

METROPOLITAN COMMUNITY COLLEGE

DISTRICT PROCEDURE

3.25100 DP

RETIREMENT

3.25100 DP

In order to implement the Board's policy to provide appropriate retirement options for its employees, the chancellor is authorized to establish the following regulations.

I. Retirement Benefits and Notification Requirements

A. Notification: Qualifying retirees shall notify the district of their desired retirement date not later than the deadlines set forth in Section II.A. below.

B. Benefits

1. Retirees shall be eligible to participate in the district's health, vision, dental, and life insurance program(s) at their own expense in accordance with all applicable state and federal laws and regulations and district policy, provided that:
 - a. a retiree's insurance coverage hereunder shall be no greater than the insurance coverage afforded district employees during any given year;
 - b. the choice of insurance carrier(s) shall be vested solely in the district;
 - c. coverage which is terminated at the election of the retiree may not later be elected by the retiree;
 - d. the maximum amount of the retiree's life insurance coverage shall be limited to the amount in effect on the date of the application for retirement, and, if reduced at the election of the retiree, shall be limited to the reduced amount and shall be subject to such reductions as are provided in the district's group term life insurance contract.
2. Retirees and their dependents shall be eligible to enroll in courses offered by the district without fee assessment. District retirement benefits under

this 3.25100 DP are not necessarily tied to retirement benefits under either The Public School Retirement System of Missouri or The Public Education Employees Retirement System of Missouri, and retirees shall be responsible for confirming with the appropriate state retirement system their initial and ongoing eligibility for individual retirement benefits to be provided by such system.

II. Early Retirement

A. Application

1. Applications from administrators shall be accepted no earlier than 6 months nor later than 4 months prior to the effective retirement date.
2. Applications from faculty shall be accepted no earlier than 6 months nor later than 4 months prior to the conclusion of the semester before the effective retirement date.
3. Applications from staff shall be accepted no earlier than 4 months nor later than 2 months prior to the effective retirement date.

B. Duration of Eligibility

1. Early retirees who retire before June 30, 2013 will be assigned to duties if courses are available and the early retiree so desires, for the equivalent of 10 years within the 12 calendar years following the date of retirement. A retiree will not be eligible for assignment if the retiree fails to accept or be available for assignment for more than two years within the 12 year period.
2. However, if the eligible early retiree is unable to accept an assignment due to a documented disability then the period of the disability will be treated as if there are no assignments available to that early retiree.
3. Once annually, during the month of June, the Human Resources office will send a form to each eligible retiree with a request to indicate her/his interest in placement with an assignment during the next fiscal year. If no completed form is returned by an appropriate deadline date, it will be assumed that the early retiree is not available for placement in that fiscal year.

C. Reemployment

Reemployment opportunities shall be made available to early retirees as defined herein.

1. Teaching and Non-teaching Assignments

- a. Early retirees who are eligible to perform administrative duties shall be eligible for available assignments of up to the lesser of: (i) 550 clock hours per fiscal year or (ii) the maximum number of hours per fiscal year allowed by state statute governing the appropriate retirement system in which the early retiree participates. The work unit and/or hourly rate of pay will not exceed the current rate documented in the schedule of salary & conditions, unless authorized by the Chancellor.
- b. Early retirees who are eligible to perform the duties of instructor, counselor, learning center faculty, or librarian shall be assigned no less than 6 and no more than 8 work units if available after all full time contract faculty have been assigned a full load and before any part time or overload assignments have been made. The total fiscal year load shall be limited to 18.33 work units, 12.0 work units per spring or fall semester, and 3.5 work units per summer. One work unit is equal to 30 clock hours. Exceptions to the 12 work unit maximum (up to 13 work units per fall and/or spring semester) must be approved in advance upon the recommendation of the division chair and the appropriate dean to the college president. Any approved exception will be communicated in writing to human resources. Notwithstanding the foregoing, in no event shall the number of work units exceed the maximum number of hours per fiscal year allowed by state statute governing the appropriate retirement system in which the early retiree participates.
- c. The sequence for the assignment to a preferred compensation instructional position shall be as follows:
 - i. After all full time faculty eligible for the assignment have their full loads, those retirees who were listed in the discipline or area at the time of, or within five years of, their retirement and have taught at least two sections in the discipline within those five years shall be assigned 6 to 8 work units, if available, by the supervisor of that discipline or area. Available assignments will be made on the basis of seniority in the discipline. If in the previous academic year there were not sufficient assignments to accommodate the appropriate requests of all early retirees in a discipline, then the assignments for the current year will begin with those faculty members and proceed in rotation by seniority.

ii. If assignments are still available, other retirees who are qualified, (pursuant to 3.05115 DR) and have taught at least two sections in the discipline within the five years before retirement, will be offered available assignments before overload or part time assignments are made. Administrators and staff retirees will be eligible for course assignments if they meet qualifications for teaching a course and taught at least two sections in the discipline within five years prior to retirement. Available assignments will be made on the basis of seniority in the district.

iii. If assignments are still available after all qualified, eligible, and interested early retirees have been assigned up to 8 work units, and full time employees eligible to teach in the discipline have the opportunity for overload assignments, then eligible early retirees who wish, will be given additional available assignments provided that the total assignment for any one early retiree does not exceed the maximum work unit assignments under Section II.C.1.b. above.

d. No part time instructor will be assigned in the discipline if an eligible early retiree, seeking an assignment in that discipline or area, has not been assigned 6 to 8 work units or reached the annual maximum. If a course assigned to an eligible early retiree has been cancelled before instruction begins, the early retiree will be assigned to an available course assigned to a part time instructor. The assignment to the part time instructor will be rescinded.

2. Continuation of Eligibility for Instructional Assignments

a. Available instructional assignments will be offered to eligible early retirees who continue to receive satisfactory evaluations. Supervisors, with the concurrence of the appropriate vice chancellor, may limit or refuse to assign an early retiree who has had two consecutive unsatisfactory evaluations.

b. Evaluation of early retirees who accept instructional assignments will be conducted during every fourth semester of assignment. The evaluation pursuant to 3.35010 BP DR, DP will include classroom visitation and student evaluation.

3. Administrative and Staff Assignments

Administrators, faculty and staff who have taken early retirement shall be eligible for available assignments. Notwithstanding the foregoing, in no event shall the number of hours worked exceed the maximum number of

hours per fiscal year allowed by state statute governing the appropriate retirement system in which the early retiree participates. The hourly rate of pay will not exceed the current hourly non-teaching rate documented in the schedule of salary & conditions. Exceptions to the hourly rate will be based on exigent need upon approval of chancellor.

- a. In selection of eligible applicants for administrative or staff assignments, the order of preference for temporary assignment shall be as follows:
 - i. The early retiree applicant to be selected first would be one who had the same assignment as part of her/his job description at the time of, or within five years of, early retirement.
 - ii. The next in order of selection would be an applicant who is qualified for the tasks and retired from the same category (faculty, staff, administrator) in which the assignment is classified.
 - iii. The next in order of selection would be an applicant who is qualified and retired from another employee category.
 - iv. Should there be multiple applicants with the same order of selection, then the offer will be made on the basis of the years of seniority in the district.

Approved: Chancellor
June 10, 1997

Editorial Corrections: August 8, 2005
Editorial Corrections: June 10, 2006
Editorial Corrections: March 20, 2007
Revised: April 8, 2013
Revised: October 5, 2015
Revised: March 31, 2016