



Procedure 420-08 Phased Retirement

Sponsor: Human Resources

Purpose

The purpose of Phased Retirement is to allow full-time ASRS participant employees, who are in good standing and needed by the college, to be hired by a third party and be placed back at CCC for a maximum of 12 months to accommodate for succession planning.

Definitions

None

Procedure

HR to ensure on an annual basis that the contract with the Phased Retirement provider is presented to the Governing board for renewal in the spring. The provider must be a 3rd party and not associated with CCC.

Eligibility to request Phased Retirement

- Must be a current Full-time CCC employee.
- Must be employed by CCC for a minimum of five years immediately prior to applying for Phased Retirement.
- Must qualify for Normal Retirement as detailed by Arizona State Retirement System A.R.S. § 38-711(27).
- Resign from CCC, and retire from ASRS before starting any role with the Phased Retirement Provider.
- Must be in good standing and not on a formal written improvement plan or formal warning of any kind within one year from applying for and through the beginning of phased retirement.
- Must complete and submit the Phased Retirement Request form five (5) months before commencing the phased retirement to their supervisor and human resources. The letter of termination/ retirement must be submitted to the supervisor at least two (2) weeks before the last day of employment with the college.

Approval for Phased Retirement

- Participation in the Phased Retirement program is not an entitlement or a right automatically available to all persons who meet the eligibility criteria, but is subject to administrative approval and college staffing needs.
- The college must have a need to staff the position being requested. The college will not make or hold a position to allow a person to participate in the Phased Retirement Provider. The request must be approved by the employee's supervisor, Provost, Human Resources and the President.
- If the request is approved, the retiring employee go through the college's termination/ retirement process including a payout of any eligible earned paid time off and any available benefit continuation process.
- Human Resources will notify the applicant and their supervisor of the outcome of the phased retirement request within 30 calendar days from receiving the Phase Retirement request.

Phased Retirement Program Overview

- The person is hired by the 3rd party provider upon their termination/retirement from the college.
- The provider then fills a staffing request by the college.
- The phased retiree receives their compensation and benefits from their new employer.
- Phased Retirees are not eligible for CCC benefits, paid leaves (e.g., sick, personal necessity, vacation, holidays) or tuition reimbursement.
- Phased Retirees are not in the CCC payroll system and follow their provider's protocols for compensation., However, they must follow applicable CCC policies and procedures.
- Phased Retirees will have a CCC email address and necessary access to CCC systems to perform their job.
- Phased Retirees will earn 75% of the base wage they were receiving from CCC at the time the participant retired. Phased retirees are not eligible for any pay increases that take place after their retirement date. Any/all additional pay for services performed is also issued at the 75% rate of the published CCC rate.
- Phased Retirees are required to fulfill all duties and responsibilities as if they were employed 100%. Staff: 40 hours/week. Faculty: FT Faculty instructional load, office hours, committee work, and other assignments as stated in CCC Procedure 308-02.

Length of Phased Retirement and Position Replacement

- Staff: Phased retirement is for a maximum of 12 continuous months and cannot be extended.
- Faculty: Phased retirements must align to college semesters so that a phased retiree's placement does not end mid-semester, thus impacting students. Therefore, phased retirement is available for the full academic year or any portion of it. Examples:
 - Standard Usage: Retire during the summer with ASRS and move to the Phased Retirement Provider for Fall and Spring Semester (1 year)
 - Retire mid-fall semester, move to the Phased Retirement Provider for the balance of the fall semester and the following Spring. (not eligible to continue into a partial fall semester.)
- Phased retirees may have their placement ended with a 30-day notice. The notice is a no-cause notice and not appealable.
- The phased retiree's supervisor must post the job announcement no later than four months prior to the end of the phased retirement to fill the position.
- The phased retiree cannot apply for the position while in phased retirement.
- If the position is still vacant after the end of the phased retirement and the phased retiree desires new employment with the college, he/she must apply as a new candidate to any role for which they meet minimum qualifications. They are then considered with all other applicants for the role.
- Phased retirees are not automatically reinstated as CCC employees. There is no guarantee of re-hire.
- If rehired, the phased retiree is treated as a new hire, placed on the salary schedule, and enrolled in benefits.

References

Arizona State Retirement System A.R.S. § 38-711(27).

Procedure History

2/1/2025 New

Legal Review
1/31/2025