

Checklist for PRSA (Post Retirement Service Agreement) or Work after Retirement



Employee _____

Fulltime tenured faculty	Only FT tenured faculty are eligible
Must meet one of the 4 criteria	Section B of PRSA Plan Document
Notice of Intent to Participate	Submit to Dept Head, Dean and Chief Academic Officer at least 90 days before retirement date
Compensation, Assignment & Agreement	Section C of the PRSA Plan Document (Limitations)
60 Day waiting period	Must not return to work for at least 60 days following retirement. <i>You can request an exemption if necessary.</i>
Agreement (<i>note there are salary caps</i>)	Complete with name, dates, service schedule, information sheet and signatures (<i>6-page document</i>)
Temporary Employment Report	Must be completed each year they are in the PRSA and/or working after retirement without a PRSA.
Post-Retirement Services Template	Use this to help determine maximum post retirement salary.
If Faculty will continue with supplemental health insurance, and has a spouse that will also be covered under the insurance, you will need to obtain DOB information for Post Retirement Insurance Supplement	This information is on the last page of the PRSA – <i>Applicant Information Sheet</i> – you will need to check with B&R Director to get the total of the monthly amount for insurance.
Process Flow	
Faculty notifies dept head of their intent to retire and provides date. This notice should be given as early as possible. No less than 90 days prior to retirement	College HR and Administration will need a copy of this for the file.
Faculty should contact Benefits and Retirement to start the necessary paperwork	There is a link on the TCE website to help start this process. This process is separate from the PRSA process.
If the dept and faculty desire to enter into a PRSA upon retirement, this process should begin as soon as possible after giving notice of retirement	If requesting the 60-day waiting period be waived, you must submit a memo to Benefits & Retirement Director from the DH explaining why you need this waived. A copy should be sent to TCE HR. Examples in MS Teams. Dept will receive response from director. PRSA’s can last from 1 semester to 4 years.
Once approvals received, you can complete PRSA and Temporary Employment Report for review and signatures by TCE HR - Chancellor	Since there are 8 different signatures of approval , the sooner you can start the process, the better.
Enter faculty’s termination (reason retirement)	Can be entered in IRIS as soon as you know the retirement date

	Provide approved signed copies to TCE HR, Faculty member and the department.	This will be kept in personnel file. It is the department's responsibility to renew this agreement, if needed. IRIS does not keep track of the end dates.
	Rehire in position (with no break in service, if waiving 60 day waiting period)	This may be Professor Emeritus, Lecturer, Professor of Practice or Adjunct. This will be considered a "temporary" position.
	The department is responsible to file a Temporary Employment Report each year of the agreement.	This should be sent to B&R director, TCRS and copy to TCE HR.
	When PRSA has ended, the department is responsible to terminate the faculty member.	Department should enter termination as soon as possible.
	Following Termination of PRSA, the retiree may be reemployed with no payment for medical insurance supplement for one or more subsequent "Temporary" appointment(s).	Department submits RFA to TCE Faculty Affairs for temporary position – payment is processed via a cost distribution (do not process via the IRIS additional pay transaction)
	TCE HR is here to help support and answer questions related to the PRSA and TCE Faculty will help with appointments if needed.	