

RULE

Subject	Retirement Enhancement Plan (REP) Page 1 of 6	Number: 6HX14-2.41
Authority	F.S. 1001.64, 215.425	Date: 6/17/2014
History	Retirement Incentive Program 1992, 1994, 12/96, 9/05 Name Change to Retirement Enhancement Plan – REP, 10/18/06, 6/23/10	
Source	Human Resources	

I. Purpose: The Board establishes this Retirement Enhancement Plan (REP) to:

- A. Enhance retirement benefits to reward employees who have provided lengthy service to State College of Florida (SCF).
- B. Encourage retention of employees with significant knowledge and experience at SCF through the normal Social Security retirement age.
- C. Manage College costs while continuing to provide an employee benefit.

II. Definitions:

- A. “Daily Rate of Pay” – an employee’s regular annual or contracted salary (excluding any salary for additional positions, overloads or stipends) for a specific fiscal year divided by the number of annual duty days for the employee’s position.
 - 1. For Teaching Faculty – the annual or contracted salary means the salary for the contracted period, exclusive of any supplemental, interim, substitute, overload, or unique or special contracts for instructional support services above and beyond the faculty member’s usual contracted services to the College.
 - 2. For Executive, Instructional Departmental Administrators, Institutional Administrators/Middle Managers and Professional Support Staff, the annual or contracted salary means the salary for the contracted months (usually twelve) exclusive of any overtime or other salary supplements of any kind or amount.
- B. “Date of Separation” – the last date of regular employment.
- C. “Hourly Rate of Pay” – a “career” employee’s hourly wage (excluding any pay for additional positions or stipends) based on the salary schedule in the SCF Operating Budget and the individual’s rate per hour reported in the salary spreadsheets approved annually by the Board of Trustees or approved per SCF Payroll Authorizations.
- D. “Regular Employee” – a person filling an SCF position approved by the Board of Trustees. The position may be designated either full-time or part-time. The person

filling the position must be appointed to the position on a regular basis.

- E. “Retirement Program Benefits” – those benefits provided under this program.
- F. “Terminal Pay Benefits” – those benefits normally provided to employees who resign, retire, or otherwise terminate their employment with the College. Such benefits are defined and enumerated in Board of Trustees Rules, and specifically include payment of a portion of accumulated Sick Leave and Vacation Leave.
- G. “Years of Service at SCF” – the total number of years of employment as a regular employee in a regular budgeted position with SCF. A year of service at SCF is one day more than one-half (1/2) the number of days in a contract/fiscal year or equivalent.

III. Program for employees who were hired prior to October 1, 2005:

In addition to normal Terminal Pay and Benefits, State College of Florida offers the following incentives to those employees who qualify under the provisions of this program:

- A. Payment for accumulated Sick Leave: two and one-half percent (2 ½%) of accumulated sick leave for every year of SCF creditable service beyond ten (10) years, to a maximum of twenty (20) additional years, at the employee’s final daily or hourly rate of pay, but in no case, shall an employee be paid out more earned sick leave than that which is allowed by Florida statute.
- B. Payment of a subsidy (the “Subsidy”) of the group health insurance premium, not to exceed the College rate on January 1, 2006 for program coverage provided to the individual employee by the College, for the first five (5) year term after retirement. The Subsidy shall be reviewed during the budget process periodically, and, subject to the maximum rate as of January 1, 2006 as set forth above, may be changed from time to time, based on budget considerations.
- C. The insurance premiums will cease at such time retiree accepts employment with an employer that offers health insurance with an employer provided subsidy of at least 75% of the premium for individual coverage.
- D. In the event the employee becomes eligible for Medicare during such five (5) year term. Medicare becomes the primary coverage and SCF health insurance becomes the secondary coverage. SCF reserves the right to make adjustments to the health insurance package in accordance with Medicare and/or College health plan changes.
- E. Payment of premiums for the Retiree group life insurance policy, provided through the Florida College System Risk Management Consortium, which includes accidental death and dismemberment (AD&D), for five (5) years.
- F. Retiree exit package to include: Staff Member Parking Decal; SCF ID Card; access to events sponsored by SCF at the same rate as regular SCF employees; scholarship for credit and non-credit class charges (as included for SCF regular employees) for the retiree; and access to attraction and merchandise discount cards offered to regular

employees.

IV. Eligibility: To receive benefits under Paragraph III of this program, the employee must meet the following criteria:

- A. Be a regular employee, eligible for all SCF benefits.
- B. Upon the Date of Separation, have completed a minimum of ten (10) Years of Service at SCF, and be at least 62 years old; or have at least 30 years of service with an FRS employer, and 10 years of service at State College of Florida and be at least 55 years old.
- C. Retire no later than the completion of the academic/contract year of the employee's 67th birthday.
- D. Retire under an approved State of Florida retirement system in accordance with the time frames listed below:
 - 1. Teaching faculty shall retire no later than the end of the academic year of the faculty member's 67th birthday, subject to required DROP dates if enrolled in that program.
 - 2. Executives, Instructional Departmental Administrators, Institutional Administrators/Middle Managers, Professional Support Staff and Career Employees, shall retire no later than the end of the contract year of the employee's 67th birthday, subject to required DROP dates if enrolled in that program.

