completed application ninety (90) days before your retirement becomes effective. (Retirement is effective on the first day of the month following the last date for which you were paid, see [www.strsoh.org](http://www.strsoh.org) or 888-227-7877.)

**Q:** I've heard that I get a cash-out payment when I retire? What is it for?

**A:** This is a cash out of your unused accrued sick leave. Full-time employees earn fifteen (15) days of sick leave per year, which accumulate if unused. Faculty with ten (10) years of Ohio public service are eligible upon retirement, to receive payout for one-quarter (1/4) of your unused sick leave up to a maximum of thirty (30) days. You can review your sick leave balance through BannerWeb, Employee Services Online or call Academic Personnel to learn your balance and the amount of cash out.

**Q:** Do I have to request the sick-leave cash out?

**A:** No. This is automatically processed by Academic Personnel after receiving confirmation of your retirement dates from your retirement plan.

**Q:** When do I get the sick-leave cash out?

**A:** Miami is required to pay it within ninety (90) days of retirement. Faculty participating in the Retirement with Rehiring Program receive payment upon retiring with STRS/ARP. Such payment shall be made only once to any employee; there will not be another payout at the end of the three-year period of rehiring.

Typically, faculty who retire in at the end of the academic year in May will receive the payment at the end of May. Faculty who retire in December, at the end of fall semester, can request that the payment be held until January of the following year, if the preference is receive the payment in the following tax year.

Q: Is the sick-leave cash out taxable income?

A: Yes. However, retirement deductions are not withheld from it.

Q: Can I put sick-leave cash out in a pre-tax savings plan such as my 403(b) plan?

A: Yes. Contact Miami Benefit Services to make those arrangements (Room 15, Roudebush Hall; 513-529-3120).

Q: What are my workload responsibilities in the Retirement with Rehiring Program?

A: The standard teaching load for faculty in this program is nine to twelve credit hours per term, teaching one term per academic year for up to three years. Your teaching assignment is determined by the department chair, program director or regional campus dean. There are no service or research expectations.

Q: What will my salary be for the one semester under the Retirement with Rehiring Program?

A: Divide your final academic year salary by 2; then divide the result by 1.14. (43.86% of final academic year salary). Example: Final academic year salary is \$65,000; divided by 2 = \$32,500; divided by 1.14 = \$28,509. That would be the one-semester salary. It will not be incremented.

Q: Can I spread this salary over the academic year, or over twelve (12) months?

A: No. Payment for fall-semester teaching will be on the regular payday (last working day of the month) in September, October, November and December. Payment for spring-semester teaching will be on the regular payday in January, February, March and April.

Q: Can I direct this salary to a pre-tax savings plan such as a 403(b) plan?

A: Yes, contact Miami Benefit Services to make arrangements.

Q: What's my status with Miami University while participating in the Retirement with Rehiring Program?

A: You are a "rehired retiree." You are considered part-time faculty; your tenure ends with retirement with STRS/ARP. You are not benefit-eligible; however, throughout the period of rehire, the University will continue to provide life insurance and accidental death and dismemberment insurance in an amount equal to the total amount of your academic-year salary when you were fully employed.

Q: What about my health insurance? When does it end?

A: If you retire in May, your Miami-provided health insurance will remain in effect through August 31 of that year. If you retire effective December, your Miami-provided health insurance ends December 31<sup>st</sup>.

Q: How do I get health insurance after my Miami-provided insurance ends?

A: You should discuss this with your retirement plan provider.

- Faculty retiring through STRS may select an insurance plan through a provider affiliated with STRS.
- Upon the loss of your Miami-provided health insurance, you will receive information from Chard-Snyder about continuing the Miami insurance (COBRA) at your own expense. This is typically available for eighteen (18) months following employment and includes health, dental and/or vision coverage.
- If your dependent was covered by the Miami-provided insurance, he/she is also eligible to continue Miami insurance through COBRA.
- You may also be eligible for coverage through an employed spouse. You will automatically receive a letter of “creditable coverage” from Humana; this letter may be requested by your spouse’s employer when you are added to his/her benefits.

Q: Will my Miami-provided life insurance end?

A: If you are participating in the Retirement with Rehiring Program, throughout the period of rehire, the University will continue to provide life insurance and accidental death and dismemberment insurance in an amount equal to the total amount of your academic-year salary when you were fully employed.

If you do not participate in the Rehire program, your life insurance will end and you will receive information on how to convert the life insurance to an individual policy.

Q: When I “come back” for my first semester of teaching, are there forms to fill out?

A: You should go to Benefit Services and tell them you are participating in the faculty Retirement with Rehiring Program. They will have you complete:

- Re-employed Retiree Notification (STRS)
- Social Security Statement
- Verification of tax-deferred annuities and credit union deductions

Q: Do I need to meet with anyone when I fully retire?

A: It is advisable to visit Benefit Services for a short exit procedure. You will need to check with your department for procedures regarding your office key, etc.

