

## **Enhanced Retirement Incentive Program for Staff Program Description**

September 2020

The Enhanced Retirement Incentive Program (the "Program") is an initiative created to invite staff who meet the eligibility criteria to volunteer for retirement from Smith College. This Program is being offered to help individual participants wishing to retire or transition to other employment. If you have questions or would like further information, please contact the Human Resources Office at HR@smith.edu.

### **Eligibility**

You are eligible if as of December 31, 2020:

- you are at least 55 years of age AND have a combined age and completed years of service at the college which equals 70 or more AND
- You are a regular, benefit eligible staff member in either an active position or on an authorized leave of absence.

### **You are not eligible**

- if you are an employee who has given retirement notice for the calendar year 2020 OR
- you are in a position the College decides is *not eligible* for the early retirement incentive.

### **Voluntary Decision**

Your decision to participate in this Program is entirely voluntary. If you feel you are being pressured in any way about your decision, contact Human Resources.

### **Election Decision Timeline and Deadline**

You will have until September 18, 2020 to decide if you wish to elect to participate in this program. If you elect to participate, HR will provide you with an Enhanced Retirement Incentive Program Agreement by September 28th. You will have at least 45 days to review and sign the agreement. The Agreement must be signed on or within three days after November 13, 2020.

### **Date Employment Ends**

If you decide to participate in the Program, your position and employment with Smith College will end no later than November 13, 2020. In extraordinary circumstances, your employment may be extended for a brief period beyond November 13, 2020. Extensions of employment beyond November 13, 2020 for those who elect to participate in this program must be approved by you, your department head, and the Associate Vice President for Human Resources.

## Enhanced Separation Payment

If you decide to participate in this Program, you will be eligible for a separation payment comprised of:

### 1. Basic Payment

A payment of **8 weeks** of pay calculated at your base weekly rate as of September 1, 2020 and less applicable taxes.

### 2. Supplemental Payment

An additional payment based upon consecutive, completed years of service in a regular, benefits eligible position, according to the following schedule:

Number of weeks of severance	Number of consecutive, completed years of service in benefits eligible position
Four(4)	1-4 years
Six (6)	5-9 years
Eight (8)	10-14 years
Ten (10)	15-19 years
Twelve (12)	20-24 years
Fourteen (14)	25 or more years

The supplemental payment will be based on your base weekly rate of pay as of September 1, 2020, and your total years of service as of December 31, 2020 and less applicable taxes.

## Enhanced Benefits

If you decide to participate in the Program, you will be eligible for the following benefits, in addition to other benefits offered to staff and faculty who retire in the ordinary course and meet the requirements of 62 years of age and 10 consecutive years of service (see retirement information on the Smith College HR website):

- **Retirement Plan Contributions**

The College will make retirement plan contributions on any accrued but unused paid time off as of your employment termination date. The separation payments described above are not eligible for retirement plan contributions.

- **Health and Dental Coverage**

You may continue your current coverage until November 30, 2020 or the last day of the month in which you terminate. You may elect COBRA continuation coverage for the health, dental, vision and/or the employee assistance program plans for a period of up to 2 years following that date. For this period the College will pay 100% of the normal College contribution for the level of coverage you have in effect on your employment termination date.

You will be entitled to the same insured benefits under these plans as are available, from time to time, to College employees.

Your coverage in the Smith group plans under COBRA may terminate upon any of the following events:

- the expiration of the 2-year continuation of coverage period (November 30, 2022, for most participants);
- Smith ceases to provide any group insurance plan to any employee;
- your failure to pay the monthly premium within 30 days after its due date;
- your eligibility for other health insurance coverage;
- if the successor plan has no exclusions or limitations for pre-existing conditions which affect you; or
- entitlement to Medicare benefits

- **Life Insurance**

Coverage for you and your dependents under the College's group Life Insurance Plan will end on the day your employment terminates. You may convert your coverage to an individual policy. The Office of Human Resources will provide you with conversion information.

- **Loan Repayment**

The balance on all outstanding loans will be deducted from your separation payment.

## **Other Benefits**

- **Long Term Disability**

Your coverage under the College's group Long Term Disability Insurance Plan will end on the day your employment terminates. You may be eligible to convert your coverage to an individual policy. The Office of Human Resources will provide you with conversion information if you are eligible.

- **Unemployment Compensation**

Because of the special benefits offered by the Program, and because your participation is completely voluntary, you may not be eligible for unemployment benefits. Check with your local unemployment office for details.

- **Vacation and other Paid Time Payment**

Your final check will include payment for your accrued and unused vacation and any other paid time off for which you are eligible on your employment termination date.

## **Release**

In order to participate in the Program, you must sign a release of any and all legal claims. The release is included in the formal Enhanced Retirement Incentive Program Agreement.

**Re-employment**

If you elect to participate in this Program, you will be ineligible for re-employment at Smith College for a period of 2 years following your employment termination date.

**More Information**

To learn more about how this Program applies to your personal situation or to request more detail, please contact Human Resources at [HR@smith.edu](mailto:HR@smith.edu).