

**COMPARISON OF  
PRE-RETIREMENT REDUCTION IN TIME BASE (PRTB)  
AND  
FACULTY EARLY RETIREMENT PROGRAM (FERP)**

***NOTE:** This is only a summary of the PRTB and FERP programs. For complete information, please refer to the Unit 3 Faculty Collective Bargaining Agreement, Articles 29 and 30\**

<b>PRTB (CBA Article 30)</b>	<b>FERP (CBA Article 29)<sup>1</sup></b>
<b>NATURE OF PROGRAM</b>	
An employee is not retired, but teaches less than full-time per year. Participants retain the same rank and status as they had prior to participation.	An employee is retired, but is entitled to a specific yearly period of employment for the duration of participation and the timebase is restricted.
<b>ELIGIBILITY</b>	
<ol style="list-style-type: none"> <li>1. Tenured faculty Unit 3 employee</li> <li>2. Age 55 to 64 years</li> <li>3. At least 10 years of full-time service</li> <li>4. Continuous full-time employment during the 5 years immediately preceding the effective date of PRTB</li> </ol>	<ol style="list-style-type: none"> <li>1. Tenured faculty Unit 3 employee</li> <li>2. Age 55 years</li> <li>3. Must be granted a service retirement</li> </ol>
<b>YEARLY PERIOD OF EMPLOYMENT</b>	
Yearly assignment of 2/3, 1/2 or 1/3 for the academic or fiscal year	One full-time (or less, if requested) semester  <p style="text-align: center;"><b>OR</b></p> One academic year at 50% of time base worked in the year preceding retirement.  Requests for changes in period of employment must be approved by the President.
<b>DUTIES</b>	
A participant shall be required to perform normal responsibilities, duties, and activities pro rata.	A participant shall be required to perform normal responsibilities and his/her share of duties and activities during the period of employment.
<b>DURATION OF PARTICIPATION</b>	
The maximum period of participation is 5 years. Once authorized, the employee may not revoke the reduced time base and return to full-time employment unless approved by the President. This provision shall also apply if the participant completes the 5 years and does not elect a service retirement.	The maximum period of participation is 5 years.

<sup>1</sup> Please note: The following provisions of the CBA do not apply to participants in FERP: Article 14 (Promotion), Article 22 (Leaves of Absence Without Pay), Article 24 (Sick Leave: 24.1, 24.3, 24.4), Article 27 (Sabbatical Leaves), Article 28 (Difference in Pay Leave), and Article 32 (Benefits: 32.1)

## SALARY

A participant's appropriate salary is paid in 12 equal payments. If a participant fails to meet his/her employment commitment, salary adjustments or repayment by the participant of an salary overpayment may be required. Such an adjustment or required repayment shall not be the basis for a grievance.

In addition to the retirement pay appropriate for the age and years of service at the time of retirement, a participant is paid for the FERP work assignment(s) at the same rank and level as in the academic or fiscal year immediately preceding retirement and based on the participant's time base.

## SERVICE CREDIT FOR RETIREMENT

Participants continue to accumulate service credit for retirement as though working full time. Retirement contributions shall be based on the full-time rate of pay. For OASDI, the rate shall be based on the actual salary.

Since a participant is retired, no service credit is accumulated through this program. In addition, no retirement or OASDI contributions are withheld from pay.

## SICK LEAVE

Participants retain accumulated sick leave and accrue additional sick leave on a pro rata basis.

At the time of the service retirement and appointment to FERP, a participant may elect to carry over up to 48 hours of sick leave into the FERP appointment if the participant elects to reduce his/her accumulated sick leave by that amount for retirement service credit.

In addition to the sick leave carry over, if any, full-time participants shall continue to accrue 8 hours sick leave per qualifying pay period during the period of employment. Such accrual shall be pro rata for less than full-time participants. A maximum of 160 hours of sick leave may be accrued during FERP.

## OTHER LEAVES

Participants are not eligible for sabbatical or other paid leaves. Leaves without pay may be granted at the discretion of the President according to normal policy.

Participants may request one leave of absence without pay for personal illness for all or part of the period of employment.

## BENEFITS

Eligibility for or participation in insurance plans, tax deferred annuity programs and other benefits continue as before, in accordance with the rules governing participation in and contributions to the particular plans.

Participation in the various benefits programs is in accordance with the rules governing retired persons.

## APPLICATION

An eligible employee requests entry into PRTB at least six months prior to the beginning of the academic or fiscal year in which participation is to begin. The President may waive the required notice period.

An eligible employee notifies the President in writing at least six months prior to the beginning of the academic year in which participation is to begin. The President may waive the required notice period.

## PROCEDURE FOR PROCESSING APPLICATIONS

Complete the PRTB application form and submit to Faculty Affairs via the department chair and dean.

1. Complete the FERP application form and submit to Faculty Affairs via the department chair and dean or director
2. Apply for service retirement with an effective date prior to the beginning of the academic year.

\* Please also refer to the following CSU Technical Letters and HR Letter (or superseding Letters) for further information:

1. **The PRTB program:** <http://www.calstate.edu/HRAdm/pdf2003/TL-BEN2003-11.pdf>;
2. **The FERP program:** <http://www.calstate.edu/HRAdm/pdf2008/HR2008-23.pdf> and [www.calstate.edu/HRAdm/pdf2004/TL-BEN2004-08.pdf](http://www.calstate.edu/HRAdm/pdf2004/TL-BEN2004-08.pdf)