V. Program for employees who were hired on or after October 1, 2005:

In addition to normal Terminal Pay and Benefits, State College of Florida offers the following incentives to those employees who qualify under the provisions of this program

- A. Payment for accumulated Sick Leave in accordance with standard sick leave payout according to SCF Rule # 6HX14.45 Sick Leave for All Employees.
- B. Payment of the Subsidy on the group health insurance premium as noted in Section III.B. hereof, for the first three (3) year term after retirement.
- C. The insurance premiums will cease at such time retiree accepts employment with an employer that offers health insurance with an employer provided subsidy of at least 75% of the premium for individual coverage.
- D. In the event the employee becomes eligible for Medicare during such three (3) year term, Medicare becomes the primary coverage and SCF health insurance becomes the secondary coverage. SCF reserves the right to make adjustments to the health insurance package in accordance with Medicare and/or College health plan changes.
- E. Payment of premiums for the Retiree group life insurance policy, provided through the Florida College System Risk Management Consortium, which includes accidental death and dismemberment (AD&D), for three (3) years.

- F. Retiree exit package to include: Staff Member Parking Decal; SCF ID Card; access to events sponsored by SCF at the same rate as regular SCF employees; scholarship for credit and non-credit class charges (as included for SCF regular employees) for the retiree; and access to attraction and merchandise discount cards offered to regular employees.

VI. Eligibility: To receive benefits under Paragraph V. of this program, the employee must meet the following criteria:

- A. Be a regular employee, eligible for all SCF benefits.
- B. Upon the Date of Separation have completed a minimum of fifteen (15) Years of Service at SCF, and be at least 62 years old; or have at least 30 years of service with an FRS employer, and fifteen (15) years of service at State College of Florida and be at least 55 years old, and
- C. Retire no later than the completion of the academic/contract year of the employee's 67th birthday.
- D. Retire under an approved State of Florida retirement system in accordance with the time frames listed below:
 - 1. Teaching faculty shall retire no later than the end of the academic year of the faculty member's 67th birthday, subject to required DROP dates if enrolled in that program.
 - 2. Executives, Instructional Departmental Administrators, Institutional Administrators/Middle Managers, Professional Support Staff and Career Employees, shall retire no later than the end of the contract year of the employee's 67th birthday, subject to required DROP dates if enrolled in that program.

VII. Other Provisions:

- A. Except as otherwise provided herein, employees eligible to participate in this program shall be required to give written notice of the intent to retire no later than three (3) months prior to the date upon which separation for retirement hereunder shall be effective. President may waive the three (3) month notice for exceptional circumstances.
- B. Each Employee has only one opportunity to retire and receive benefits under this program. If the employee fails to give notice or does not officially retire within the appropriate time frames, he/she shall not be eligible to participate in this program and will forfeit future opportunity to participate.
- C. The College reserves the right to amend this program at any time, subject to the approval of the Board of Trustees. Any termination of the program must specifically address whether all benefit payments under the program will immediately cease or whether the termination will permit existing benefits that are already in pay status to be continued but prohibit any new payments to employees who have not started drawing

benefits prior to the program termination date.

- D. All employees currently eligible for the State College of Florida Retirement Plan, may elect to retire under the provisions of that plan on or before June 30, 2006. Those employees who do not so elect shall be entitled to the provisions of the new State College of Florida Retirement Enhancement Plan.

VIII. Procedure for Applying:

- A. Except as otherwise provided herein, the employee must submit an application for retirement through the Office of Human Resources at least three (3) months prior to the effective date.
- B. Prior to Date of Separation, the employee must provide the Executive Director, Human Resources with a statement from an approved State of Florida retirement system reflecting the final calculation of years of creditable service as defined by such retirement system.

IX. Payments:

- A. Employees will receive normal Terminal Pay Benefits for unused Vacation and Sick Leave in accordance with Board Rules to the SCF BENCOR Special Pay Plan, if eligible.
- B. Payment for accrued Sick Leave under Paragraph III and V.A. hereof, will be paid to the SCF BENCOR Special Pay Plan, if eligible, upon presentation by the employee to the Executive Director, Human Resources, or designee, of proof that he/she has retired under an approved State of Florida Retirement System, or CCORP/SMORP.
- C. Payments for the group health and life insurance premiums under Paragraph III.B. and V. B. and E., hereof, will be made directly to the insuring agency and will begin effective upon the Date of Separation. However, in the event the retired employee does not present proof of retirement payment of such premiums will cease and the retired employee will repay SCF for the prior paid premiums.
- D. Payment of premiums for group health and life and AD&D insurance program coverage's will cease upon the death of the retired employee.
- E. If the retiree does not provide an affidavit annually during open enrollment, stating that s/he is not employed with an employer who provides premium payments equivalent to 75% of an individual health plan, the retiree will be dropped from the SCF health plan as of January 1, of the succeeding year.
- F. In accordance with Florida Law, the amounts payable to an employee under the REP as health insurance subsidy and life insurance premiums when combined with all other amounts actually or constructively paid to the employee as salary, benefits or perquisites for employment services not yet rendered, will not exceed an amount equal

to 20 weeks of pay. To the extent that the combined amounts exceed 20 weeks of pay, the amounts payable for health insurance subsidy and life insurance premiums will be reduced or terminated as necessary for the combined payments to fall within the limit.

- G. Retiree may elect to continue on the SCF health plan after SCF no longer provides the health insurance subsidy, providing payment is made no later than one (1) month prior to the expiration of SCF payments.
- H. If the full premium is greater than the SCF subsidy, the retiree must provide the difference, in accordance with College policy.
- I. In the event of death of the retired employee, any unpaid portion of the payments due under IX A. and IX B. above will be made to the beneficiary designated under the State of Florida retirement system under which the employee retired.

X. Restrictions:

Employees not choosing to take advantage of this Retirement Program will receive Terminal Pay Benefits upon retirement in accordance with applicable SCF Board rules.