


PROCEDURE MANUAL

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		Last Revision Date:	03-31-2026
		Effective Date:	03-31-2026
		Last Review Date:	03-31-2026
Section:	Human Resources	Subject:	Phased Retirement

PURPOSE

The purpose of Phased Retirement is to allow full-time Arizona State Retirement System (ASRS) participant employees, who are in good standing and needed by the college, to be hired by a third party and placed back at the College for a specified period of time. This program facilitates a structured transition into retirement while allowing the institution to retain essential expertise for a limited duration.

PROCEDURE

1. Scope: This procedure applies to all administrative, staff, and faculty positions at Arizona Western College.
2. Definitions
 - 2.1. **Phased Retirement:** A program allowing eligible full-time employees retiring under ASRS to continue serving Arizona Western College (AWC) through a third-party employment arrangement.
 - 2.2. **Phased Retiree:** An individual hired by an external provider and placed at AWC for a duration not exceeding 12 months. These individuals maintain professional responsibilities but do not receive AWC employment benefits or direct compensation from the college.
3. Eligibility Criteria: To request participation in Phased Retirement, an individual must meet the following requirements:
 - 3.1. Employment Status: Must be a current full-time AWC employee in an institutionally funded position (not grant-funded).
 - 3.2. Service Requirement: Must have been employed by AWC for a minimum of ten (10) full-time consecutive years immediately prior to application.
 - 3.3. Retirement Qualification: Must qualify for Normal Retirement as detailed by A.R.S. § 38-711(27).
 - 3.4. Good Standing: Must not have been on a formal written improvement plan or formal warning within two years of applying through the start of phased retirement.
4. Terms and Conditions
 - 4.1. Duration: Phased retirement is for a maximum of 12 continuous months and cannot be extended.
 - 4.2. Academic Alignment: For faculty, placements must align with college semesters (August–May) to ensure no mid-semester disruptions for students.
 - 4.3. Compensation and Benefits: Retirees receive pay and benefits solely from the third-party provider. They are ineligible for AWC benefits, paid leaves, tuition reimbursement, or pay increases approved after their AWC retirement date and remains in effect for the duration of the phased retirement placement.
 - 4.4. Restrictions: Phased retirees are not eligible for overload assignments, stipends, part-time employment, or special projects requiring additional pay from the college.

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4.5. Employment Status: Participation is not an entitlement. Retirees are not automatically reinstated as AWC employees, and there is no guarantee of future re-hire. Retirees reinstated or rehired as a direct AWC employee will not be eligible for any annual pay increases for the first fiscal year.

5. Separation and Compliance

- 5.1. Resignation: Employees must resign from AWC and retire from ASRS before beginning any role with the Phased Retirement provider.
- 5.2. Institutional Policies: Phased retirees are required to follow all applicable AWC policies and procedures while performing their assigned duties.
- 5.3. Termination of Placement: The college may end a phased retirement placement with a 30-day no-cause notice, which is not subject to appeal.

6. Approval Authority

- 6.1. Final participation is subject to administrative approval based on institutional staffing needs. The request must be approved by the:
 - 6.1.1. Immediate Supervisor
 - 6.1.2. Cabinet Member
 - 6.1.3. Designated Human Resources Member
 - 6.1.4. College President
 - 6.1.5. District Governing Board
- 6.2. This procedure will be administered and interpreted by the Human Resources department, in consultation with appropriate academic and administrative leadership. Any questions regarding this procedure should be directed to Human Resources.