

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**POLICY # 12**  
**TITLE: POST RETIREMENT EMPLOYMENT PROGRAM**

**Effective Date: July 1, 2002**

**Amended: April 17, 2012**

**Repealed:**

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**SECTION 1.**

**GENERAL**

A Post Retirement Employment Program (PREP) shall be available only to retired employees. The PREP shall include all of the following elements:

- 1) Beginning effective in the contract year immediately following an employee's 55th birthday and providing employee has five (5) years of full time service or equivalent, an employee may, upon retirement, request a PREP contract with Pierpont Community & Technical College. An individual may request a PREP contract for one year, with the possibility of two (2) one-year renewals, if all parties agree. At the end of the designated period of post retirement employment, the employee will have no vested employment rights with the college.
- 2) To enter the PREP, faculty must notify in writing his or her Dean and secure the written agreement of the respective President's Cabinet member. Non-classified and classified employees must notify in writing and secure the written approval of the immediate supervisor, the respective President's Cabinet member, and the Human Resources Office. All requests require Vice President or Cabinet level approval, in conjunction with the President. Generally, notice must be given at least 6 months in advance of the proposed effective date.
- 3) An individual who is in the PREP may, without penalty, at any time, opt to terminate his or her employment with the College as a post retirement employee. If this option is taken, at the termination of employment in the PREP, the individual will have no vested employment rights with the College.
- 4) The College will continue to provide an individual on post retirement with all rights and privileges, which are normally extended to faculty, or staff who hold full-time status, except for benefits coverage. No employer paid benefits, other than Social Security and Worker's Compensation, will be provided under the PREP. Base Salary during the period of participation in the PREP shall be reduced to 33%, as of the effective date of the PREP contract. The employee will receive no subsequent pay increase during participation in the PREP.
- 5) A faculty member who opts for entry into the PREP, after notifying his/her Dean and receiving appropriate approval, may either (a) teach 1/3 time in the fall semester and 1/3 time in the spring semester of a given academic year, or (b) teach 2/3 time in either the fall semester or the spring semester of a given academic year; provided that if an individual chooses to teach 2/3 time in one semester, all pay will be received during that semester.
- 6) A classified or non-classified staff member, after receiving appropriate approval of the immediate supervisor, the respective President's Cabinet member, and the Human Resources Office, may

either work (a) four (4) consecutive months in a fiscal year, or (b) 12.5 hours per week for the entire option year.

- 7) It is the responsibility of the individual who enters the PREP to contact the Benefits Office, TIAA/CREF and other appropriate agencies to assure that the appropriate health insurance and other retirement options are properly maintained.