RETIREMENT PLANS

I. Retirement Plan Options

College full-time budgeted employees are provided with membership in a retirement system at the time they commence employment with the College. Employees become members of either the Maryland State Retirement and Pension System (MSRPS) or the Optional Retirement Program (ORP). The ORP is available only to professional employees with baccalaureate degrees or higher who are in positions that require at least a baccalaureate degree; eligibility is determined by the Maryland Higher Education Commission (MHEC). If employees do not elect a plan by the communicated deadline, they will automatically be placed into MSRPS. Your election to join the MSRPS or the ORP is a one-time, irrevocable election and cannot be changed. If you elect to join the ORP, you will never be eligible to participate in the MSRPS, unless your employment changes such that you are no longer employed in a position eligible to participate in the ORP. If you elect to join the MSRPS, you will never be eligible to join the ORP regardless of any changes in your employment.

II. Supplemental Retirement Annuities (SRAs)

Employees may increase their retirement savings by enrolling in supplemental retirement annuities (SRAs) which are tax deferred annuity plans. The College offers several different plans from which employees can choose. Through a properly executed salary reduction agreement, available on the human resources page, employees divert part of their compensation before taxes to the purchase of the SRAs. Specific information about these plans is available in the Human Resources Office.

III. Retirement Definition and Process

Employees initiate the retirement process through the human resources office. Employees should try to initiate this process at least six months prior to the planned retirement date if possible, in order to avoid any delays in benefits. A letter of retirement should be submitted to the Supervisor with a copy to the College President and the Director of Human Resources.

IV. Retirement is defined as separation from the College with either:

A. The eligibility to draw retirement benefits under the MSRPS; eligibility criteria are defined in the MSRPS BENEFIT HANDBOOK; or
B. The eligibility to draw benefits under the ORP at a minimum age of 55.

V. Benefits

A. Annual leave accumulated up to 80 hours will be paid as a lump sum on the final pay check distributed after the retirement date.
B. Unused sick leave is not payable upon resignation or other termination of employment; employees have no vested ownership or entitlement to their accrued sick leave. Sick leave is also not payable upon retirement. However, for members of the MSRPS, unused sick

leave may be creditable toward service time for retirement. In the optional retirement plan, sick leave carries no credit of any kind.

C. See Policy 03.05.007, "Extension of Group Health Benefits", for information on continuing group health benefits coverage for retirees and family members.
D. Optional membership in the Retiree Association (eligibility and annual membership fee applies)
E. Benefits include: College retiree email account, campus parking permit, Library privilege, bookstore discount, pool pass, fitness center usage, basketball season pass, and invitation to certain College events