



## **Texas Christian University Policy**

**Policy Number:** 2.030

**Subject:** Retirement Policy

**Effective Date:** May 1, 1989

**Revised:** February 22, 2008

### **I. Purpose**

Texas Christian University provides an opportunity for eligible faculty and staff to retire from the University and continue participation in specified health benefit programs during their retirement.

Texas Christian University offers a retirement plan to eligible faculty and staff to which it contributes and which can be used by those individuals to provide income upon their retirement from the University.

### **II. Eligibility**

#### **1. Eligibility for Retirement Programs (“The Rule of 75”)**

- a. The faculty or staff member must retire from a regular benefits-eligible position, must be actively at work on the day prior to retirement, and must participate in the benefit plan during the 3-month period immediately prior to retirement.
- b. Be at least 55 years of age
- c. Have a minimum of ten (10) years of continuous service
- d. Met the requirement that age plus years of service equal at least 75.
- e. For faculty and staff currently employed in benefits-eligible positions with hire dates prior to January 1, 2005 and no breaks in service, the years of service requirement is five (5) years.
- f. A return to TCU employment will not negate faculty or staff member’s eligibility under the Rule of 75 once that eligibility has been met.
- g. If a benefits-eligible employee who has met the rule of 75 dies, the existing covered dependents will convert to retiree status on the last day of the month in which the employee died for all benefit plans offered to retirees and for which the employee was enrolled.

#### **2. Eligibility for Retirement Plans**

- a. To be eligible for the University’s contribution to the plan, the faculty or staff member must work the equivalent of 1000 hours per year (48% of full time) in a regular position. Faculty in regular positions assigned to teach at least 15 credit hours per year, or an equivalent amount of research, are assumed to satisfy the 1000 hour requirement.

- b. The faculty or staff member must have two (2) years continuous service in an eligible position at the University prior to becoming eligible for the University's contribution to the plan.
- c. All faculty and staff who receive pay on a regular basis are eligible to participate in a supplemental retirement plan immediately upon employment. Contributions to this plan are made on a tax-deferred basis. Maximum contributions are set by federal regulations. Faculty and staff may begin or end participation or change contribution amounts at any time.

### **III. Procedures**

- 1. Participation begins on the first day of the month following submission of completed application forms to the Human Resources office. If application forms are not received in Human Resources in a timely manner, the eligible faculty or staff member will be automatically enrolled into TIAA/CREF, and TCU-contributed monies will be submitted to designated default investment fund(s).
- 2. University contributions to the retirement plan cease for faculty or staff who go on leave without pay.
- 3. University contributions to the retirement plan cease the day following the date a faculty or staff member terminates University employment.
- 4. Accrued and unused sick leave for staff participants in the plan is credited as time worked at the time of retirement for purposes of calculating the final University contribution to the retirement plan.

### **IV. Administrative Responsibility**

The Human Resources Department is responsible for administering and interpreting this policy.