Q: Can I earn other income from Miami while participating in this program? How about income from a grant or from summer teaching or a workshop?

A: No. Re-employed retirees are not eligible for additional University employment or income from overload teaching, administrative consulting, summer teaching, workshops, or any other purpose.

Q: Can I still park on campus?

A: While participating in this program, continue to renew your red hang tag in the usual way. Respond to the notice sent for renewing parking passes. If you do this, you will be able to park year-round. It is not advisable to notify Parking Services that you are teaching only one semester. However, if you are only in town for one semester and you want to pay only a one-semester fee, you can request that from Parking Services. You will probably need an employment verification slip, available from Academic Personnel.

Q: What about my Miami ID and Library privileges?

A: Keep your current Miami ID; it should continue to carry your privileges. Academic Personnel leaves you “active” in the Banner system for the period of your participation in the Retirement with Rehiring Program.

Q: Can I continue to purchase items on campus using payroll deduction?

A: During the semester you are teaching and receiving salary payments, these charges will be automatically deducted from your payroll. During the semester with no salary payments, these charges will go on your Bursar bill. You will receive an email indicating that you have a balance on your Bursar bill that should be paid.

Q: Will my Miami email account continue?

A: Yes.

Q: I’ve heard that I’m not allowed on campus for sixty (60) days after I retire. What’s that about?

A: If you retire through STRS, current state law indicates that in order to receive your pension check you cannot return to work for sixty (60) days after the last day of the month for which you were paid. This means that you are not supposed to engage in activities that are similar to your prior work activities for sixty (60) days. You can discuss this with your STRS counselor. This does not preclude you from visiting campus.

Q: If I teach in Summer I does that mean I cannot choose the fall semester as the semester for my initial rehiring?

A: If you retire through STRS, current state law prohibits you from returning to work for at least sixty (60) days after the last day of the last month you worked, in order to receive your pension check. Examples:

- Complete teaching at May Commencement. No summer teaching. Miami considers this a retirement date of May 8<sup>th</sup> (Commencement). The STRS retirement effective date is June 1, first day of the month following the last date for which you were paid. You cannot return to work during June and July. You can begin your rehire period with the fall semester, and begin teaching in August.
- Teach Summer I; finish teaching June 26. The STRS retirement effective date is July 1. There are not 60 days between July 1 and the start of Miami’s fall semester. In order to receive all your pension checks, you would begin teaching the second semester in January. You could teach fall semester, but you would forego the August pension check from STRS, because you worked in August without “sitting out” for 60 days. STRS will learn about your work pattern because STRS deductions will be withheld from your salary and paid to STRS.
- Complete teaching in December and retire in December (an STRS-effective date of January 1). The first available semester to teach, without working for sixty (60) days, is the fall semester of the following academic year. Summer teaching is not available to faculty participating in the Retirement with Rehiring Program.

- Q: What happens to the STRS retirement deduction that is withheld from my checks during the Retirement with Rehiring Program?
- A: The payments go into the Money Purchase Annuity Program and accumulate during the period of reemployment. You can apply to have this deduction returned to you at the end of the reemployment period. The returned amount is equal to your deductions (currently 10%), plus 5% employer contribution (if you are over 65 years of age) and interest. (see [www.strsoh.org](http://www.strsoh.org))
- Q: How do I put this returned payment into an annuity?
- A: The application form to receive this lump-sum payment ([www.strsoh.org](http://www.strsoh.org)) provides instructions for a direct rollover.
- Q: If I teach fall semester during the first year of reemployment, do I have to continue to teach during that same semester for the entire three years?
- A: No. You and your chair or program director or regional campus dean can select a different semester for your teaching annually. Academic Personnel needs to be notified during the summer prior to the academic year when the change will be in effect in order to pay your salary in the correct semester.
- Q: Will I continue to get an annual appointment letter during the Retirement with Rehiring Program?
- A: Yes. You will receive an annual appointment letter in the summer, indicating your salary for the upcoming year. Your status will indicate that you are participating in the Retirement with Rehire Program; the letter will also indicate when the three years will end.
- Q: Am I committed to teach for all three years of the program?
- A: No. You can end your participation in the program after year one or year two. Send written notice to your chair and/or program director, with a copy to your dean and to the Provost (via Academic Personnel). You will receive written acknowledgement from the Provost.
- Q: When am I awarded Emeritus/Emerita rank? Do I have to apply for it? How will I be notified?
- A: Emeritus/Emerita rank is awarded upon “full” retirement, not when one elects to participate in the Retirement with Rehiring Program. You do not apply for this rank; the Provost will automatically forward the names of eligible faculty to the Board of Trustees for approval. After the Board of Trustees’ meeting, you will receive a letter from the Secretary to the Board informing you of your status as “Emeritus” or Emerita.”
- Q: I retired as an Associate Professor; will I be “Associate Professor Emeritus?”
- A: No. The official designation for retired, tenured faculty is “Professor Emeritus” or “Professor Emerita,” with no other identification of your previous Miami rank or assignment.
- Q: What is “SOME”?
- A: Society of Miami Emeriti. Membership in the Society is open to all faculty appointed to the rank of Emeriti, as well as their spouses and widows or widowers, as approved by the

Board of Trustees. Newly-appointed emeriti will receive a SOME brochure and an invitation to participate in activities.

