Policy *360* Version *1* *4/25/2016*

**Policy Change Cover Sheet**

|  |  |  |
| --- | --- | --- |
| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** | | |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** [***ndsu.policy.manual@ndsu.edu***](mailto:ndsu.policy.manual@ndsu.edu) ***first so that a clean policy can be presented to the committees.*** | |
| **SECTION**: | 360 EARLY RETIREMENT | |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).** | | |
| * Is this a federal or state mandate?  Yes X No * Describe change: Changes are proposed in an effort to 1) comply with recent changes to SBHE policy and 2) clarify the policy. | | |
| 1. **This policy change was originated by (individual, office or committee/organization):** | | |
| * Office of the Provost * canan.bilen.green@ndsu.edu | | |
| ***This portion will be completed by Mary Asheim.***  Note: Items routed as information by SCC will have date that policy was routed listed below. | | |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):** | | |
| **Senate Coordinating Committee:** | | 5/16/16 |
| **Faculty Senate:** | |  |
| **Staff Senate:** | |  |
| **Student Government:** | |  |
| **President’s Cabinet:** | |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to [ndsu.policy.manual@ndsu.edu](mailto:ndsu.policy.manual@ndsu.edu). All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**North Dakota State University  
Policy Manual  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION 360  
EARLY RETIREMENT**

SOURCE: SBHE Policy Manual, Section 703.1  
NDSU President

1. Early retirement may be offered by the administration of NDSU as specified in SBHE Policy 703.1. This policy is governed by the provisions of SBHE Policy 703.1. Early retirement is not an entitlement but requires mutual agreement and written consent of both the employee and the administration. Early retirement may not be used as a device to circumvent the due process procedures for dismissals under SBHE rules and it is available only when the institution has documented the benefits resulting from the agreement.
2. Eligibility. This policy only applies to tenured faculty, the president, vice presidents, deans and officers of the institution who report directly to the president, the provost, or a vice president, or dean. The sum of the employee's age and total years of employment with the ND University System must equal 70 or greater.
3. Process. An eligible employee wishing to pursue an early retirement agreement will submit a formal request in writing to his or her direct supervisor, who will notify the relevant Vice President or, in the case of faculty, the relevant Dean and the Provost. This request should include the employee’s expected date of retirement, the number of years of service, and birthdate. This request must be made at least six months prior to the expected date of retirement. The Vice President or Provost will inform the President of the request and contact the Director of Human Resources and Payroll to discuss options.
4. Evaluation. The Vice President or Provost will discuss the request with the employee and determine whether the benefit to NDSU is sufficient to merit approval of the request. The Vice President or Provost will negotiate the terms of the early retirement agreement with the employee. All costs associated with the early retirement agreement must be borne by the college or unit. The terms must be approved by the Director of Human Resources and Payroll and the President. The Director of Human Resources is responsible for executing ND University System [Early Retirement Agreement](https://www.ndus.edu/uploads/resources/2700/early-retirement-agreement-attached-to-703.1.doc) form and routing it for signatures.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HISTORY:   
Amended April 24, 1987

Amended March 8, 1993

Amended June 1994

Amended October 1997

Amended September 2000

Amended July 2001

Amended October 2007