



STEVENS VOLUNTARY RETIREMENT INCENTIVE PROGRAM

Eligibility

An eligible participant must:

- Be a full-time tenured faculty member or full-time administrative staff member;
- Be at least 62 years old by June 30, 2020;
- Have worked continuously for the University for at least 10 years; and
- Enter into a separation agreement with the University (see below).

Retirement Date:

Early retirement will be effective August 31, 2020 for staff and December 31, 2020 for faculty.

Incentives:

- Transition payment equal to 100% of institutional base salary.
- Additional incentive benefit of \$25,000 or 100% of the employee's FY20 annual health care premiums, whichever is lesser, to off-set the cost of purchasing health benefits from an external provider for employees currently enrolled in the University's medical insurance plan.
- Each person who participates in the plan will be responsible for all taxes stemming from the payment of such incentives.

Timeline:

- Election period: May 22, 2020 – June 12, 2020.
- Employee must submit written notice of intent to participate to Human Resources at mouckama@stevens.edu no later than June 12, 2020.
- Human Resources provides employee with form of separation agreement: June 15, 2020.
- Voluntary retirement incentive agreement submitted to mouckama@stevens.edu no later than July 30, 2020.



Stevens Voluntary Retirement Incentive Program (SVRIP) Frequently Asked Questions

Plan Details

What is the Stevens Voluntary Retirement Incentive Program (SVRIP)?

The Stevens Voluntary Retirement Incentive Program (SVRIP) is a voluntary, one-time opportunity for eligible faculty and staff to retire and receive the following incentives:

- Transition Payment Equal to 100% of the employee's institutional base salary (i.e., for faculty, their 9 month salary exclusive of any stipend or other additional amount; for administrative staff, their annual base salary).
- For employees currently enrolled in the University's medical insurance plan, an additional incentive benefit of \$25,000 or 100% of the employee's FY20 annual health care premiums, whichever is less, to off-set the cost of purchasing health benefits from an external provider.

An eligible participant must:

- Be a full-time tenured faculty member or full-time administrative staff member;
- Be at least 62 years old by June 30, 2020;
- Have worked continuously for the University for at least 10 years; and
- Sign the University's form of separation agreement which will be provided.

What happens after I submit my notice stating that I would like to elect to participate in the SVRIP?

When your notice is received by the Division of Human Resources at mouckama@stevens.edu, you can expect an email confirming receipt within 48 hours. The email will provide the potential retiree with the next steps in the process.

Can I change my mind prior to June 12, 2020?

Yes, you would need to notify Human Resources at mouckama@stevens.edu in writing that you are no longer interested in participating in the Program.

How much time do I have to review and submit the agreement to Human Resources?

You will have 45 calendar days to review and submit the agreement. The signed agreement must be signed and returned to mouckama@stevens.edu no later than July 30, 2020.

Can I change my mind after submitting my signed agreement?

Yes, you would need to notify Human Resources in writing within 7 calendar days of submitting the signed agreement that you are no longer interested in participating in the Program.

Can I return to work at Stevens if I accept the Stevens Voluntary Retirement Incentive Program?

Retirees can return to work at Stevens in an adjunct, temporary or part-time role, if available. If you are rehired to work on a full-time basis within two (2) years of your separation, you will be required to repay the SVRIP incentive payments upon rehire.

What plan will be in place after the SVRIP closes?

At the time the window closes, potential retirees will be eligible to participate in the current benefits offered to Stevens retirees but will not be able to participate in the SVRIP. Please contact mouckama@stevens.edu to learn more about the current benefits offered to Stevens retirees.

Do I need to get an attorney?

It is *suggested* (though not required) that eligible faculty and staff contact an attorney at their expense to discuss the Program and review the agreement. We also encourage you to contact your accountant, tax or financial advisor.

If I choose to participate in the SVRIP, and then I find another job outside of Stevens and leave earlier than my agreed-upon retirement date, am I still eligible to receive the incentive payment?

No, you must remain actively employed by Stevens through your designated retirement date in order to receive benefits payable under the Plan.

Am I able to collect unemployment compensation upon my retirement?

Anyone can apply for unemployment compensation through the New Jersey Department of Labor and Workforce Development and the Department of Labor and Workforce Development determines whether an individual is eligible for benefits.

How many W-2 forms will I receive to account for the last paycheck, vacation payout (if applicable) and the incentive payments?

Only one W-2 is issued for payments made in a tax year.

Who do I contact if I have any questions regarding the SVRIP?

The SVRIP is being administered by the Division of Human Resources. Questions regarding the SVRIP should be directed to Warren Petty, Vice President for Human Resources, at wpetty@stevens.edu or Maria Ouckama, Assistant Vice President for Human Resources, at mouckama@stevens.edu.

Eligibility to Participate in SVRIP

I turn 62 on July 1st, will I meet the eligibility requirements for SVRIP?

No. You must be at least 62 on June 30, 2020.

If you would like to retire, you may be eligible to enroll in the current benefits being offered to Stevens retirees. There are no incentive payments under the current benefits offered to Stevens retirees.

Please contact Maria Ouckama, Assistant Vice President for Human Resources, at mouckama@stevens.edu to learn more about the current benefits offered to Stevens retirees.

I am a faculty member who is currently on sabbatical (or recently returned from sabbatical). Can I apply for SVRIP?

Yes, a tenured faculty member who is currently on or recently returned from sabbatical is eligible for SVRIP.

Incentive Payment and Leave Time Payments

When will I be paid my SVRIP incentive payments?

The SVRIP incentive disbursements will occur 15 business days following your retirement date.

How will the retirement incentive payments be taxed?

The deductions that will be taken from the incentive payments will include federal, state and local income taxes, FICA (Social security and Medicare) tax, and New Jersey unemployment tax as well as any other required deduction. You should consult with an accountant or tax advisor if you have any questions on how these incentive payments will impact your tax liability.

Will benefit deductions be taken from my incentive payments?

Benefit deductions will not be taken from the incentive payments.

Will I receive a payment for my unused vacation days?

Eligible retirees will receive a payment for any accrued, unused vacation time as calculated as of the last day worked.

Will I receive a payment for my sick days and personal days?

Eligible retirees will not be paid for any unused sick leave or personal days.

Medical and Voluntary Benefits

If I elect not to participate in the Program, will I still be eligible for retirement benefits if I wait to retire later?

Yes, you will be eligible for the retiree benefit package that is available at that time.

Tenured and Emeritus Status

If I am a faculty member, does my tenure end if I participate in the Program?

Consistent with any retirement, tenured faculty who participate in the SVRIP will relinquish their tenured status on their retirement date.

I am a faculty member who has applied for SVRIP. Can I be considered for Emeritus status?

Faculty electing to retire as a part of the Stevens Voluntary Retirement Incentive Program may be considered for Emeritus status in accordance with the current guidelines outlined in the Stevens Faculty Handbook.