Q: What are the advantages of “SOME”?

A: The “SOME” brochure outlines many University privileges. Among them are: inclusion in academic processions, continuation of electronic accounts (email), library services, ability to purchase parking permits. This Society is supported by the Miami University Alumni Association (513-529-5957).

Q: What is “SOMR”?

A: Society of Miami Retirees. This Society is available to all Miami retirees (not just those who are awarded emeritus rank). Faculty are eligible to join this Society as soon as they retire (without waiting for participation in the Retirement with Rehiring Program to end). However, Academic Personnel has learned that membership in SOMR, while still teaching can be confusing: for instance, a SOMR member will receive a new retiree ID card, without as many privileges as retaining the current faculty ID card.

Q: How do names of retirees get on the retiree plaque display at Shriver Center?

A: Human Resources orders the plaques with the retiree’s name, after “fully” retired. HR reviews the names and year of retirement for faculty with Academic Personnel for accuracy.

Q: After I have “fully” retired and the Retirement with Rehiring Program has ended, can I come back to teach?

A: Occasionally a department will hire an emeritus faculty member to teach on a per-credit-hour basis, typically for one course. Current compensation is \$1,000/credit hour.

### MUPIM 3.17 – Retirement

Miami University has no mandatory retirement age. A written notice is requested in case of service retirement. In order to assume an orderly transition, it is requested that at least ninety (90) days’ written notice be given to the appropriate personnel office [Academic Personnel].

### MUPIM 3.2 – Retiree

A person who meets . . . the following definition:

An employee who applies for and receives a service retirement benefit from an Ohio public employees retirement system (e.g., State Teachers Retirement System [STRS], Public Employees Retirement System [PERS]) or an employee who is a participant in the Miami University Alternative Retirement Plan (ARP), is 59 ½, and who applies for and receives a retirement distribution from the ARP.

### MUPIM 9.1 -- Retirement with Rehiring Contracts

Tenured members of the instructional staff may participate in the University's Retirement with Rehiring Program during the first three academic years following their retirement. This option is not available for persons on disability retirement.

The faculty member should apply to the department chair or regional campus dean for retirement with rehiring at least six months prior to retirement. The reemployment period cannot begin until sixty (60) days after the faculty member draws his or her first retirement benefit.

Reemployment appointments are made on an annual basis and cannot exceed one semester per academic year. The department chair or regional campus dean shall determine the retiree's full-load teaching assignment (e.g., first or second semester; courses to be taught; etc.).

The retiree's salary during the reemployment period shall be a proportional fraction of the salary the person received on the last contract before retirement. Reemployed retirees are not eligible for additional University employment or income for overload teaching, administrative consulting, summer teaching, workshops, or any other purpose. Health and dental insurance is available to faculty who are members of the State Teachers Retirement System (STRS). Health or dental insurance is not available for faculty retiring under the Alternative Retirement Program (ARP), but these retirees may purchase this insurance through the University at their own expense.

Beginning at retirement and continuing throughout the period of the staff member's reemployment, the University shall provide life insurance and accidental death and dismemberment insurance. The University shall provide this insurance for the total amount which the staff member would receive with full-time employment.

#### 4.5.D Transfer/Cash Out of Sick Leave

An administrative or instructional staff member with ten (10) or more years of Ohio public service shall upon retirement from active service be paid in cash for one-fourth of the value of earned but unused sick-leave credit to a maximum of thirty (30) days. Such payment shall be based upon the employee's rate of pay at the time of retirement. Payment for sick leave on this basis shall be considered to eliminate all sick-leave credit accrued by the employee at that time. Such payment shall be made only once to any employee and will be paid within ninety (90) days of retirement. In order to be eligible for the sick-leave payoff, the employee must, at the time of separation, be eligible for retirement benefits as determined by the applicable retirement system.

#### 9.3 Professor Emeritus/Emerita

To be eligible for appointment to the rank of Professor Emeritus/Emerita of Miami University, a person must: have attained the rank of Senior Instructor or above; have been granted tenure or continuing contract; have been a full-time member of the instructional staff for at least ten (10) years; have retired from Miami University; and, be recommended by the President to and approved by the Board of Trustees. Regardless of rank at retirement, the designation is "Professor Emeritus" or "Professor Emerita," not, for example, "Associate Professor Emeritus/Emerita." Emeriti/emerae status comes only on full retirement, not when one elects to take Retirement with Rehiring Contracts.